



# **TSWAING LOCAL MUNICIPALITY**

**PROJECT NO: SCM 004/2021/22**

**ATAMELANG TAXI RANK SHELTER**

## **TENDER DOCUMENT**

November 2021

**ISSUED BY:** TSWAING LOCAL MUNICIPALITY  
P. O. BOX 24  
Delareyville  
2770  
**Contact:** 053 948 1630

**NAME OF TENDERER:** .....  
**CIDB CRS NUMBER:** .....  
**CSD MAAA NUMBER:** .....

## TSWAING LOCAL MUNICIPALITY



PROJECT NO: SCM/004/2021/22

ATAMELANG TAXI RANK SHELTER

### CONTENTS

#### **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 Form of Guarantee

##### **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

##### **Part C5 : Additional Relevant Documents**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



## TSWAING LOCAL MUNICIPALITY

Suitably qualified service providers are hereby invited to submit proposals for the following:

### ADVERT

| Bid No.         | Description                              | Project Management Unit                       | Tender Submission Date              | Supply Chain Management     | CIBD Grading  | Points |
|-----------------|------------------------------------------|-----------------------------------------------|-------------------------------------|-----------------------------|---------------|--------|
| SCM 001/2021/22 | Geysdorp Community Hall                  | Ms. G Moipolai/ Mr TJ Meerken<br>053 948 0073 | Thursday, 09 December 2021 at 12h00 | Mr D Masibi<br>053 948 1943 | 5GB or Higher | 80/20  |
| SCM 002/2021/22 | Sione Community Hall                     | Ms. G Moipolai/ Mr TJ Meerken<br>053 948 0073 | Thursday, 09 December 2021 at 12h00 | Mr D Masibi<br>053 948 1943 | 5GB or Higher | 80/20  |
| SCM 003/2021/22 | Kopela Taxi Rank Shelter                 | Ms. G Moipolai/ Mr TJ Meerken<br>053 948 0073 | Thursday, 09 December 2021 at 12h00 | Mr D Masibi<br>053 948 1943 | 3GB or Higher | 80/10  |
| SCM 004/2021/22 | Atamelang Taxi Rank Shelter              | Ms. G Moipolai/ Mr TJ Meerken<br>053 948 0073 | Thursday, 09 December 2021 at 12h00 | Mr D Masibi<br>053 948 1943 | 3GB or Higher | 80/20  |
| SCM 005/2021/22 | Rehabilitation of Delareyville Taxi Rank | Ms. G Moipolai/ Mr TJ Meerken<br>053 948 0073 | Thursday, 09 December 2021 at 12h00 | Mr D Masibi<br>053 948 1943 | 4GB or Higher | 80/20  |

### Evaluation Criteria 70/100

| Criteria                          | Points |
|-----------------------------------|--------|
| Project team + Project experience | 65     |
| Plant, Resources & Programme      | 15     |
| Financial rating                  | 10     |
| Locality                          | 10     |

Bid documents are available on e-tender portal at no cost.

**Compulsory Briefing Session:** No Compulsory briefing session.

**By Hand:** Bid documents with supporting documents must be sealed and externally endorsed with the Bid No., Description and placed in a bid box of the Tswaing Local Municipality, Municipal Building, Cnr Delarey and Government Street, Delareyville.

**By Post:** To reach to Supply Chain Management, P.O Box 24, Delareyville, 2770 in enough time for it to be placed in the Tender Box before closing time. **Opening of tenders:** No tender opening due to Covid 19 regulations.

Bidders must take note of the following: Person in the services of the state is not allowed to bid-bidders are requested to attach an original Tax Clearance Certificate obtainable from SARS- **Bidders are requested to read and take note of the “returnable document and schedule on the bid document.”** All companies must be registered on the CSD in compliance with Circular 81 of the MFMA. For Functionality, the service provider must score 70/100.

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**Mr. Letlhogile**  
**Acting Municipal Manager**

## T1.2 TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (May 2010) (Available on [www.cidb.co.za](http://www.cidb.co.za)).

The Tender Data makes several references to the CIDB Standard Conditions of Tender 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 CIDB Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

| Clause No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.1.1      | <b>The Employer is:</b><br>Tswaing Local Municipality<br>P O Box 24<br>Delareyville<br>2770                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| F.1.2      | <b>The tender document's contents are as follows:</b><br><b>Part T1 : Tendering Procedures</b><br>T1.1 Tender Notice and invitation to tender (WHITE)<br>T1.2 Tender Data (PINK)<br><b>Part T2: Returnable Documents</b><br>T2.1 List of Returnable documents (YELLOW)<br>T2.2 Returnable schedules (YELLOW)<br><b>THE CONTRACT</b><br><b>Part C1: Agreements and Contract Data</b><br>C1.1 Form of Offer and Acceptance (YELLOW)<br>C1.2 Contract Data (YELLOW)<br>C1.3 Form of Guarantee (YELLOW)<br><b>Part C2: Pricing Data</b><br>C2.1 Pricing Instructions (YELLOW)<br>C2.2 Bill of Quantities (YELLOW)<br><b>Part C3: Scope of Work</b><br>C3 Scope of Work (BLUE)<br><b>Part C4: Site Information</b><br>C4 Site Information (GREEN)<br><b>Part C5: Additional Relevant Documents (WHITE)</b> |
| F1.3       | <b>Interpretation</b><br>The tender data and additional requirements contained in the tender schedules that are                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

Contractor

Witness 1

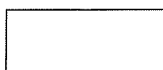
Witness 2

Employer

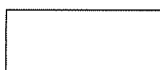
Witness 1

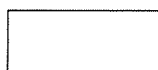
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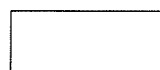
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|         | included in the returnable documents are deemed to be part of these tender conditions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| F.1.4   | <b>The Employer's Representative is:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Mr TJ Meerken<br>Tel: 053 948 0073<br>Ms G Moipolai<br>Tel: 053 948 0073                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|         | <p>Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer or his nominee will be regarded as amending the tender documents. Tender offer communicated on paper shall be submitted as an original.</p> <p>In the event that no correspondence or communication is received from the TLM within ninety (90) days after the stipulated closing date and time of the tender, the tender proposal will be deemed to be unsuccessful.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| F.1.5.1 | <b>Reject or Accept</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>The Employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such a cancellation and rejection, but will give written reasons for such action upon written request to do so.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| F.2.1   | <b>Eligibility</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Only those tenderers who satisfy the following criteria are eligible to submit tenders:</p> <p>Only those Tenderers who are registered with the Construction Industry Development Board(CIDB), in a Contractor grading designation equal to <b>3GB</b> or higher than <b>3GB</b> class construction work, are eligible to have their tenders evaluated.</p> <p>Joint Ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> <li>every member of the joint venture is registered with the CIDB;</li> <li>the combined Contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than <b>3GB</b> class of construction work.</li> <li>that both members of the JV be represented at the compulsory clarification meeting. Only tenderers who registered with CIDB and relevant grading are eligible to submit tenders.</li> <li>Prospective Bidder must comply with Circular 81 of MFMA (Registration and Compliance with the CSD)</li> </ol> |
| F.2.2   | <b>Compensation of tendering</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Accept that the Employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| F.2.3   | <b>Check documents</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| F.2.4  | <p><b>Confidentiality and copyright</b></p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                   |
| F.2.5  | <p><b>Reference documents</b></p> <p>Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.</p>                                                                                                                                                                                                                                                                                                                                              |
| F.2.6  | <p><b>Acknowledge Addenda</b></p> <p>Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension of the closing time stated in the tender data, in order to take the addenda into account.</p>                                                                                                                                                                                                                                                                                                                                                                               |
| F.2.7  | <p>The arrangements for a <b>compulsory clarification meeting</b> are:</p> <p>Compulsory clarification meeting:</p> <p><b>No compulsory briefing session</b></p> <p>No individual should represent more than one tenderer at the compulsory briefing session. Non-completion in full of the fields required on the attendance register may lead to automatic disqualification.</p> <p>All joint venture partners must be individually represented at the compulsory clarification meeting.</p>                                                                                                                                                 |
| F.2.8  | <p><b>Seek clarification</b></p> <p>Questions or queries must be submitted to the Engineer at least five (5) working days before the stipulated closing date and time of the tender. However, TLM shall not be liable nor assume liability for failure to respond to any questions and / or queries raised by the Tenderer</p>                                                                                                                                                                                                                                                                                                                 |
| F.2.10 | <p><b>Pricing the tender</b></p> <p>State the rates and prices in Rand</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| F.2.11 | <p><b>Alterations to documents</b></p> <p>Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall sign next to all such alterations. Erasures and the use of masking fluid are prohibited.</p>                                                                                                                                                                                                                                                                             |
| F.2.12 | <p><b>Alternative tender offers</b></p> <p>Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the tenderer proposes.</p> <p>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to</p> |

Contractor

Witness 1

Witness 2

Employer

Witness 1

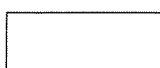
Witness 2

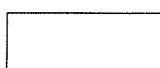
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|        | accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| F.2.13 | <p><b>Submitting a tender offer</b></p> <p>No late, faxed, emailed or other form of tender will be accepted. Completed tenders with attached documents, if any, must be submitted in Black ink in sealed envelopes and clearly marked "<b>PROJECT NO: PROJECT DESCRIPTION</b>" must be placed in Tender Box at Municipal Offices, Tswaing Local Municipality Cnr General Delarey and Government Street, Delareyville.</p> <p>Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.</p> <p>All tenders received by the Tswaing Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.</p>                                                                                                                                                                                                                                                                                                                                                                      |
| F.2.14 | <p><b>Information and data to be completed in all respects</b></p> <p>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. Responsive tenders are ONLY those tenders with all documents and pages, contained herein, that have been signed by the responsible person duly authorised to sign all documents indicated on the returnable document "<b>FORM C Authority of Signatory.</b>"</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| F.2.15 | <p><b>Closing date: Thursday, 09 December 2021</b></p> <p><b>Closing Time: 12h00</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| F.2.16 | <p><b>Tender offer validity</b></p> <p>The Tender offer validity period is 90 Days.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| F.2.18 | <p><b>Provide other material</b></p> <p><b>1. Proposed Key Personnel</b></p> <p>The tenderer shall indicate</p> <ol style="list-style-type: none"> <li>All staff positions/titles proposed for the team and the relationship between them</li> <li>Names of key professional people, and</li> <li>Parent firm abbreviation and in brackets (for JVs) after each professional person</li> </ol> <p>The text of this section shall include the concise statement of the duties of each individual of the organisation and the suitability of his/her qualifications for the assignment.</p> <p>In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CV's) for the Professional Staff named on the organisational chart and working on full time basis for the Tenderer. The CV should follow the normal Professional Format as used by Professional Service Providers.</p> <p>Each CV should give at least the following:</p> <ul style="list-style-type: none"> <li>○ Name, Age, parent firm, position in the parent firm and within the organisation of this</li> </ul> |

|            |           |           |          |           |           |
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|            |           |           |          |           |           |
| Contractor | Witness 1 | Witness 2 | Employer | Witness 1 | Witness 2 |

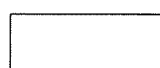
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|  | <p>assignment</p> <ul style="list-style-type: none"> <li>o Educational qualifications</li> <li>o Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.</li> <li>o Summary of experience</li> <li>o Language proficiency and</li> <li>o References (company name, individual name, position held, contact details)</li> </ul> <p>The CV must include a statement dated and signed by the individual, indicating his agreement to work on the assignment.</p> <p>Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services.</p> <p><b>2. Joint Venture arrangements should be in accordance with the CIDB guidelines (D2 or latest version),</b></p> <p>Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards.</p> <p>Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner:</p> <ol style="list-style-type: none"> <li>1. Control</li> <li>2. Management</li> <li>3. Operations</li> <li>4. Risk</li> <li>5. Profit and Loss</li> </ol> <p>The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last five (5) years. Provide short precise report on 3 completed projects with client – specific evidential information (or consultant specific <b>ONLY</b> in the absence of client specific formats) Please fill in the exact required information, failing which your bid will be rendered non responsive.</p> <p>The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture in design, project development, and project management of roads and storm water related projects.</p> <p>The tenderer is required to submit with his tender: Non Submission of the following documents will result in automatic disqualification:</p> <ol style="list-style-type: none"> <li>(1) a Tax Compliance Status PIN or an original valid Tax Clearance Certificate issued by the South African Revenue Services; and</li> <li>(2) a certified copy of the Company / CC Registration. In case of Joint Venture – both companies / cc to submit registration documentation.</li> </ol> |
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 Contractor

  
 Witness 1

  
 Witness 2

  
 Employer

  
 Witness 1

  
 Witness 2

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|        | (3) In case of Joint Venture – the Joint Venture Agreement.<br>(4) Certified copy of valid Certificate of Good Standing with Compensation Commissioner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| F.3.4  | <b>Opening of tender submissions</b><br>Tenders will not be opened in public due to Covid-19 regulations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| F.3.6  | <b>Non-disclosure</b><br>After the opening of the tender offers, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender offers and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the TLM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| F.3.11 | <p><b>Evaluation of tender offers</b></p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the TLM and the Preferential Procurement Regulations of 2017.</p> <p>If the Tender does not comply with the Tender conditions, the Tender may be rejected. If specifications are not met, the Tender may also be rejected. <u>With regard to the above, certain actions or errors are unacceptable, and warrants <b>REJECTION OF THE TENDER</b>, for example:</u></p> <ul style="list-style-type: none"> <li>▪ Certified or scanned copies of Tax Clearance Certificates. (Only a <b>Tax Compliance PIN or Original Tax Clearance Certificate</b> must be attached to the Tender document).</li> <li>▪ Non submission of company registration certificates.</li> <li>▪ Non submission of the offer in the prescribed format</li> <li>▪ Pages to be completed, removed from the Tender document, and have therefore not been submitted.</li> <li>▪ Failure to fully complete the schedule of quantities as required.</li> <li>▪ Failure to fully complete form of offer.</li> <li>▪ Scratching out without initialling next to the amended rates or information.</li> <li>▪ Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil.</li> <li>▪ Failure to attend compulsory briefing meetings</li> <li>▪ The Tender has not been properly signed by a party having the authority to do so, according to the <b>Form C – “Authority for Signatory”</b></li> <li>▪ No authority for signatory submitted.</li> <li>▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.</li> <li>▪ The Tenderer's attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.</li> <li>▪ The Tender has been submitted after the relevant closing date and time</li> <li>▪ If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or</li> </ul> |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

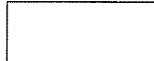
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|  | <p>municipal entity, are in arrears for more than three months.</p> <ul style="list-style-type: none"> <li>▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.</li> </ul> <p>Failure to complete in all returnable schedules and signing thereof will results an automatic disqualification.</p> <p><b>2. Size of enterprise and current workload</b></p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> <li>▪ Previous and expected current annual turnover</li> <li>▪ Current contractual obligations</li> <li>▪ Capacity to execute the contract</li> </ul> <p><b>3.Staffing profile</b></p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> <li>▪ Staff available for this contract being Tendered for</li> <li>▪ Qualifications, registration and experience of key staff to be utilised on this contract</li> </ul> <p><b>4. Previous experience</b></p> <p>Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> <li>▪ Experience in the relevant technical field</li> <li>▪ Experience of contracts of similar size</li> <li>▪ Some or all of the references will be contacted to obtain their input.</li> </ul> <p><b>5. Financial ability to execute the contract:</b></p> <p>Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> <li>▪ Contact the Tender's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose.</li> </ul> <p><b>6. Good standing with SA Revenue Services</b></p> <ul style="list-style-type: none"> <li>▪ Determine whether an original valid tax clearance certificate has been submitted.</li> <li>▪ The Tenderer <u>must affix an original valid Tax Clearance Certificate</u> to the <u>designated page of the Tender document</u>.</li> </ul> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

  
 Contractor

  
 Witness 1

  
 Witness 2

  
 Employer

  
 Witness 1

  
 Witness 2

If the Tender does **not** meet the requirements contained in the TLM supply chain Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.

#### 7. Penalties

Tswaing Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, one or more of the following penalties will be imposed:

- Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.
- Impose a financial penalty of twice the theoretical financial preference associated with the claim, which was made in the Tender.
- Restrict the firm, its shareholders and directors on obtaining any business from the Tswaing Local Municipality for a period of 5 years.

#### 8. Tender evaluation points

Tender evaluation points will be allocated as per the Supply Chain Management policy and the preferential procurement policy framework Act, 2000: preferential procurement regulations, 2017 including the following:

Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

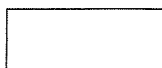
|                                     | POINTS |
|-------------------------------------|--------|
| PRICE                               | 80/90  |
| B-BBEE STATUS LEVEL OF CONTRIBUTION | 20/10  |

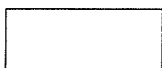
Regulations of disputes, objections, complaints and queries will be handled in accordance with Supply Chain Management Policy of Tswaing Local Municipality.

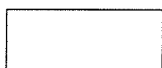
F.3.11.5 The procedure for the evaluation of responsive tenders is **Method 4:** Financial offer, Quality and Preferences

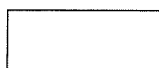
In the case of a financial offer, quality and preferences:

- a) Score each tender in respect of the financial offer made, preference claimed, if any, and the quality offered in accordance with the provisions of F.3.11.7 to F.3.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the tender data, if any.
- b) Calculate the total number of tender evaluation points ( $T_{EV}$ ) in accordance with the following formula, unless otherwise stated in the Tender Data:

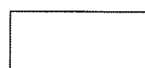
  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <p><math>T_{EV} = N_{FO} + N_P + N_Q</math></p> <p>where: <math>N_{FO}</math> is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7;<br/> <math>N_P</math> is the number of tender evaluation points awarded for preferences claimed in accordance with F.3.11.8.<br/> <math>N_Q</math> is the number of tender evaluation points awarded for quality offered in accordance with F.3.11.9.</p> <p>c) Rank tender offers from the highest number of tender evaluation points to the lowest.<br/> d) Recommend the tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.<br/> e) Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this subclause is repeated.</p> |
| F3.11.9 | <p>Scoring quality</p> <p>Score each of the criteria and subcriteria for quality in accordance with the provisions of the Tender Data.</p> <p>Calculate the total number of tender evaluation points for quality using the following formula:</p> <p><math>N_Q = W_2 \times S_0 / M_S</math></p> <p>where: <math>S_0</math> is the score for quality allocated to the submission under consideration;<br/> <math>M_S</math> is the maximum possible score for quality in respect of a submission; and<br/> <math>W_2</math> is the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Contractor

Witness 1

Witness 2

Employer

Witness 1

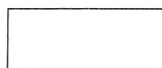
Witness 2

**Functionality Table**

| CRITERIA                                                       |                                                                                                      | POINTS     |  |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------|--|
|                                                                |                                                                                                      | MAX        |  |
| <b>PROJECT TEAM</b>                                            |                                                                                                      | <b>40</b>  |  |
| <b>Contract Manager</b>                                        |                                                                                                      | <b>20</b>  |  |
|                                                                | N. Dip: Civil + 10 Years Experience <b>or</b> B-Tech Civil + 5 Years Experience                      | 10         |  |
|                                                                | B-Tech Civil + 10 Years Experience                                                                   | 20         |  |
| <b>Site Agent</b>                                              |                                                                                                      | <b>10</b>  |  |
|                                                                | No Qualification: with/plus                                                                          | 0          |  |
|                                                                | Qualification at least N. Dip Civil Eng.: with/plus                                                  | 2          |  |
|                                                                | < 5 Years Experience in Construction Industry                                                        | 2          |  |
|                                                                | 5 to 10 Years Experience in Construction Industry                                                    | 6          |  |
|                                                                | > 10 Years Experience in Construction Industry                                                       | 8          |  |
| <b>Foreman</b>                                                 |                                                                                                      | <b>10</b>  |  |
|                                                                | 2 to 5 Years Experience in Road Construction                                                         | 3          |  |
|                                                                | 5 to 10 Years Experience in Road Construction                                                        | 8          |  |
|                                                                | > 10 Years Experience in Road Construction                                                           | 10         |  |
| <b>FINANCIAL RISK RATING</b>                                   |                                                                                                      | <b>10</b>  |  |
|                                                                | Bank Rating D                                                                                        | 0          |  |
|                                                                | Bank Rating C                                                                                        | 6          |  |
|                                                                | Bank Rating B                                                                                        | 8          |  |
|                                                                | Bank Rating A                                                                                        | 10         |  |
| <b>SIMILAR PROJECTS COMPLETED</b> (ATTACH APPOINTMENT LETTERS) |                                                                                                      | <b>25</b>  |  |
|                                                                | Projects < R3m or No Information Provided                                                            | 15         |  |
|                                                                | 2 Successful Projects R3m ≥ R9m/project                                                              | 20         |  |
|                                                                | 2 Successful Projects > R9m/project                                                                  | 25         |  |
| <b>PROJECT PROGRAM &amp; METHOD STATEMENT</b>                  |                                                                                                      | <b>15</b>  |  |
|                                                                | Relevant Program of works on Gantt Chart                                                             | 10         |  |
|                                                                | Relevant Method                                                                                      | 15         |  |
| <b>COMPANY PLANT AND RESOURCES</b>                             |                                                                                                      | <b>10</b>  |  |
|                                                                | 2 TLB'S,<br>1 EXCAVATOR<br>3 TIPPER TRUCKS,<br>1 20000L WATER TANKER<br>1 VIBRATOR ROLLER<br>2 LDV'S |            |  |
|                                                                | ALL PLANT AVAILABLE                                                                                  | 10         |  |
|                                                                | 1 ITEM NOT PRESENT                                                                                   | 7          |  |
|                                                                | 2 ITEMS NOT PRESENT                                                                                  | 4          |  |
|                                                                | 3 ITEMS NOT PRESENT                                                                                  | 2          |  |
|                                                                | 4 ITEMS NOT PRESENT                                                                                  | 0          |  |
| <b>GRAND TOTALS (POINTS)</b>                                   |                                                                                                      | <b>100</b> |  |

| Weighting   |             |            |                     |
|-------------|-------------|------------|---------------------|
| 30 points   | 25 points   | 10 points  | Values ranging      |
| 25 - 30 = 5 | 21 - 25 = 5 | 9 - 10 = 5 | 5 – Being Excellent |
| 19 - 24 = 3 | 16 - 20 = 3 | 7 - 8 = 3  | 4 – Being Very good |
| 13 - 18 = 3 | 11 - 15 = 3 | 5 - 6 = 3  | 3 – Being good      |
| 7 - 12 = 2  | 6 - 10 = 2  | 3 - 4 = 2  | 2 – Being average   |
| 0 - 6 = 1   | 0 - 5 = 1   | 0 - 2 = 1  | 1 – Being poor      |

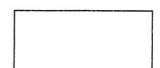
  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

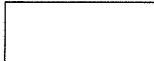
  
Witness 2

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | $P_s = S_o/M_s \times 100$ <p>Where <math>P_s</math> = percentage scored for functionality by the bid<br/> <math>S_o</math> = total score of the bid<br/> <math>M_s</math> = maximum possible score<br/>         Minimum score of <b>70%</b> for functionality should be obtain for the bidder to be further evaluated.</p>                                                                                                             |
|        | <p>The tenderer is to note that the following <b>Additional Relevant Documents</b> will form part of this contract:</p> <ul style="list-style-type: none"> <li>(i) Tswaing Local Municipality Supply Chain Management Policy,</li> <li>(ii) The preferential procurement policy framework Act, 2000: preferential procurement regulations, 2017 including the following:</li> <li>(iii) TLM health and safety specifications</li> </ul> |
| F.3.17 | <p><b>Provide copies of the contracts</b></p> <p>The number of paper copies of the signed contract to be provided by the Employer is one.</p>                                                                                                                                                                                                                                                                                           |

  
 Contractor

  
 Witness 1

  
 Witness 2

  
 Employer

  
 Witness 1

  
 Witness 2

## TSWAING LOCAL MUNICIPALITY



PROJECT NO: SCM/004/2021/22

PROJECT DESCRIPTION: ATAMELANG TAXI RANK SHELTER

### **T2.1 LIST OF RETURNABLE DOCUMENTS**

1. Failure to fully complete and sign the relevant returnable documents shall render such a tender offer unresponsive.
2. Tenderers shall note that their signatures appended to each returnable form represents a declaration that they vouch for the accuracy and correctness of the information provided, including the information provided by candidates proposed for the specified key positions.
3. Notwithstanding any check or audit conducted by or on behalf of the Employer, the information provided in the returnable documents is accepted in good faith and as justification for entering into a contract with a tenderer. If subsequently any information is found to be incorrect such discovery shall be taken as wilful misrepresentation by that tenderer to induce the contract. In such event the Employer has the discretionary right to terminate the contract.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

The Tenderer must complete and sign the following returnable Schedules:

**Returnable Schedules required for Tender evaluation purposes**

|        |                                                                 |
|--------|-----------------------------------------------------------------|
| Form A | COMPULSORY ENTERPRISE QUESTIONNAIRE                             |
| Form B | DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES  |
| Form C | DECLARATION OF INTEREST                                         |
| Form D | AUTHORITY OF SIGNATORY                                          |
| Form E | DECLARATION OF GOOD STANDING REGARDING TAX                      |
| Form F | FINANCIAL REFERENCES /TENDERER'S CREDIT RATING AND BANK DETAILS |
| Form G | MUNICIPAL UTILITY ACCOUNT                                       |
| Form H | PREFERENCE SCHEDULE                                             |
| Form I | PROPOSED KEY PERSONNEL                                          |
| Form J | SCHEDULE OF PREVIOUS EXPERIENCE                                 |
| Form K | SCHEDULE OF CURRENT PROJECTS                                    |
| Form L | SCHEDULE OF INFRASTRUCTURE AND RESOURCES / PLANT AND EQUIPMENT  |
| Form M | SCHEDULE OF PROPOSED SUB CONTRACTORS                            |
| Form N | PROGRAMME OF WORKS                                              |
| Form O | RECORD OF ADDENDA TO TENDER DOCUMENTS                           |
| Form P | PROOF OF GOOD STANDING WITH COMPENSATION COMMISSIONER           |
| Form Q | TENDERER'S PROJECT STRUCTURE                                    |
| Form R | CERTIFICATE OF INDEPENDENT BID DETERMINATION                    |
| Form S | DECLARATION TENDERER'S LITIGATION HISTORY                       |

**Returnable Documents that will be incorporated into the contract**

|      |                                               |
|------|-----------------------------------------------|
| C1.1 | Offer Portion of Form of Offer and Acceptance |
| C1.2 | Contract Data (Part 2)                        |
| C1.3 | Form of Guarantee                             |
| C2.2 | Bill of Quantities                            |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## TSWAING LOCAL MUNICIPALITY



PROJECT NO: SCM/004/2021/22

PROJECT DESCRIPTION: ATAMELANG TAXI RANK SHELTER

### T2.2 RETURNABLE DOCUMENTS

RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

#### FORM A: COMPULSORY ENTERPRISE QUESTIONNAIRE

*In the case of a Joint Venture – This page is to be completed and submitted in respect of each partner*

1. NAME OF ENTERPRISE

---

2. CONTACT PERSON

---

3. CONTACT NUMBER

---

4. FAX NUMBER

---

5. E-MAIL ADDRESS

---

6. POSTAL ADDRESS

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7. PHYSICAL ADDRESS

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Contractor

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Witness 1

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Witness 2

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Employer

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Witness 1

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Witness 2

- 8 VAT REGISTRATION NUMBER  
9 TAX REFERENCE NUMBER  
10 CIDB REGISTRATION NUMBER  
10.1 CIDB GRADING

|  |
|--|
|  |
|  |
|  |
|  |

- 11 HAS A B-BBEE STATUS LEVEL VERIFICATION  
CERTIFICATE BEEN SUBMITTED

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

- AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) ☐  
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS) ☐  
A REGISTERED AUDITOR ☐  
(Tick applicable box)

- 12 (A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR  
PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED ?

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

If Yes, Enclose Proof

.....  
Signature

.....  
Date

.....  
CAPACITY UNDER WHICH BID IS SIGNED

.....  
Name of Bidder

**ATTACH THE FOLLOWING DOCUMENTS:**

|  |
|--|
|  |
|--|

Contractor

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Witness 1

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Witness 2

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Employer

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Witness 1

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Witness 2

1. **For Closed Corporations**

CK1 or CK2 as applicable (Founding Statement)

2. **For Companies**

- A copy of the Certificate of Incorporation
- Certified Copies of the ID's of the Directors and
- the shareholders register

3. **For Joint Venture Agreements**

- Copy of the Joint Venture Agreement between all the parties,
- as well as the documents in (1) or (2) of each Joint Venture member.

4. **For Partnership**

- Certified Copies of the ID's of the partners

5. **One person Business / Sole trader**

- Certified Copy of ID

6. **B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE**

- Original and valid B-BBEE Status Level Verification Certificates or Certified Copy thereof

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**FORM B: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD8)**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Yes                             | No                             |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br><br>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).<br><br>The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |                                |
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><br>The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.                                                                                                                                                                                                                                                                           | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |                                |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |                                |
| 4.4   | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |                                |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

|       |                                                                                                                                                                                                                |                                 |                                |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.5   | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.7.1 | If so, furnish particulars:                                                                                                                                                                                    |                                 |                                |

### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

---

|            |           |           |          |           |           |
|------------|-----------|-----------|----------|-----------|-----------|
|            |           |           |          |           |           |
| Contractor | Witness 1 | Witness 2 | Employer | Witness 1 | Witness 2 |

**FORM C: DECLARATION OF INTEREST (MBD4)**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 3.1 Full Name of bidder or his or her Representative:.....
- 3.2 Identity Number: .....
- 3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....
- 3.4 Company Registration Number: .....
- 3.5 Tax Reference Number:.....
- 3.6 VAT Registration Number: .....
- 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
- 3.8 Are you presently in the service of the state? **YES / NO**
- 3.8.1 If yes, furnish particulars.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

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

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.....

.....

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

3.11.1 If yes, furnish particulars.....

.....

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

3.12.1 If yes, furnish particulars.....

.....

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

3.13.1 If yes, furnish particulars.....

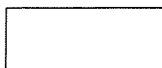
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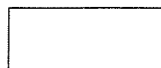
3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

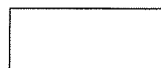
3.14.1 If yes, furnish particulars.....

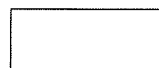
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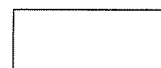
---

  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

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

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

---

*Contractor*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

**FORM D: AUTHORITY OF SIGNATORY**

Details of person responsible for tender process:

Name : .....

Contact number : .....

Office address : .....

Signatories for close corporations and companies shall confirm their authority by attaching to this form a **duly signed and dated original or certified copy on the Company Letterhead** of the relevant resolution of their members or their board of directors, as the case may be.

**PRO-FORMA FOR COMPANIES AND CLOSE CORPORATIONS:**

"By resolution of the board of directors passed on (date).....

Mr .....

has been duly authorized to sign all documents in connection with the Tender for Contract Number

.....and any Contract which may arise there from on

behalf of .....

(BLOCK CAPTIALS)

SIGNED ON BEHALF OF THE COMPANY .....

IN HIS CAPACITY AS .....

DATE .....

FULL NAMES OF SIGNATORY .....

AS WITNESSES: 1. ....

2. ....

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**PRO-FORMA FOR JOINT VENTURES:**

**Certificate of Authority for Joint Ventures**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms ....., authorised 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.

| NAME OF FIRM | ADDRESS | DULY AUTHORISED SIGNATORY                             |
|--------------|---------|-------------------------------------------------------|
|              |         | Signature: .....<br>Name: .....<br>Designation: ..... |
|              |         | Signature: .....<br>Name: .....<br>Designation: ..... |
|              |         | Signature: .....<br>Name: .....<br>Designation: ..... |
|              |         | Signature: .....<br>Name: .....<br>Designation: ..... |

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Contractor

Witness 1

Witness 2

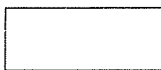
Employer

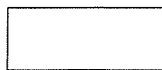
Witness 1

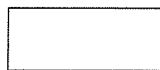
Witness 2

**ATTACH HERETO THE DULY SIGNED AND DATED ORIGINAL OR  
CERTIFIED COPY OF AUTHORITY OF SIGNATORY ON COMPANY  
LETTERHEAD**

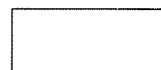
---

  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

**FORM E: DECLARATION OF GOOD STANDING REGARDING TAX (MBD 2)**

**ATTACH ORIGINAL VALID TAX CLEARANCE CERTIFICATE TO  
THIS PAGE**

The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM F: FINANCIAL REFERENCES**

**DETAILS OF TENDERERS BANKING INFORMATION**

**Notes to tenderer:**

1. The tenderer shall attach to this form a letter from the bank confirming the bank account and details. Failure to provide the required letter with the tender submission shall render the tenderer's offer unresponsive.
2. The tenderer's banking details as they appear below shall be completed.
3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                          |             |                          |              |                          |                     |                          |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------|-------------|--------------------------|--------------|--------------------------|---------------------|--------------------------|
| <b>BANK NAME:</b>                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                          |             |                          |              |                          |                     |                          |
| <b>ACCOUNT NAME:</b> (e.g. ABC Civil Construction cc) |                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                          |             |                          |              |                          |                     |                          |
| <b>ACCOUNT TYPE:</b> (e.g. Savings, Cheque etc)       |                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                          |             |                          |              |                          |                     |                          |
| <b>ACCOUNT NO:</b>                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                          |             |                          |              |                          |                     |                          |
| <b>ADDRESS OF BANK:</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                          |             |                          |              |                          |                     |                          |
| <b>CONTACT PERSON:</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                          |             |                          |              |                          |                     |                          |
| <b>TEL. NO. OF BANK / CONTACT:</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                          |             |                          |              |                          |                     |                          |
| How long has this account been in existence:          | <table border="1" style="display: inline-table; vertical-align: top;"> <tr> <td>0-6 months</td> <td><input type="checkbox"/></td> </tr> <tr> <td>7-12 months</td> <td><input type="checkbox"/></td> </tr> <tr> <td>13-24 months</td> <td><input type="checkbox"/></td> </tr> <tr> <td>More than 24 months</td> <td><input type="checkbox"/></td> </tr> </table> <span style="margin-left: 20px;">(Tick which is appropriate)</span> | 0-6 months | <input type="checkbox"/> | 7-12 months | <input type="checkbox"/> | 13-24 months | <input type="checkbox"/> | More than 24 months | <input type="checkbox"/> |
| 0-6 months                                            | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                            |            |                          |             |                          |              |                          |                     |                          |
| 7-12 months                                           | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                            |            |                          |             |                          |              |                          |                     |                          |
| 13-24 months                                          | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                            |            |                          |             |                          |              |                          |                     |                          |
| More than 24 months                                   | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                            |            |                          |             |                          |              |                          |                     |                          |

Name of Tenderer: .....

Date: .....

Signature : .....

Full name of signatory: .....

**Contractor**

**Witness 1**

**Witness 2**

**Employer**

**Witness 1**

**Witness 2**

**ATTACH ORIGINAL LETTER FROM BANK TO THIS PAGE  
(NOT OLDER THAN THREE MONTHS)**

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Contractor



Witness 1



Witness 2



Employer



Witness 1



Witness 2

**FORM G: MUNICIPAL UTILITY ACCOUNT**

**DECLARATION BY THE TENDERER**

I the undersigned \_\_\_\_\_, has been duly  
authorized to sign all documents with the Tender for Contract Number \_\_\_\_\_ on behalf of  
\_\_\_\_\_ hereby make a declaration as follows:  
(referred to herein as "the Bidder")

1. I declare that the bidder and /or any of its director(s) / member(s) does not owe the municipality, or any other municipality and/or municipal entity any amount which is in arrears in respect of any municipal rates and taxes or municipal service charges.
2. I understand and accept that in the event that this declaration is proved to be false, the bid shall be rejected forthwith. All other rights of the municipality (including but not limited to the right to claim damages where applicable) shall remain reserved in full.

SIGNED ON BEHALF OF THE COMPANY

IN HIS CAPACITY AS

DATE

FULL NAMES OF SIGNATORY

**ATTACH MUNICIPAL UTILITY ACCOUNTS**  
(not older than three months)

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM H: PREFERENCE SCHEDULE (MBD 6.1)**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, TENDERES MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017:**

**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 from R30 000.00 up to R50 000 000.00 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000.00 (all applicable taxes included).

1.2 The value of this bid is estimated to be below R50 000 000.00 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

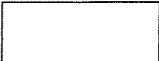
- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

|                                                   | POINTS |
|---------------------------------------------------|--------|
| PRICE                                             | 80/90  |
| B-BBEE STATUS LEVEL OF CONTRIBUTION               | 20/10  |
| Total points for Price and B-BBEE must not exceed | 100    |

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

## 2 DEFINITIONS

- 2.1 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2 “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**black designated groups**” has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**black people**” has the meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**co-operative**” means a co-operative registered in terms of section 7 of the Co-operatives Act, 2005 (Act No. 14 of 2005);
- 2.7 “**designated group**” means-
- (a) black designated groups;
  - (b) black people;
  - (c) women;
  - (d) people with disabilities; or
  - (e) small enterprises, as defined in section 1 of the National Small Enterprise Act, 1996 (Act No. 102 of 1996);
- 2.8 “**designated sector**” means a sector, sub-sector or industry or product designated in Terms of Regulation 8(1)(a);
- 2.9 “**EME**” means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.10 “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 2.11 “**military veteran**” has the meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011);
- 2.12 “**National Treasury**” has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

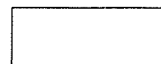
---

  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

- 2.13 “**people with disabilities**” has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No. 55 of 1998);
- 2.14 “**price**” includes all applicable taxes less all unconditional discounts;
- 2.15 “**proof of B-BBEE status level of contributor**” means-
- (a) the B-BBEE status level certificate issued by an authorised body or person;
  - (b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
  - (c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;
- 2.16 “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.17 “**Rand value**” means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;
- 2.18 “**rural area**” means-
- (a) a sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or
  - (b) an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;
- 2.19 “**stipulated minimum threshold**” means the minimum threshold stipulated in terms of regulation 8(1)(b);
- 2.20 “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 2.21 “**township**” means an urban living area that any time from the late 19<sup>th</sup> century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;
- 2.22 “**treasury**” has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999); and
- 2.23 “**youth**” has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008).

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into

---

|            |           |           |          |           |           |
|------------|-----------|-----------|----------|-----------|-----------|
|            |           |           |          |           |           |
| Contractor | Witness 1 | Witness 2 | Employer | Witness 1 | Witness 2 |

account all factors of non-firm prices and all unconditional discounts;.

- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

#### 4. POINTS AWARDED FOR PRICE

##### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ \\ \text{Where} & & \\ P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \\ \\ P_s & = & \text{Points scored for comparative price of bid under consideration} \\ P_t & = & \text{Comparative price of bid under consideration} \\ P_{\min} & = & \text{Comparative price of lowest acceptable bid} \end{array}$$

#### 5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1                                  | 10                              | 20                              |
| 2                                  | 9                               | 18                              |
| 3                                  | 6                               | 14                              |
| 4                                  | 5                               | 12                              |
| 5                                  | 4                               | 8                               |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

|                           |   |   |
|---------------------------|---|---|
| 6                         | 3 | 6 |
| 7                         | 2 | 4 |
| 8                         | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

- 5.2 Tenderes who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Tenderes other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6. BID DECLARATION

- 6.1 Tenderes who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: ..... = ..... (maximum of 10 or 20 points)

- 7 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## 8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

8.1.1 If yes, indicate:

1 what percentage of the contract will be subcontracted? %

2 the name of the sub-contractor?

3 the B-BBEE status level of the sub-contractor?

4 whether the sub-contractor is an EME?

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

## 9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm:

9.2 VAT registration number

9.3 Company registration number

9.4

### TYPE OF FIRM ( Tick Applicable Box)

- ☐ Partnership/ Joint Venture/ Consortium  
☐ One Person business/ sole propriety  
☐ Close Corporation  
☐ Company  
☐ (Pty) Ltd  
☐ Other : Specify \_\_\_\_\_

|  |
|--|
|  |
|--|

Contractor

|  |
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|  |
|--|

Witness 1

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|--|

Witness 2

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|--|

Employer

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|  |
|--|

Witness 1

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|--|
|  |
|--|

Witness 2

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

---

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer  
☐ Supplier  
☐ Professional service provider  
☐ Other service providers, e.g. transporter, etc.  
☐ [TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION:

Municipality where business is situated

---

Registered Account Number

---

Stand Number

---

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

---

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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;

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

**WITNESSES:**

1. ....

.....  
SIGNATURE(S) OF BIDDER(S)

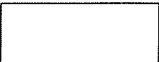
2. ....

DATE: .....

ADDRESS: .....

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.....  
.....

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Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

**FORM I: PROPOSED KEY PERSONNEL**

The Tenderer shall list below the key personnel whom he proposes to employ on the project should his Tender be accepted,

| Please list the personnel that you intend to appoint on this contract. |                                 |                                        |                                   |
|------------------------------------------------------------------------|---------------------------------|----------------------------------------|-----------------------------------|
| DESCRIPTION                                                            | <u>Name</u> of Full time member | Staff to be appointed on this contract |                                   |
|                                                                        |                                 | No of <b>Full Time</b> employment      | No of <b>Part Time</b> employment |
| Contract Manager                                                       |                                 |                                        |                                   |
| Site Agent                                                             |                                 |                                        |                                   |
| Clerk                                                                  |                                 |                                        |                                   |
| Foreman                                                                |                                 |                                        |                                   |
| Material Technician                                                    |                                 |                                        |                                   |
| Surveyor                                                               |                                 |                                        |                                   |
| Operators                                                              |                                 |                                        |                                   |
| Supervisor                                                             |                                 |                                        |                                   |
| Labourers                                                              |                                 |                                        |                                   |
| Other                                                                  |                                 |                                        |                                   |
| 2.                                                                     |                                 |                                        |                                   |
| 3.                                                                     |                                 |                                        |                                   |
| 4.                                                                     |                                 |                                        |                                   |
| 5.                                                                     |                                 |                                        |                                   |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Provide two paged CV of Each key Personnel to be used in this project.  
Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment
- Proof of Educational qualifications
- Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.
- Language proficiency and
- References (company name, individual name, position held, contact details)

***(Affix the CV's and Attachments in a form of a booklet to the following Page.)***

|                                                  |
|--------------------------------------------------|
| <b>ATTACH CV'S OF KEY PERSONNEL TO THIS PAGE</b> |
|--------------------------------------------------|

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|                   |                  |                  |                 |                  |                  |
|-------------------|------------------|------------------|-----------------|------------------|------------------|
|                   |                  |                  |                 |                  |                  |
| <i>Contractor</i> | <i>Witness 1</i> | <i>Witness 2</i> | <i>Employer</i> | <i>Witness 1</i> | <i>Witness 2</i> |

**FORM J: SCHEDULE OF PREVIOUS EXPERIENCE**

The procedure for the evaluation of responsive Bids will be on the average of the **previous three projects** where the firm was involved for TSWAING LOCAL MUNICIPALITY (TLM) projects or other clients. Reference of clients other than TLM **MUST** be provided.

**Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:**

- Experience in the relevant technical field
- Experience of contracts of similar size
- At least three of the references will be contacted to obtain their input.

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work. **This information is material to the award of the Contract.**

| Description | Value (R)<br>VAT excluded | Period work executed |                 | Name | Reference    |                |
|-------------|---------------------------|----------------------|-----------------|------|--------------|----------------|
|             |                           | Appointment Date     | Completion Date |      | Organisation | Tel no and Fax |
|             |                           |                      |                 |      |              |                |
|             |                           |                      |                 |      |              |                |
|             |                           |                      |                 |      |              |                |
|             |                           |                      |                 |      |              |                |
|             |                           |                      |                 |      |              |                |
|             |                           |                      |                 |      |              |                |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM K: SCHEDULE OF CURRENT PROJECTS

Provide the following information on current projects  
This information is material to the award of the Contract.

| Description | Value (R)<br>VAT excluded | Appointment Date | Expected<br>Completion Date | Reference |                |
|-------------|---------------------------|------------------|-----------------------------|-----------|----------------|
|             |                           |                  |                             | Name      | Tel no and Fax |
|             |                           |                  |                             |           |                |
|             |                           |                  |                             |           |                |
|             |                           |                  |                             |           |                |
|             |                           |                  |                             |           |                |
|             |                           |                  |                             |           |                |
|             |                           |                  |                             |           |                |
|             |                           |                  |                             |           |                |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## FORM L: SCHEDULE OF INFRASTRUCTURE AND RESOURCES

Provide information on the following:

**Infrastructure and resources available for this project:**

**1. Physical facilities and Buildings.**

| Description | Address | Owned / leased |
|-------------|---------|----------------|
|             |         |                |
|             |         |                |

**2. Equipment**

Provide information on equipment and resources that you have available for this project.

| 1. EARTH MOVING EQUIPMENT | NUMBER OF<br>UNITS OWNED BY<br>CONTRACTOR | NUMBER OF UNITS ALLOCATED<br>TO THIS CONTRACT |       |
|---------------------------|-------------------------------------------|-----------------------------------------------|-------|
|                           |                                           | OWNED                                         | HIRED |
|                           |                                           |                                               |       |
|                           |                                           |                                               |       |
|                           |                                           |                                               |       |
| 2. CONSTRUCTION EQUIPMENT |                                           |                                               |       |
|                           |                                           |                                               |       |
|                           |                                           |                                               |       |
|                           |                                           |                                               |       |
| 3. CONSTRUCTION EQUIPMENT |                                           |                                               |       |
|                           |                                           |                                               |       |
|                           |                                           |                                               |       |
|                           |                                           |                                               |       |
|                           |                                           |                                               |       |
|                           |                                           |                                               |       |

**4. Size of enterprise and current workload**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

What was your turnover in the previous financial year? -----

What is the estimated turnover for your current financial year? -----

|                                                     |
|-----------------------------------------------------|
| <b>FORM M: SCHEDULE OF PROPOSED SUB-CONTRACTORS</b> |
|-----------------------------------------------------|

| NAME OF SUB-CONTRACTOR | FULL DESCRIPTION OF WORK TO BE PERFORMED BY SUB-CONTRACTOR |
|------------------------|------------------------------------------------------------|
|                        |                                                            |
|                        |                                                            |
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|                        |                                                            |
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Contractor

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Witness 1

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Witness 2

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Employer

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Witness 1

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|--|

Witness 2

**FORM N: PROGRAMME OF WORKS**

**TENDERER TO ATTACH PROGRAMME OF WORKS**  
*(Please use MS project Format)*

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|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM O: RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communication received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

|  | Date | Title of Details |
|--|------|------------------|
|  |      |                  |
|  |      |                  |
|  |      |                  |
|  |      |                  |
|  |      |                  |
|  |      |                  |
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|  |      |                  |
|  |      |                  |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM P:     PROOF OF CERTIFICATE OF GOOD STANDING WITH COMPENSATION COMMISSIONER**

Affix Certified Proof of Good Standing with Compensation Commissioner on this page.

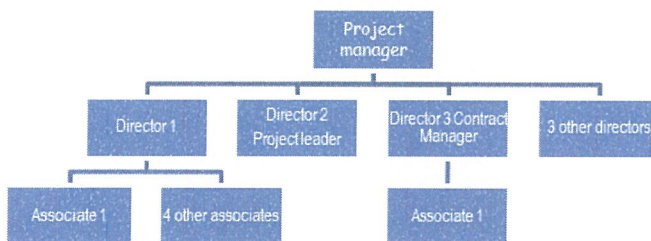
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|                                                                                                      |                                                                                                     |                                                                                                     |                                                                                                    |                                                                                                         |                                                                                                         |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <div data-bbox="193 2022 352 2085"></div> <div data-bbox="234 2085 314 2105"><i>Contractor</i></div> | <div data-bbox="403 2022 563 2085"></div> <div data-bbox="445 2085 520 2105"><i>Witness 1</i></div> | <div data-bbox="614 2022 774 2085"></div> <div data-bbox="655 2085 730 2105"><i>Witness 2</i></div> | <div data-bbox="825 2022 984 2085"></div> <div data-bbox="866 2085 941 2105"><i>Employer</i></div> | <div data-bbox="1035 2022 1195 2085"></div> <div data-bbox="1077 2085 1152 2105"><i>Witness 1</i></div> | <div data-bbox="1246 2022 1406 2085"></div> <div data-bbox="1287 2085 1362 2105"><i>Witness 2</i></div> |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|

## FORM Q: TENDERER'S PROJECT STRUCTURE

### Notes to tenderer:

1. The intention of this form is to demonstrate the tenderer's project structure, as well as the lines of responsibility between members of the project team and between the project team and the overall company structure. The tenderer must attach his own organogram to this form.
2. Tenderers which are large companies may simplify the organogram by 'rolling up' portfolios e.g. combining directors/associates into one box of the organogram. However, the individual positions of the key personnel within the structure must still be shown.
3. Joint Venture tenders will require each element of the venture to submit separate organograms that show the individual structure of each member company and the lines of responsibility of the proposed personnel involved in the project. In addition there must also be a combined organogram that indicates how the joint venture itself will function and the proposed share of the work. Joint Venture tenderers shall note that the share of work indicated will be used in the analysis of such a tenderers preference proposed on returnable form D1, and that if awarded the share of work shall become a contractual obligation between the members of the joint venture.
4. State the city or town where the company's head office is located. The locality of regional or satellite office, regardless of degree of autonomy or size is not required. Only submit the number of offices other than the head office. Do not count offices outside RSA
5. Registered professional engineers, technicians or technologists means those who are involved in the built industry as well as allied fields such as environmental professionals. Registered professionals of other disciplines (e.g. mechanical) are considered as employees only.



|                           |  |
|---------------------------|--|
| Head Office:              |  |
| Other Offices:            |  |
| Registered Professionals: |  |
| Total Employees :         |  |
| %share in JV agreement    |  |

SIGNED ON BEHALF OF THE TENDERER:.....

|            |           |           |          |           |           |
|------------|-----------|-----------|----------|-----------|-----------|
|            |           |           |          |           |           |
| Contractor | Witness 1 | Witness 2 | Employer | Witness 1 | Witness 2 |

**FORM R: CERTIFICATE OF INDEPENDENT BID DETERMINATION**  
(MBD 9)

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and offers.

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

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|                                                                                                                                             |                                                                                                                                            |                                                                                                                                            |                                                                                                                                           |                                                                                                                                            |                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <div style="text-align: center; font-size: small;">Contractor</div> | <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <div style="text-align: center; font-size: small;">Witness 1</div> | <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <div style="text-align: center; font-size: small;">Witness 2</div> | <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <div style="text-align: center; font-size: small;">Employer</div> | <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <div style="text-align: center; font-size: small;">Witness 1</div> | <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <div style="text-align: center; font-size: small;">Witness 2</div> |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2

- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

<sup>3</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.

---

|            |           |           |          |           |           |
|------------|-----------|-----------|----------|-----------|-----------|
|            |           |           |          |           |           |
| Contractor | Witness 1 | Witness 2 | Employer | Witness 1 | Witness 2 |

**FORM S: DECLARATION OF TENDERER'S LITIGATION HISTORY**

**Note to tenderer:**

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.

| CLIENT | OTHER LITIGATING PARTY | DISPUTE | AWARD VALUE | DATE RESOLVED |
|--------|------------------------|---------|-------------|---------------|
|        |                        |         |             |               |

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

.....  
  
Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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## TSWAING LOCAL MUNICIPALITY



PROJECT NO: SCM/004/2021/22

PROJECT DESCRIPTION: ATAMELANG TAXI RANK SHELTER

|                                             |
|---------------------------------------------|
| <b>C1      AGREEMENTS AND CONTRACT DATA</b> |
|---------------------------------------------|

C1.1    Form of Offer and Acceptance

C1.2    Contract Data

C1.3    Form of Guarantee

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|             |             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|-------------|
| <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |
| Contractor  | Witness 1   | Witness 2   | Employer    | Witness 1   | Witness 2   |



## C1.1 FORM OF OFFER AND ACCEPTANCE

### OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

.....

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, 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 OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....

..... Rand (in words); R ..... (in figures).

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(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

For the tenderer \_\_\_\_\_  
(Name and address of organisation)

Name & Signature  
Of Witness \_\_\_\_\_  
Name Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2



## 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 contained in:

- Part 1 Agreements and Contract Data (which includes this Agreement)
- Part 2 Pricing Data
- Part 3 Scope of Work
- Part 4 Site information
- Part 5 Additional Documentation

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above. Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender 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 Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within two 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 bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at or just after the date this Agreement comes into effect. 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 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.

Signature(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

For the tenderer \_\_\_\_\_

(Name and address of organisation)

Name & Signature \_\_\_\_\_

Of Witness \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2



## SCHEDULE OF DEVIATIONS

### Notes:

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

### 1 Subject

Details

### 2 Subject

Details

### 3 Subject

Details

### 4 Subject

Details

### 5 Subject

Details

### 6 Subject

Details

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



By the duly authorised representatives signing this Schedule of Deviations, 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 change 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 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.

**FOR THE TENDERER:**

Signatures (s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

\_\_\_\_\_  
(Name and address of Organisation)

Name & Signature  
Of Witness \_\_\_\_\_ Date \_\_\_\_\_

**FOR THE EMPLOYER**

Signatures (s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

\_\_\_\_\_  
(Name and address of Organisation)

Name & Signature  
Of Witness \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2



## C1.2 CONTRACT DATA

### PART 1: DATA PROVIDED BY THE EMPLOYER

#### CONDITIONS OF CONTRACT

The Conditions of Contract are the *General Conditions of Contract Third Edition (2015)* published by the South African Institution of Civil Engineering. Copies of these conditions of contract may be obtained from the South African Institute of Civil Engineering.

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

#### **PART 1: Data provided by the Employer**

| Clause          | Data                                                                                                                                                                                                                                                      |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.1.1.15</b> | The Name of the Employer is <b>Tswaing Local Municipality</b><br><br>The address of the Employer is:<br>P.O. Box 24<br>Delareyville<br>2770<br>Telephone: 053 948 1630<br>Facsimile: 053 948 1600                                                         |
| <b>1.1.1.16</b> | The name of the Engineer is <b>Korone Engineers</b><br><br>The address of the Engineer is:<br>8 Fick Street<br>Potchefstroom<br>2531<br>Telephone : 018 462 0796<br>Facsimile : 018 294 3634                                                              |
| <b>5.3.1</b>    | The following documents shall delivered to the Employer's Agent for approval: Health and Safety Plan, Programme of Works ,Performance Guarantee, Public Liability Insurance, Contractor's Organogram and other relevant documents( e.g Acceptance letter) |
| <b>5.3.2</b>    | Submission of all documents stated in 5.3.1 to be within 14 days                                                                                                                                                                                          |
| <b>5.8.1</b>    | The non-working days are the official builder's holiday plus all statutory public holidays.<br>The Builders Break dates to be published late September by South African Federation of Civil Engineering Contractors SAFCEC.                               |
| <b>6.2</b>      | The Form of Guarantee is to contain the wording of the proforma document included in the General Conditions of Contract (Pro-forma included in section C1.3 to this document).                                                                            |
| <b>6.2</b>      | The performance guarantee shall be <b>10%</b> .                                                                                                                                                                                                           |

  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

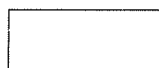


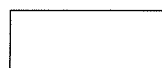
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.3.1    | The Contractor shall commence executing the Works within <b>14 days</b> from the Commencement Date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8.6      | The value of the materials supplied by the Employer to be included in the insurance sum is nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8.6      | The amount to cover professional fees for repairing damage and loss to be included in the insurance sum is nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8.6      | The limit of indemnity for liability insurance is <b>R 10 Million</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5.6      | The Works shall be completed within <b>5 Months</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.13.1   | The penalty for failing to complete the works is <b>R 2 500.00</b> per day.( Calendar day)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6.10.3   | The limit of retention money is <b>10 %</b> of every payment certificate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5.14.5.2 | The Defects Liability Period is <b>12 months</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5.10     | Delays attributed to employer or which may result to standing time claim will be claimed against the rates provided the Contractor on the Dayworks in the pricing data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5.12.2.2 | <p><b>The additional clauses to the General Conditions of Contract are:</b></p> <p>Extensions of time in respect of clause 5.12 in respect of abnormal rainfall shall be calculated using the following formula for each calendar month or part thereof:</p> $V = (Nw - Nn) + (Rw - Rn)/20$ <p>Where:</p> <p>V = Extension of time in calendar days in respect of the calendar month under consideration.</p> <p>Nw = Actual number of days during the calendar month on which a rainfall of 10 mm or more has been recorded.</p> <p>Nn = Average number of days in the relevant calendar month, as derived from existing rainfall records, on which a rainfall of 20mm or more has been recorded for the calendar month.</p> <p>Rw = Actual average rainfall in mm recorded for the calendar month under consideration.</p> <p>Rn = Average rainfall in mm for the calendar month as derived from existing rainfall records as stated in the Site Information.</p> <p>For purposes of the Contract Nn, Rn, X and Y shall have those values assigned to them in the South African Weather Service's rainfall records of the nearest station to the site.</p> <p>If V is negative and its absolute value exceeds Nn, then V shall be taken as equal to minus Nn.</p> <p>The total extension of time shall be the algebraic sum of all monthly totals for the period under consideration, but if the total is negative the time for completion shall not be reduced due to subnormal rainfall. Extensions of time for part of a month shall be calculated using pro rata values of Nn and Rn.</p> <p>This formula does not take account flood damage which could cause further or concurrent delays and will be treated separately as far as extension of time is concerned.</p> |

  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2



|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>The factor (Nw – Nn) shall be considered to represent a fair allowance for variations from the average in the number of days during which rainfall exceeds 10 mm. The factor (Rw-Rn) shall be considered to represent a fair allowance for variations from the average in the number of days during which the rainfall did not exceed 10 mm but wet conditions prevented or disrupted work.</p> <p>For the purpose of applying the formula, accurate rain gauging shall be taken at a suitable point on the Site and the Contractor shall at his own expense, take all necessary precautions to ensure that rain gauges cannot be interfered with by unauthorized persons.</p> <p>A delay caused by inclement weather conditions will be regarded as a delay only if, in the opinion of the Engineer, all progress on an item or items of work on the critical path of the working programme of the contractor has been brought to a halt. Delays on working days only (based on a five-day working week) will be taken into account for the extension of time, but the Contractor shall make provision in his programme of work for an expected delay of "n" working days caused by normal rainy weather, for which he will not receive any extension of time, where "n" equals ..... days.</p> <p>Extension of time during working days will be granted to the degree to which actual delays, as defined above, exceed the number of "n" workings days</p> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### **PART 1: DATA PROVIDED BY THE CONTRACTOR**

The Contractor is advised to read the *General Conditions of Contract Third Edition (2015)*, published by the South African Institution of Civil Engineering, in order to understand the implications of this Data which is required to be completed.

Each item of data given below is cross-referenced to the clause of Conditions of Contract to which it mainly applies.

| Clause    | Data                                                                                                                                                                                                                             |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1.1.9   | <p>The Contractor is:</p> <p>Name: .....</p> <p>The Address of the Contractor is:</p> <p>Address (physical): .....</p> <p>.....</p> <p>Address (postal): .....</p> <p>Telephone: ..... Facsimile: .....</p> <p>E-mail: .....</p> |
| 6.5.1.2.3 | The percentage allowance to cover overhead charges is 15%                                                                                                                                                                        |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



## C1.3 FORM OF GUARANTEE

### FORM OF GUARANTEE

PROJECT NO: SCM/004/2021/22

PROJECT DESCRIPTION: ATAMELANG TAXI RANK SHELTER

WHEREAS .....

at .....  
(Hereinafter referred to as "the Employer")

entered into, on the ..... Day of ..... 2021, at .....

a Contract with .....

at .....  
(Hereinafter called "The Contractor")

for the construction of .....

AND WHEREAS it is provided by such Contract that the Contractor shall provide the Employer with security by way of surety ship for the due and faithful fulfilment of such Contract by the Contractor;

AND WHEREAS .....  
has/have at the request of the Contractor, agreed to give such security;

NOW THEREFORE WE, .....  
do hereby guarantee and bind ourselves jointly and severally as Sureties and Co-principal Debtors to the Employer under renunciation of the benefits of division and excussion for the due and faithful performance by the Contractor of all the terms and conditions of the said Contract, subject to the following conditions.

1. The Employer shall, without reference and/or notice to us, have complete liberty of action to act in any manner authorised and/or contemplated by the terms of the said contract, and/or to agree to any modifications, variations, alterations, directions or extensions of the Due Completion Date of the Works under the said Contract, and that its rights under this guarantee shall in no way be prejudiced nor our liability hereunder be affected by reason of any steps which the Employer may take under such Contract, or of any modification, variation,

.....  
Contractor

.....  
Witness 1

.....  
Witness 2

.....  
Employer

.....  
Witness 1

.....  
Witness 2



alterations of the Due Completion Date which the Employer may make, give, concede or agree to under the said Contract.

2. The Employer shall be entitled, without reference to us, to release any securities held by it, and to give time to or compound or make any other arrangement with the Contractor.
3. This guarantee shall remain in full force and effect until the issue of the Certificate of Completion in terms of the Contract, unless we are advised in writing by the Employer before the issue of the said Certificate of his intention to institute claims, and the particulars thereof, in which event this guarantee shall remain in full force and effect until all such claims have been paid or liquidated.
4. Our total liability hereunder shall not exceed the sum of (R.....).
5. We hereby choose domicilium citandi et executandi for all purposes arising hereof at  
.....

**IN WITNESS WHEREOF** this guarantee has been executed by us at ..... on

this..... day of ..... 20 .....

As witnesses:

1. .... Signature .....
2. .... Duly authorised to  
sign on behalf of .....  
Address .....  
.....  
.....

---

|            |           |           |          |           |           |
|------------|-----------|-----------|----------|-----------|-----------|
|            |           |           |          |           |           |
| Contractor | Witness 1 | Witness 2 | Employer | Witness 1 | Witness 2 |

## TSWAING LOCAL MUNICIPALITY



PROJECT NO: SCM/004/2021/22

PROJECT DESCRIPTION: ATAMELANG TAXI RANK SHELTER

### **C2 PRICING DATA**

C2.1 Pricing Instructions

C2.2 Bill of Quantities

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## TSWAING LOCAL MUNICIPALITY



PROJECT NO: SCM/004/2021/22

PROJECT DESCRIPTION: ATAMELANG TAXI RANK SHELTER

### C2.1 PRICING INSTRUCTIONS

1. The Tender Data the Scope of Work and the Drawings are to be read in conjunction with the Schedule of Quantities.
2.
  - a. The Schedule comprises items covering the Contractor's profit and costs of general liabilities and of the construction of temporary and permanent Works.
  - b. Although the Tenderer is at liberty to insert a rate of his own choosing for each item in the Schedule, his attention is drawn to the fact that the Contractor has the right, under various circumstances, to payment for additional works carried out and that the Engineer is obliged to base his assessment of the payment to be paid for such additional work on the rates inserted in the Schedule by the Contractor.
  - c. Clause 8 of each Standardized Specification and the measurement and payment clause of each Particular Specification, read together with the relevant clause of the Project Specification, set out what ancillary or associated activities are included in the rate for the operations specified.
3. Descriptions in the Schedule of Quantities are abbreviated. The schedule has been drawn up generally in accordance with the latest issue of "Civil Engineering Quantities". Should any requirement of the measurement and payment clause of the applicable Standardized Specification, or the Project Specification, or the Particular Specification(s) conflict with the terms of the Schedule or, when relevant "Civil Engineering Quantities", the requirement of the Standardized, Project or Particular Specification, as applicable, shall prevail.
4. Unless otherwise stated, items are measured net in accordance with the Drawings, and no allowance has been made for waste.
5. The prices and rates to be inserted in the Schedule of Quantities are to be the full inclusive prices to the Employer for the work described under the several items. The prices and rates shall be exclusive of Value Added Tax. Such prices shall cover all costs and expenses that may be required in and for the construction of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

6. A price or rate is to be entered, in **BLACK INK**, against each item in the Schedule of Quantities.
7. In the event of the Tenderer failing to price any item it will be held that the Tenderer has made adequate allowance under other items for all labour, material and costs required for the execution, not only of the quantum of work covered by the unpriced item but also for any increase in the said quantum which may have to be undertaken during the course of the Contract.

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## TSWAING LOCAL MUNICIPALITY



PROJECT NO: SCM/004/2021/22

PROJECT DESCRIPTION: ATAMELANG TAXI RANK SHELTER

|                                |
|--------------------------------|
| <b>C2.2 BILL OF QUANTITIES</b> |
|--------------------------------|

---

|             |             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|-------------|
| <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |
| Contractor  | Witness 1   | Witness 2   | Employer    | Witness 1   | Witness 2   |

ATAMELANG TAXI RANK SHELTER

BILL OF QUANTITIES

| ITEM | DESCRIPTION                                   | UNIT  | QTY | RATE | AMOUNT |
|------|-----------------------------------------------|-------|-----|------|--------|
|      | <b>SECTION 1</b>                              |       |     |      |        |
|      | <b>PRELIMINARIES</b>                          |       |     |      |        |
| 1    | Site Establishment                            | Prov. | 1   | R    | R      |
| 2    | Contractual Legal Obligations                 | Mnth  | 3   | R    | R      |
| 3    | Time Related Obligations                      | Mnth  | 3   | R    | R      |
| 4    | Administration Cost                           | Mnth  | 3   | R    | R      |
| 5    | Liability Insurance                           | Mnth  | 3   | R    | R      |
| 6    | Security and access control                   | Mnth  | 3   | R    | R      |
| 7    | Contract management                           | Mnth  | 3   | R    | R      |
| 8    | Labour and Plant management                   | Mnth  | 3   | R    | R      |
| 9    | Occupational Health and Safety                | Mnth  | 3   | R    | R      |
| 10   | Construction Tools                            | Mnth  | 3   | R    | R      |
| 11   | Construction Equipment                        | Mnth  | 3   | R    | R      |
| 12   | Construction Plant                            | Mnth  | 3   | R    | R      |
| 13   | Landfill Cost                                 | Mnth  | 3   | R    | R      |
| 14   | First Aid Room                                | Mnth  | 3   | R    | R      |
| 15   | Access Dust Control and House Keeping         | Mnth  | 3   | R    | R      |
| 16   | Setting Out                                   | Prov. | 1   | R    | R      |
| 17   | Technical Meetings attendance & Refreshments  | Mnth  | 3   | R    | R      |
| 18   | Drawings copies                               | Prov. | 1   | R    | R      |
| 19   | Sampling and Testing                          | Prov. | 1   | R    | R      |
| 20   | Advertising Boards, Notice boards and signage | Prov. | 1   | R    | R      |
| 21   | Site Office                                   | Mnth  | 3   | R    | R      |
| 22   | Storage                                       | Mnth  | 3   | R    | R      |
| 23   | Water Provision                               | Mnth  | 3   | R    | R      |
| 24   | Electrical Provision                          | Mnth  | 3   | R    | R      |
| 25   | Ablution facilities                           | Mnth  | 3   | R    | R      |
| 26   | Telecommunication provision                   | Mnth  | 3   | R    | R      |
| 27   | Fuel provision                                | Mnth  | 3   | R    | R      |

|                                    |                                               |       |    |   |   |
|------------------------------------|-----------------------------------------------|-------|----|---|---|
| 28                                 | Pest control                                  | Prov. | 1  | R | R |
| 29                                 | As built information                          | Prov. | 1  | R | R |
| 30                                 | Accommodation                                 | Mnth  | 3  | R | R |
| 31                                 | Site Enclosure (Temporary) (20mx20m)          | m     | 80 | R | R |
| 32                                 | Sub contractor management                     | Mnth  | 3  | R | R |
| 33                                 | Importing of Material ,Equipment, Plant etc.. | Mnth  | 3  | R | R |
| 34                                 | Site Establishment Removal                    | Prov. | 1  | R | R |
| 35                                 | HIV/AIDS And Covid 19 Awareness and           | Mnth  | 3  | R | R |
| 36                                 | Hard and Soft rock excavation                 | Prov. | 1  | R | R |
| 37                                 | Site Clearance                                | Prov. | 1  | R | R |
| 38                                 | Community Liaison Officer                     | Mnth  | 3  | R | R |
| 39                                 | Formwork                                      | Prov. | 1  | R | R |
| Total-Section 1 Carried to Summary |                                               |       |    | R |   |

**Atamelang Taxi Rank Shelter**

**Bill of Quantities**

| ITEM | DESCRIPTION                                                                              | UNIT           | QTY     | RATE | AMOUNT |
|------|------------------------------------------------------------------------------------------|----------------|---------|------|--------|
|      | <b>SECTION 2</b>                                                                         |                |         |      |        |
|      | <b>CIVIL WORKS</b>                                                                       |                |         |      |        |
|      | <b>EARTH WORKS</b>                                                                       |                |         |      |        |
| 1    | Excavation in earth 300mm deep and cart away                                             | m <sup>3</sup> | 373     | R    | R      |
| 2    | 150mm Fill layer of SELECTED G6 95% MOD AASHTO compacted at 150mm layers                 | m <sup>3</sup> | 187     | R    | R      |
| 3    | 150mm Fill layer of SUBBASE - C4 97% MOD AASHTO 75% MOD AASHTO compacted at 150mm layers | m <sup>3</sup> | 187     | R    | R      |
| 4    | 20mm RIVERSAND BEDDING                                                                   | m <sup>3</sup> | 18      | R    | R      |
|      | <b>Paving</b>                                                                            |                |         |      |        |
| 5    | Under paving membrane                                                                    | m <sup>2</sup> | 1961    | R    | R      |
| 6    | 80mm SABS GREY INTERLOCKING PAVERS                                                       | m <sup>2</sup> | 1961    | R    | R      |
|      | <b>Asphalt</b>                                                                           |                |         |      |        |
| 7    | 600mmx50mmx8m Asphalt (Road repair)                                                      | m <sup>3</sup> | 0,024   | R    | R      |
|      | <b>Kerbing</b>                                                                           |                |         |      |        |
| 8    | 250mm (w) Excavation for Kerb foundation 250 mm deep                                     | m <sup>3</sup> | 11,3125 | R    | R      |
| 9    | RIVERSAND & CEMENT MIX BEDDING                                                           | m <sup>3</sup> | 11,3125 | R    | R      |
| 10   | KERB ACCORDING TO SABS 927-1969: Fig7                                                    | m              | 181     | R    | R      |
| 11   | CONTINUOUS HAUNCHING CLASS 20/19 CONCRETE BEHIND KERB                                    | m <sup>3</sup> | 3       | R    | R      |
|      | <b>Storm water</b>                                                                       |                |         |      |        |
| 12   | Surface slope Storm water disposal @ 1% to street road                                   | Prov.          | 1       | R    | R      |
|      | <b>Sewer Drainage</b>                                                                    |                |         |      |        |

|    |                                                               |                |       |   |   |
|----|---------------------------------------------------------------|----------------|-------|---|---|
| 13 | 600mm Excavation not more that 1.5m Deep                      | m <sup>3</sup> | 108   | R | R |
| 14 | 110mm uPVC pipe @ 1:60 Slope                                  | m              | 120   | R | R |
| 15 | 300mm backfill layer of River sand @ 150mm layer compaction   | m <sup>3</sup> | 21,6  | R | R |
| 16 | 1m backfill layer of selected sand @ 150mm layer compaction   | m <sup>3</sup> | 72    | R | R |
| 17 | 1m Diameter Brick walled Manhole                              | m <sup>2</sup> | 36    | R | R |
| 18 | Concrete manhole cover                                        | no.            | 6     | R | R |
|    | <b>Water supply</b>                                           |                |       |   |   |
| 19 | 450mm Excavation not exceeding 600mm deep.                    | m <sup>3</sup> | 14,85 | R | R |
| 20 | 25mm Poly Pipe LDPE Class 16 - Black                          | m              | 55    | R | R |
| 21 | 600m backfill layer of selected sand @ 150mm layer compaction | m <sup>3</sup> | 19,8  | R | R |
|    | <b>Electrical Supply</b>                                      |                |       |   |   |
| 22 | 450mm Excavation not exceeding 600mm deep.                    | m <sup>3</sup> | 12,15 | R | R |
| 23 | Electrical cable                                              | m              | 45    | R | R |
| 24 | 600m backfill layer of selected sand @ 150mm layer compaction | m <sup>3</sup> | 162   | R | R |
|    | <b>Landscape</b>                                              |                |       |   |   |
|    | <b>Grass</b>                                                  |                |       |   |   |
| 25 | Excavation not exceeding 100mm deep.                          | m <sup>3</sup> | 19,6  | R | R |
| 26 | 100m backfill layer of selected plant soil                    | m <sup>3</sup> | 19,6  | R | R |
| 27 | Ever green grass                                              | m <sup>2</sup> | 196   | R | R |
|    | <b>Litter Bin (See plan)</b>                                  |                |       |   |   |
| 32 | 1x1x1mx110mm RC concrete litter bin                           | no.            | 4     | R | R |
| 33 | Internal steel Grade with 2 x Handle                          | no.            | 4     | R | R |
|    | <b>Fire Protection</b>                                        |                |       |   |   |

|    |                                           |     |    |   |   |
|----|-------------------------------------------|-----|----|---|---|
| 34 | Fire Extiguisher 4,5kg DCP                | no. | 1  | R | R |
|    | <b>Road marking</b>                       |     |    |   |   |
| 35 | Road marking -100mm White Painted Lines   | m   | 42 | R | R |
|    | <b>Signage</b>                            |     |    |   |   |
| 36 | Mini Bus Taxis Stop Sign                  | no  | 1  | R | R |
| 37 | Bus Stop Sign                             | no  | 1  | R | R |
| 38 | Stop Sign                                 | no  | 1  | R | R |
| 39 | Do Not Litter sign                        | no  | 1  | R | R |
| 40 | Ladies toilet Sign                        | no  | 1  | R | R |
| 41 | Man Toilet Sign                           | no  | 1  | R | R |
| 42 | Paraplegic Toilet Sign                    | no  | 1  | R | R |
| 43 | Fire Extiguisher Sign                     | no  | 1  | R | R |
| 44 | Office Sign                               | no  | 1  | R | R |
|    | <b>Total-Section 2 Carried to Summary</b> |     |    | R |   |

Atamelang Taxi Rank Shelter

Bill of Quantities

| ITEM | DESCRIPTION                                                                      | UNIT           | QTY | RATE | AMOUNT |
|------|----------------------------------------------------------------------------------|----------------|-----|------|--------|
|      | <b>SECTION 3</b>                                                                 |                |     |      |        |
|      | <b>ABLUTION BLOCK</b>                                                            |                |     |      |        |
|      | <b>Foundation</b>                                                                |                |     |      |        |
| 1    | 600x600mm Excavation not exceeding 600mm deep.                                   | m <sup>3</sup> | 26  | R    | R      |
| 2    | 12mm Steel Reinforcement bars (550mmx250mm form)                                 | m              | 41  | R    | R      |
| 3    | 20mpa Concrete Foundation on DPC                                                 | m <sup>3</sup> | 8   | R    | R      |
|      | <b>Brickwork :Foundation Box.</b>                                                |                |     |      |        |
| 4    | 220mm wall: Clay burned Brick (110x85x220mm):Mortar, collar bond,10mm Joint      | m <sup>2</sup> | 13  | R    | R      |
| 5    | 110mm Wall: Clay burned Brick (110x85x220mm),Mortar, collar bond,10mm Joint      | m <sup>2</sup> | 12  | R    | R      |
|      | <b>Filling</b>                                                                   |                |     |      |        |
| 6    | 350mm backfill layer of selected sand @ 150mm layer compaction                   | m <sup>3</sup> | 10  | R    | R      |
|      | <b>Floor</b>                                                                     |                |     |      |        |
| 7    | DPC                                                                              | m <sup>2</sup> | 32  | R    | R      |
| 8    | Ref 193 Steel Mesh                                                               | m <sup>2</sup> | 32  | R    | R      |
| 9    | 20mpa Concrete                                                                   | m <sup>3</sup> | 3,2 | R    | R      |
| 10   | Dpc on FFL                                                                       | m              | 41  | R    | R      |
|      | <b>Brickwork: Superstructure</b>                                                 |                |     |      |        |
| 11   | 220mm wall: Clay burned Face Brick (110x85x220mm):Mortar, collar bond,10mm Joint | m <sup>2</sup> | 65  | R    | R      |
| 12   | 110mm Wall: Clay burned Brick (110x85x220mm),Mortar, collar bond,10mm Joint      | m <sup>2</sup> | 58  | R    | R      |
|      | <b>Brick force</b>                                                               |                |     |      |        |
| 13   | 220mm Brick force                                                                | m              | 237 | R    | R      |
| 14   | 110mm Brick force                                                                | m              | 212 | R    | R      |

|    |                                                   |                |     |   |   |
|----|---------------------------------------------------|----------------|-----|---|---|
|    | <b>Door frame</b>                                 |                |     |   |   |
| 15 | NE1: Steel Door frame 813mmx2032mmx115.           | no             | 7   | R | R |
|    | <b>Window Frame</b>                               |                |     |   |   |
| 16 | Steel Window Frame :533x654mm                     | no             | 7   | R | R |
|    | <b>Roof</b>                                       |                |     |   |   |
| 17 | Roof strap                                        | m              | 32  | R | R |
| 18 | Light Steel Trusses                               | no             | 17  | R | R |
| 19 | Purling                                           | m              | 87  | R | R |
| 20 | 0,5mm IBR Sheet                                   | m <sup>2</sup> | 32  | R | R |
| 21 | Ridge Sheet                                       | m              | 16  | R | R |
| 22 | Roof Joinery                                      | Prov.          | 1   | R | R |
| 23 | Fascia Board                                      | m              | 24  | R | R |
| 24 | Gutter                                            | m              | 24  | R | R |
| 25 | Down Pipe                                         | no.            | 4   | R | R |
|    | <b>Ceiling</b>                                    |                |     |   |   |
| 26 | Rhino Ceiling Board and Joinery                   | m <sup>2</sup> | 32  | R | R |
| 27 | Cornice and Joinery                               | m              | 60  | R | R |
|    | <b>Plaster</b>                                    |                |     |   |   |
| 28 | 15mm Cement Plaster: Internal                     | m <sup>2</sup> | 179 | R | R |
|    | <b>Sanitary Fixture</b>                           |                |     |   |   |
| 28 | Ceramic WC                                        | no             | 4   | R | R |
| 30 | Ceramic WC (Disabled)                             | no             | 1   | R | R |
| 31 | Ceramic Basin                                     | no             | 4   | R | R |
| 32 | Ceramic Basin (Disabled)                          | no             | 1   | R | R |
| 33 | Ceramic Urinal                                    | no             | 2   | R | R |
|    | <b>Painting</b>                                   |                |     |   |   |
|    | <b>Wall Paint</b>                                 |                |     |   |   |
| 34 | 2x 1st Coat PVA Paint ( from 2.1m Height)         | m <sup>2</sup> | 42  | R | R |
| 35 | 2x 2ndCoat Gloss Enamel Paint ( from 2.1m Height) | m <sup>2</sup> | 42  | R | R |
|    | <b>Ceiling Paint</b>                              |                |     |   |   |
| 36 | 2x Coat Gloss Enamel Paint                        | m <sup>2</sup> | 32  | R | R |

|    |                                                                            |                |     |   |   |
|----|----------------------------------------------------------------------------|----------------|-----|---|---|
|    | <b>Windows Frame Paint</b>                                                 |                |     |   |   |
| 37 | 2x Coat Gloss Enamel Paint                                                 | m <sup>2</sup> | 2   | R | R |
|    | <b>Doors Paint</b>                                                         |                |     |   |   |
| 38 | 2x Coat Gloss Enamel Paint                                                 | m <sup>2</sup> | 27  | R | R |
|    | <b>Roof Paint</b>                                                          |                |     |   |   |
| 39 | 2x Coat Roof Paint                                                         | m <sup>2</sup> | 32  | R | R |
|    | <b>Burglar-proofing Paint</b><br>NB: For Doors and Windows                 |                |     |   |   |
| 40 | 2x Coat Gloss Enamel Paint                                                 | m <sup>2</sup> | 6   | R | R |
|    | <b>Tiling</b>                                                              |                |     |   |   |
|    | <b>Floor Tile</b>                                                          |                |     |   |   |
| 41 | 500x500 Floor tile ,Adhesive, Grouting, Skirting accessories.              | m <sup>2</sup> | 32  | R | R |
|    | <b>Wall Tile</b>                                                           |                |     |   |   |
| 42 | 500x500 Wall tile ,Adhesive, Grouting, accessories.<br>(Up to 2.1m Height) | m <sup>2</sup> | 125 | R | R |
|    | <b>Doors</b>                                                               |                |     |   |   |
|    | <b>External Door</b>                                                       |                |     |   |   |
| 43 | 6 Panel Solid Door – Meranti – 813×2032                                    | no.            | 3   | R | R |
|    | <b>Internal Door</b>                                                       |                |     |   |   |
| 44 | 813mm x 2032mm, 2 Panels Classique                                         | no.            | 4   | R | R |
|    | <b>Ironmongery</b>                                                         |                |     |   |   |
|    | <b>Door Lock</b>                                                           |                |     |   |   |
| 45 | 2 Lever Lock Set and Handle                                                | no.            | 2   | R | R |
| 46 | Toilet Door Lock Set with handle and indicator                             | no.            | 5   | R | R |
|    | <b>Windows Lock</b>                                                        |                |     |   |   |
| 47 | Steel window lock set                                                      | no             | 7   | R | R |
|    | <b>Glazing</b>                                                             |                |     |   |   |
| 48 | 4mm Obscured Glass with putty fitting                                      | m <sup>2</sup> | 3   | R | R |
|    | <b>Plumbing</b>                                                            |                |     |   |   |
| 49 | Plumbing                                                                   | Prov.          | 1   | R | R |
|    | <b>Electrical Installation</b>                                             |                |     |   |   |

|                                    |                                               |       |   |   |   |
|------------------------------------|-----------------------------------------------|-------|---|---|---|
| 50                                 | Ceiling Light                                 | no    | 7 | R | R |
| 21                                 | Wall light                                    | no    | 2 | R | R |
| 52                                 | Light Switch                                  | no    | 3 | R | R |
| 53                                 | Wiring                                        | Prov. | 1 | R | R |
|                                    | <b>Toilet paper holder</b>                    |       |   |   |   |
| 54                                 | Wall mounted Toilet paper holder              | no    | 5 | R | R |
|                                    | <b>Burglar-proofing</b>                       |       |   |   |   |
| 55                                 | Window burglar-proofing (External)            | no.   | 7 | R | R |
| 56                                 | Door burglar-proofing ( External) with locks. | no.   | 3 | R | R |
| Total-Section 3 Carried to Summary |                                               |       |   | R |   |

Atamelang Taxi Rank Shelter

Bill of Quantities

| ITEM | DESCRIPTION                                                                      | UNIT           | QTY  | RATE | AMOUNT |
|------|----------------------------------------------------------------------------------|----------------|------|------|--------|
|      | <b>SECTION 4</b>                                                                 |                |      |      |        |
|      | <b>ADMIN OFFICE</b>                                                              |                |      |      |        |
|      | <b>Foundation</b>                                                                |                |      |      |        |
| 1    | 600x600mm Excavation not exceeding 600mm deep.                                   | m <sup>3</sup> | 14   | R    | R      |
| 2    | 12mm Steel Reinforcement bars (550mmx250mm form)                                 | m              | 38   | R    | R      |
| 3    | 20mpa Concrete Foundation on DPC                                                 | m <sup>3</sup> | 7    | R    | R      |
|      | <b>Brickwork :Foundation Box.</b>                                                |                |      |      |        |
| 4    | 220mm wall: Clay burned Brick (110x85x220mm):Mortar, collar bond,10mm Joint      | m <sup>2</sup> | 18   | R    | R      |
| 5    | 110mm Wall: Clay burned Brick (110x85x220mm),Mortar, collar bond,10mm Joint      | m <sup>2</sup> | 9    | R    | R      |
|      | <b>Filling</b>                                                                   |                |      |      |        |
| 6    | layer compaction                                                                 | m <sup>3</sup> | 9,25 | R    | R      |
|      | <b>Floor</b>                                                                     |                |      |      |        |
| 7    | DPC                                                                              | m <sup>2</sup> | 37   | R    | R      |
| 8    | Ref 193 Steel Mesh                                                               | m <sup>2</sup> | 37   | R    | R      |
| 9    | 20mpa Concrete                                                                   | m <sup>3</sup> | 3,7  | R    | R      |
| 10   | Dpc on FFL                                                                       | m              | 37   | R    | R      |
|      | <b>Brickwork: Superstructure</b>                                                 |                |      |      |        |
| 11   | 220mm wall: Clay burned Face Brick (110x85x220mm):Mortar, collar bond,10mm Joint | m <sup>2</sup> | 70   | R    | R      |
| 12   | 110mm Wall: Clay burned Brick (110x85x220mm),Mortar, collar bond,10mm Joint      | m <sup>2</sup> | 43   | R    | R      |
|      | <b>Brick force</b>                                                               |                |      |      |        |
| 13   | 220mm Brick force                                                                | m              | 254  | R    | R      |
| 14   | 110mm Brick force                                                                | m              | 161  | R    | R      |
|      | <b>Door frame</b>                                                                |                |      |      |        |
| 15   | Steel Door frame 813mmx2032mmx115.                                               | no.            | 4    | R    | R      |
|      | <b>Window Frame</b>                                                              |                |      |      |        |

|    |                                           |                |     |   |   |
|----|-------------------------------------------|----------------|-----|---|---|
| 17 | Steel Window Frame :533x949mm NCT1S       | no.            | 5   | R | R |
|    | <b>Roof</b>                               |                |     |   |   |
| 18 | Roof strap                                | m              | 28  | R | R |
| 19 | Light Steel Trusses                       | no.            | 10  | R | R |
| 20 | Purling                                   | m              | 62  | R | R |
| 21 | 0,5mm IBR Sheet                           | m <sup>2</sup> | 37  | R | R |
| 22 | Ridge Sheet                               | m              | 20  | R | R |
| 23 | Roof Joinery                              | Prov.          | 1   | R | R |
| 24 | Fascia Board                              | m              | 26  | R | R |
| 25 | Gutter                                    | m              | 26  | R | R |
| 26 | Down Pipe                                 | no.            | 4   | R | R |
|    | <b>Ceiling</b>                            |                |     |   |   |
| 27 | Rhino Ceiling Board and Joinery           | m <sup>2</sup> | 37  | R | R |
| 28 | Cornice and Joinery                       | m              | 50  | R | R |
|    | <b>Plaster</b>                            |                |     |   |   |
| 29 | 15mm Cement Plaster: Internal             | m <sup>2</sup> | 150 | R | R |
|    | <b>Sanitary Fixture</b>                   |                |     |   |   |
| 30 | Ceramic WC                                | no.            | 1   | R | R |
| 32 | Ceramic Basin                             | no.            | 1   | R | R |
|    | <b>Kitchen Fixtures</b>                   |                |     |   |   |
| 35 | Single Sink with Cabinet                  | no.            | 1   | R | R |
|    | <b>Painting</b>                           |                |     |   |   |
|    | <b>Wall Paint</b>                         |                |     |   |   |
|    | <b>Reception, Boardroom</b>               |                |     |   |   |
| 36 | 2x 1st Coat PVA Paint                     | m <sup>2</sup> | 84  | R | R |
| 36 | 2x 2ndCoat Gloss Enamel Paint             | m <sup>2</sup> | 84  | R | R |
|    | <b>Wall Paint (Kitchen, Toilets)</b>      |                |     |   |   |
| 38 | 2x 1st Coat PVA Paint ( from 2.1m Height) | m <sup>2</sup> | 71  | R | R |

|    |                                                                                                                    |                |     |   |   |
|----|--------------------------------------------------------------------------------------------------------------------|----------------|-----|---|---|
| 39 | 2x 2nd Coat Gloss Enamel Paint ( from 2.1m Height)<br><b>Ceiling Paint</b>                                         | m <sup>2</sup> | 71  | R | R |
| 40 | 2x Coat Gloss Enamel Paint<br><b>Windows Frame Paint</b>                                                           | m <sup>2</sup> | 37  | R | R |
| 41 | 2x Coat Gloss Enamel Paint<br><b>Door and Frame Paint</b>                                                          | m <sup>2</sup> | 2   | R | R |
| 42 | 2x Coat Gloss Enamel Paint<br><b>Roof Paint</b>                                                                    | m <sup>2</sup> | 15  | R | R |
| 43 | 2x Coat Roof Paint<br><b>Burglar-proofing Paint</b>                                                                | m <sup>2</sup> | 37  | R | R |
| 44 | 2x Coat Gloss Enamel Paint<br><b>Tiling</b><br><b>Floor Tile</b>                                                   | m <sup>2</sup> | 3   | R | R |
| 45 | 500x500 Floor tile ,Adhesive, Grouting, Skirting accessories.<br><b>Wall Tile</b>                                  | m <sup>2</sup> | 37  | R | R |
| 46 | 500x500 Wall tile ,Adhesive, Grouting, accessories.<br>(Up to 2.1m Height)<br><b>Doors</b><br><b>External Door</b> | m <sup>2</sup> | 25  | R | R |
| 47 | 6 Panel Solid Door – Meranti – 813x2032<br><b>Internal Door</b>                                                    | no.            | 1   | R | R |
| 48 | 813mm x 2032mm, 2 Panels Classique<br><b>Ironmongery</b>                                                           | no.            | 3   | R | R |
| 49 | 2 Lever Lock Set and Handle                                                                                        | no.            | 3   | R | R |
| 50 | Toilet Door Lock Set with handle and indicator<br><b>Windows Lock</b>                                              | no.            | 1   |   |   |
| 51 | Steel window lock set<br><b>Glazing</b>                                                                            | no.            | 5   | R | R |
| 52 | 4mm Obscured Glass with putty fitting<br><b>Plumbing</b>                                                           | m <sup>2</sup> | 3,5 | R | R |
| 53 | Plumbing<br><b>Electrical Installation</b>                                                                         | Prov.          | 1   | R | R |

|    |                    |     |   |   |   |
|----|--------------------|-----|---|---|---|
| 54 | Ceiling Light      | no. | 6 | R | R |
| 55 | Wall light         | no. | 1 | R | R |
| 56 | Light Switch       | no. | 3 | R | R |
| 57 | Distribution board | no. | 1 | R | R |

|                                           |                                                     |       |    |   |   |
|-------------------------------------------|-----------------------------------------------------|-------|----|---|---|
| 58                                        | Wiring                                              | Prov. | 1  | R | R |
|                                           | <b>Toilet paper holder</b>                          |       |    |   |   |
| 59                                        | Wall mounted Toilet paper holder                    | No.   | 1  | R | R |
|                                           | <b>Burglar-proofing</b>                             |       |    |   |   |
| 60                                        | Window burglar-proofing (Internal)                  | No.   | 5  | R | R |
| 61                                        | Door burglar-proofing ( External)                   | No.   | 1  | R | R |
|                                           | <b>Office furniture</b>                             |       |    |   |   |
| 52                                        | Chair ,Stackable, Heavy duty                        | no.   | 20 | R | R |
| 63                                        | Steel Folding Table - 189 x 76 x 76 cm - FT001-grey | no.   | 3  | R | R |
|                                           | <b>Fire Protection</b>                              |       |    |   |   |
| 64                                        | 4.5kg DCP Fire Extighisher                          | no    | 1  | R | R |
| <b>Total-Section 4 Carried to Summary</b> |                                                     |       |    | R |   |

Atamelang Taxi Rank Shelter

Bill of Quantities

| ITEM | DESCRIPTION                                                                      | UNIT           | QTY  | RATE | AMOUNT |
|------|----------------------------------------------------------------------------------|----------------|------|------|--------|
|      | <b>SECTION 5</b>                                                                 |                |      |      |        |
|      | <b>TAXI SHELTER</b>                                                              |                |      |      |        |
|      | <b>Foundation</b>                                                                |                |      |      |        |
| 1    | 600x600mm Excavation not exceeding 600mm deep.                                   | m <sup>3</sup> | 1,3  | R    | R      |
| 2    | 20mpa Concrete Foundation                                                        | m <sup>3</sup> | 1,3  | R    | R      |
|      | <b>Steel Column</b>                                                              |                |      |      |        |
| 3    | Steel Universal Column                                                           | m              | 27,6 | R    | R      |
|      | <b>Steel beam</b>                                                                |                |      |      |        |
| 4    | Steel Universal Column                                                           | m              | 50   | R    | R      |
|      | <b>Roof</b>                                                                      |                |      |      |        |
| 5    | Steel Trusses                                                                    | no.            | 19   | R    | R      |
| 6    | Purling                                                                          | m              | 260  | R    | R      |
| 7    | 0,5mm IBR Sheet                                                                  | m <sup>2</sup> | 115  | R    | R      |
| 8    | Ridge Sheet                                                                      | m              | 33   | R    | R      |
| 9    | Roof Joinery                                                                     | Prov.          | 1    | R    | R      |
| 10   | Steel Fascia                                                                     | m              | 53   | R    | R      |
| 11   | Gutter                                                                           | m              | 53   | R    | R      |
| 12   | Down Pipe                                                                        | no.            | 6    | R    | R      |
|      | <b>Signage</b>                                                                   |                |      |      |        |
| 13   | 500mmx0,3mm Height Steel Fascia on 75mmx75mm framework around Shelter on columns | m <sup>2</sup> | 26,5 | R    | R      |
|      | <b>Electrical Installation</b>                                                   |                |      |      |        |
|      | NB: Located at Admin office                                                      |                |      |      |        |
| 14   | Ceiling Light                                                                    | no.            | 3    | R    | R      |
| 15   | Light Switch                                                                     | no.            | 1    | R    | R      |
| 16   | Wiring                                                                           | Prov.          | 1    | R    | R      |
|      | <b>Painting</b>                                                                  |                |      |      |        |

[illegible]

### Atamelang Taxi Rank Shelter

## Bill of Quantities

| ITEM | DESCRIPTION                                                                                                                                                                                                                                                     | UNIT           | QTY | RATE | AMOUNT |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----|------|--------|
|      | <p align="center"><b>SECTION 6</b></p> <p align="center"><b>BUS SHELTER</b></p> <p><b>Foundation</b></p> <p>300x300mm Excavation not exceeding 300mm deep.</p>                                                                                                  | m <sup>3</sup> | 0,2 | R    | R      |
|      | <p><b>Bus Shelter construction</b></p> <p>Construct steel structured Bust shelter with steel plated roof and mesh sides. 1,35(w) x 2.4m (H) x 3,8m (L) , 75x75mm Square cube framework, with built-in steel bench, Painted with 2 coats Gloss enamel paint.</p> | m <sup>2</sup> | 5,3 | R    | R      |
|      | <b>Total-Section 6 Carried to Summary</b>                                                                                                                                                                                                                       |                |     | R    |        |

### Atamelang Taxi Rank Shelter

## Bill of Quantities

[illegible]

### Atamelang Taxi Rank Shelter

## Bill of Quantities

[illegible]

### Atamelang Taxi Rank Shelter

## Bill of Quantities

[illegible]

## Bill of Quantities

[illegible]

**ATAMELANG TAXI RANK SHELTER**

**BILL OF QUANTITIES: SUMMARY**

| Schedule No.                                  | Description          | Amount (R) |
|-----------------------------------------------|----------------------|------------|
| 1                                             | Preliminaries        |            |
| 2                                             | Civil Works          |            |
| 3                                             | Ablution             |            |
| 4                                             | Admin Office         |            |
| 5                                             | Taxi Shelter         |            |
| 6                                             | Bus Shelter          |            |
| 7A                                            | Hawker Stall no 1    |            |
| 7B                                            | Hawker Stall no.2    |            |
| 8                                             | Water Tank And Stand |            |
| 9                                             | Fencing              |            |
| SUB-TOTAL A                                   |                      |            |
| 10% CONTINGENCIES ( ON SUB-TOTAL A)           |                      |            |
| SUB-TOTAL B (SUB-TOTAL A + 10% CONTINGENCIES) |                      |            |
| 15% VAT (ON SUB-TOTAL B)                      |                      |            |
| SUB-TOTAL C (SUB-TOTAL B + 15% VAT)           |                      |            |
| TOTAL                                         |                      |            |

## TSWAING LOCAL MUNICIPALITY



PROJECT NO: SCM/004/2021/22

PROJECT DESCRIPTION: ATAMELANG TAXI RANK SHELTER

### SUMMARY OF BILL OF QUANTITIES

| SECTION                                 | DESCRIPTION                    | AMOUNT (RAND) |
|-----------------------------------------|--------------------------------|---------------|
| 1                                       | Section 1 Preliminaries        | R             |
| 2                                       | Section 2 Civil Works          | R             |
| 3                                       | Section 3 Ablution             | R             |
| 4                                       | Section 4 Admin Office         | R             |
| 5                                       | Section 5 Taxi Shelter         | R             |
| 6                                       | Section 6 Bus Shelter          | R             |
| 7A                                      | Section 7A Hawker Stall No. 1  | R             |
| 7B                                      | Section 7B Hawker Stall No. 2  |               |
| 8                                       | Section 8 Water Tank And Stand | R             |
| 9                                       | Section 9 Fencing              | R             |
| SUBTOTAL (1+2+3+4+5+6+7A+7B+8+9)        |                                | R             |
| PLUS 10% CONTINGENCIES                  |                                | R             |
| SUBTOTAL                                |                                | R             |
| PLUS 15% VALUE ADDED TAX                |                                | R             |
| TOTAL CARRIED FORWARD TO FORM OF TENDER |                                | R             |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## TSWAING LOCAL MUNICIPALITY



PROJECT NO: SCM/004/2021/22

PROJECT DESCRIPTION: ATAMELANG TAXI RANK SHELTER

### C3 SCOPE OF WORK

All definitions, interpretations and general provisions for the General Conditions of Contract for Construction Work 3<sup>rd</sup> Edition (2015) are applicable.

#### C 3.1 DESCRIPTIONS OF WORKS

##### C3.1.1 Client's Objective

The project objective is to provide a taxi rank to community of Atamelang Township thus improving their quality of life.

##### C3.1.2 Overview of the Works

Below is the Scope of Works

##### **1. Central Taxi and Bus Route location:**

The location of New Atamelang Taxi Rank Shelter is located on a central point to connect all taxis and bus commuters of Atamelang.

##### **2. Bus Shelter:**

It a steel structure to protect passengers awaiting bus next to a bus stop.

##### **3. 6 x Taxi Shelter:**

It a steel structure with IBR sheet covered Roof to protect Taxis and passengers.

##### **4. Paved and Kerbed Driveway:**

Surface will be Paved with heavy duty interlocking pavers on improved bulk earth works.

##### **5. Fencing:**

Steel Palisade 1.8 high fence will cover the site with lockable 2x Sliding gates access

##### **6. Admin Office:**

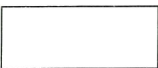
A facebrick building structure plastered and painted internally with a tiled floor and Toilets for males and females' staff, Boardroom for capacity of 30 people. 1 personnel Reception area. IBR Pitched roof.

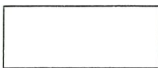
##### **7. Ablution Block:**

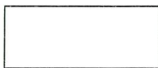
A facebrick building structure plastered and painted internally with a tiled floor and walls and Toilets for males, females, and Paraplegics for public.

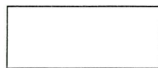
##### **8. Lighting:**

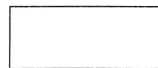
Site lighting will be 4m High Site lamp on a post. Buildings will be fitted with lights internally and externally.

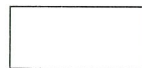
  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

**9. Concrete litter Bins:**

Concrete Litter Bins with grate inside for ease of disposal will be located within reach on site.

**10. Water Tank and stand:**

Back up water tank with a stand to be installed.

**11. Hawker Stalls:**

Steel structure stall for 2 hawkers to be provided.

**12. Water Reticulation:**

There is a water pipe running on eastern side of the property to connect water for the site.

**13. Sewer Reticulation:**

The sewer connection will be connected on Easter part of the Site 54m away from site between Erf 1858 and Erf 1830. The Tared road will have to be crossed to reach site.

**14. Electrical Reticulation:**

There is an Eskom Power line running on Eastern part of the property beyond the road which the connection point can be established from. The Tared Road will have to be crossed to reach site.

**C3.1.3 Extend of the Works**

The New Atamelang Taxi Rank Shelter development will have the following:

|     |                         |                   |
|-----|-------------------------|-------------------|
| 1.  | 1x Bus Shelter          | 46m <sup>2</sup>  |
| 2.  | Bus Parking bay         | 105m <sup>2</sup> |
| 3.  | 6 x Taxi Shelter        | 116m <sup>2</sup> |
| 4.  | Taxi Parking bays       | 12                |
| 5.  | Paved area              | 889m <sup>2</sup> |
| 6.  | Kerbed area             | 181m              |
| 7.  | Fencing                 | 121m              |
| 8.  | Admin Office            | 37m <sup>2</sup>  |
| 9.  | Ablution Block          | 32m <sup>2</sup>  |
| 10. | Lighting                | 4                 |
| 11. | Concrete litter Bins    | 4                 |
| 12. | Water Tank and stand    | 1                 |
| 13. | Hawker Stalls           | 2                 |
| 14. | Water Reticulation      | 55m               |
| 15. | Sewer Reticulation      | 120m              |
| 16. | Electrical Reticulation | 45m               |

**C3.1.3 Location of the Works**

The Global Positioning System (GPS) Coordinates are:

| GPS Coordinates |            |
|-----------------|------------|
| S (Latitude)    | -26.505971 |
| E (Longitude)   | 25.362281  |

**C3.1.4 Construction program**

It is specifically brought to the notice of the Contractor that time is critical on this project, and the construction period will be a major factor in the award of the tender.

Tenderers shall submit with their tender their **Preliminary programme of the Works** under this contract to suit their proposed method of executing the Works. The programme shall be

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

sufficiently detailed to differentiate between the various activities so that the contract may be properly evaluated.

#### **C3.1.5 Change in works**

The Engineer may, from time to time by order in writing without in any way vitiating the Contract or giving to the Contractor any claim for additional payment, require the Contractor to proceed with the execution of the works in such order as in his opinion may be necessary, and may alter the order of or suspend any part of the Works at such time and times as he may deem desirable and the Contractor shall not, after receiving such written order, proceed with work ordered to be suspended until he shall receive a written order to do so from the Engineer. Where the work must of necessity be carried out in conjunction with work of other Contractors, or with that of the Employer, it shall be co-ordinated and arranged in such a manner as to interfere as little as possible with the progress of such other work so as to offer every reasonable facility to other Contractors or to employees of the Employer.

### **C3.2 ENGINEERING**

#### **C3.2.1 Design services and activity matrix**

| <b>Description</b>                                   | <b>Responsibility</b>          |
|------------------------------------------------------|--------------------------------|
| Design of Works                                      | Engineer                       |
| Concept, feasibility and overall process             | Client                         |
| Basic Engineering and detail layouts to tender stage | Engineer                       |
| Final Design of Works                                | Engineer                       |
| Final Design to approved for construction stage      | Client                         |
| Preparation of tender documentation & adverts        | Engineer                       |
| Appointment of soil test / topographical surveyors   | Client                         |
| Appointment of sub-contractors                       | Contractor                     |
| Supervision                                          | Engineer                       |
| Preparation of as-built drawings                     | Contractor / Engineer          |
| Completion certificate                               | Engineer / Client / Contractor |

#### **C3.2.2 Drawings**

The Engineer will provide the Contractor with one full set of drawings, which will be used exclusively for the recording of as built information by the Contractor.

Only dimensions, positions, levels, co-ordinates etc. that change from the original values, will be required to be entered on these drawings. These drawings, fully marked up, will be handed to the Engineer at the issue of the Certificate of completion, which will not be issued until the as-built information has been received.

The applicable drawings are attached at the end of this section (C3 – Scope of Work).

  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

### **C3.3 PROCUREMENT**

The Tenderers notice is drawn to the fact that the awarding of this tender will be in terms of the Supply Chain Management Policy of the Tswaing Local Municipality and The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (May 2010) (Available on [www.cidb.co.za](http://www.cidb.co.za)).

### **C3.4 SUB-CONTRACTING**

No work may be sub-contracted to another party unless approval is given by the Engineer in writing. The Contractor is to submit to the Engineer in writing a request for appointment of a particular sub-contractor. Accompanying this request is to be the full detail of the sub-contractor, including:

- Previous experience
- Work which will be sub-contracted to him/her
- Approximate value of the work to be sub-contracted

Before the Engineer in terms of Clause 38 hereof issues any certificate that includes any payment in respect of work done or goods supplied by any sub-contractor appointed in accordance with the provisions of Clause 4.4 of the General Conditions of Contract Second Edition (2010), he shall be entitled to call upon the Contractor to furnish reasonable proof that all payments (less retention moneys) included in previous certificates in respect of the work or goods of such sub-contractors have been made or discharged by the Contractor, in default of which, unless the Contractor:

- ✓ Informs the Engineer in writing that he has reasonable cause for withholding or refusing such payment; and
- ✓ Submits to the Engineer reasonable proof that he has so informed such sub-contractor in writing.

### **C3.5 CONSTRUCTION**

#### **C3.5.1 Work Specifications**

Building Condition

The building will be constructed in consideration of The National Building Regulation (NBR) Standards and practices including municipal bylaws. All relevant professionals will be appointed as per relevant requirements of SANS regulations.

SANS 10400 consists of the following parts, under the general title

The application of the National Building Regulations:

Part A: General principles and requirements.

Part B: Structural design.

Part C: Dimensions.

Part D: Public safety.

Part F: Site operations.

Part G: Excavations.

Part H: Foundations.

Part J: Floors.

Part K: Walls.

Part L: Roofs.

Part M: Stairways.

Part N: Glazing.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Part O: Lighting and ventilation.  
Part P: Drainage.  
Part Q: Non-water-borne means of sanitary disposal.  
Part R: Stormwater disposal.  
Part S: Facilities for persons with disabilities.  
Part T: Fire protection.  
Part V: Space heating.  
Part W: Fire installation.

#### **C3.5.2 Plant and materials**

All materials shall comply with the requirements of the South African Bureau of Standards, and shall bear the official standardization mark. Where SANS standard does not exist for a certain material, or a material does not bear the official standardization mark, the Engineers approval of such material must be gained before use thereof.

#### **C3.5.3 Construction Equipment**

All equipment on site shall be in a good working order, and is to be in such a condition that it can achieve production rates which are typical of the industry standards.

Should any equipment, in the opinion of the Engineer, be substandard or breaks down frequently to such an extent that it affects the progress on the project, the Engineer may instruct the Contractor to replace such equipment.

#### **C 3.5.4 Existing Services**

The Contractor shall so carry out all his operations as not to encroach on, or interfere with, trespass on, or damage adjoining lands, building properties, roads, structures, places and things in the vicinity of the Works, and he shall free and relieve the Employer of any liability that may be incurred in consequence of his failure to do so.

The services existing on the site will be either shown on the drawings or pointed out on site by the Engineer and / or the Municipality. No excavation work will commence unless a representative of the Municipality and/or the Engineer have been requested to point out existing services in the area under construction. Written confirmation of services that have been pointed out by the Municipality is to be obtained by the Contractor.

All existing services on the site may not be shown on the drawings or be visible on the site. The Engineer may order excavation by hand in order to search for and expose services. An item has been included in the Schedule of Quantities to cover the cost of such work if so ordered by the Engineer. Where a service is damaged because of the Contractors negligence he shall be liable for the cost involved in the repair of the services and any other consequent cost that may arise due to the interruption of the damaged services.

No excavation is to take place until a representative from the Municipality has been contacted and he has pointed out the existing services to the Contractor and confirmed it in writing. The same shall apply to all Telkom services in the area.

#### **C3.5.5 Site Establishment**

##### **▪ Source of Water Supply**

The successful contractor will have to arrange for access to water points with

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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- Sources of power supply  
There is electricity available on the site.
- Location of camp and depot  
Location of camp and depot offices shall be identified once the contractor is on site.
- Temporary offices  
Location of the temporary offices shall be identified once the contractor is on site.
- Sanitary facilities  
The Contractor must provide sanitation facilities on site for the workers to the satisfaction of the engineer.
- Name Boards

Two name boards shall be provided in positions as ordered by the Engineer. The Engineer will provide the lettering required once the tender is awarded.

#### **C3.5.6 Site Usage**

- Ground and access to the works

The Contractor shall where necessary on or adjacent to roads which carry traffic, provide all the necessary barricades and signs in accordance with the stipulations of the South African Road Traffic Signs Manual.

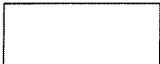
The Contractor shall further ensure that all public roads that are used for access to the site are kept free of debris at all times. The Contractor shall also take adequate measures to ensure that dust is kept to an acceptable level. The term acceptable is to be deemed as acceptable to the Engineer.

- Care, damage and protection

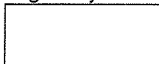
The Contractor shall at his own cost make full provision for all watching and lighting necessary for the protection of all persons, animals, vehicles, etc., from injury by reason of the Works. He shall provide ample warning signs, guard rails, etc., around open excavations, stacks of materials, excavated material, debris or the like, and he shall be held liable for all claims made upon himself or upon the Employer by reason of his neglect of all such precautions and provisions.

During the periods of construction of the Works and the repair of defects, the Contractor shall, at his own cost, to the satisfaction of the Engineer and the relevant Authority, take sufficient and adequate measures to avoid interrupting the use of all roads, footpaths, water courses, drains, pipes, telephones, electric wires and cables, premises, places and works, public or private, which may in any way be interfered with by the operations; and shall also afterwards permanently restore all structures and everything which may have been temporarily displaced or otherwise interfered with, all to the satisfaction of the Engineer and the relevant Authority, without extra charge beyond the Contract price.

  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

▪ Survey beacons

The Contractor shall take care to safeguard any permanent survey beacons such as erf boundary pegs and reference beacons. Should the Contractor disturb any such pegs and beacons, he shall have them replaced at his own cost by a registered Land Surveyor. The Contractor is to provide the Engineer with written confirmation from the Land Surveyor that he has replaced the relevant beacons.

The Contractor's attention is drawn to article 35(i) of the Land Surveying Act No. 9 of 1927 (as amended) in this regard.

▪ Blasting

As the construction takes place within a built up area, extreme care is to be taken during any blasting operations. No blasting shall be permitted without prior written consent from the Engineer. Written as well as verbal notice will be given to all house owners in the affected area 24 hours prior to the blast being set off, and the contractor is to do a survey of all the houses (internal and external) in the area prior to blasting.

A full daily report of all blasting operations (in duplicate) is to be completed by the Contractor.

This report shall inter alia contain the following information:

- Date and time of each blast
- Number of holes
- Charge per hole
- Use of relays, etc.

This report is to be submitted to the Engineer on a weekly basis, and is to be countersigned by the Engineer.

The contractor is to be noted that he is not to use or permit any person to use an explosive powered tool, unless—

- (a) it is provided with a protective guard around the muzzle end, which effectively confines any flying fragments or particles; and
- (b) the firing mechanism is so designed that the explosive powered tool will not function unless—
  - (i) it is held against the surface with a force of at least twice its weight; and
  - (ii) the angle of inclination of the barrel to the work surface is not more than 15 degrees from a right angle:

▪ Protection of existing vegetation

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Before any tree is cut down and removed from the site, the Contractor shall confirm the necessity of such action with the Engineer or his Representative.

▪ Access to individual erven

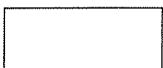
Access to all public and private property must be maintained at all times. Where trenches cross the access point to any property, the Contractor is to arrange for adequate and safe vehicular and pedestrian crossings over the trenches.

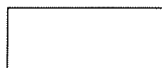
The Engineer must approve the method of providing access before any excavation commences.

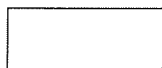
▪ Use of construction vehicles and equipment

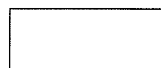
The contractor shall ensure that all construction vehicles and mobile plants—

- (a) are of an acceptable design and construction;
- (b) are maintained in a good working order;
- (c) are used in accordance with their design and the intention for which they were designed, having due regard to safety and health;
- (d) are operated by workers who-
  - (i) have received appropriate training and been certified competent and been authorised to operate such machinery; and
  - (ii) are physically and psychologically fit to operate such construction vehicles and mobile plant by being in possession of a medical certificate of fitness;
- (e) arrangements to guard against the dangers relating to the movement of vehicles and plant, in order to ensure their continued safe operation;
- (f) are prevented from falling into excavations, water or any other area lower than the working surface by installing adequate edge protection, which may include guardrails and crash barriers;
- (g) where appropriate, are fitted with structures designed to protect the operator from falling material or from being crushed should the vehicle or mobile plant overturn;
- (h) are equipped with an electrically operated acoustic signalling device and a reversing alarm; and
- (j) are on a daily basis inspected prior to use, by a competent person who has been appointed in writing and the findings of such inspection is recorded in a register.
- (j) no person rides or be required or permitted to ride on any construction vehicle or mobile plant otherwise than in a safe place provided thereon for that purpose;
- (k) every construction site is organised in such a way that, as far as is reasonably practicable, pedestrians and vehicles can move safely and without risks to health;
- (l) the traffic routes are suitable for the persons using them, sufficient in number, in suitable positions and of sufficient size;
- (m) every traffic route is, where necessary indicated by suitable signs for reasons of health or safety;
- (n) bulldozers, scrapers, loaders, and other similar mobile plant are, when being repaired or when not in use, fully lowered or blocked with controls in a neutral position, motors stopped and brakes set;
- (o) whenever visibility conditions warrant additional lighting, all mobile plant are equipped with at least two headlights and two taillights when in operation;

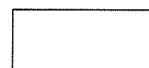
  
Contractor

  
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Witness 2

  
Employer

  
Witness 1

  
Witness 2

- (p) when workers are working on or adjacent to public roads, reflective indicators are provided and worn by the workers.

### 3.5.7 Permits and Way leaves

## 3.6 MANAGEMENT

### C3.6.1 Management of the Works

- Planning and programme

The Contractor shall deliver to the Engineer within **14 days**, calculated from the commencement date, a realistic programme showing the order of procedure, the duration of activities making up the programme and method which he proposes to use in carrying out the Works in order to meet the due completion date for this project.

The tenderer is to note that the penalty for failing to complete the works is R **2 000.00** per day.

- Setting out of the works

Generally the positions of the works have been fixed on the plans according to the existing stand boundaries. The Engineer is to approve all setting out prior to commencement of excavation.

- Excavation of works & safety

The contractor shall ensure that all excavation work is carried out under the supervision of a competent person who is been appointed in writing. The Contractor will evaluate, as far as is reasonably practicable, the stability of the ground before excavation works begin and he/she shall not permit any person to work in an excavation which has not been adequately shored or braced.

The Contractor will cause convenient and safe means of access to every excavation area in which person are required to work and such access shall not be further than 6m from the point where any worker within the excavation is working.

The Contractor must ascertain as far as is reasonably practicable the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and shall before the commencement of excavation work that may affect any such service, take the steps that may be necessary to render the circumstances safe for all persons involved;

The Principal Contractor shall cause every excavation which is accessible to the public or which is adjacent to public roads or thoroughfares, or whereby the safety of persons may be endangered, to be:

- (i) adequately protected by a barrier or fence of at least one metre in height and as close to the excavation as is practicable; and

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- (ii) provided with warning illuminants or any other clearly visible boundary indicators at night or when visibility is poor;

The Principal Contractor shall cause warning signs to be positioned next to an excavation within which persons are working or carrying out inspections or tests.

▪ Inspection by engineer

No stage of construction shall be proceeded with until the Engineer or his representative has examined and approved the previous stage. If any work is covered or hidden from view before the Engineer has inspected same, the Contractor shall at his own cost open the covered work for inspection. The Contractor shall also be responsible for making good any work damaged by such uncovering.

▪ Employment of local labour

It is a specific criterion of this project that should as far as possible adhere to RDP principles, and to meet these principles the following procedures will be followed:

All labour is to be sourced from the Local Municipality; area of jurisdiction and the Contractor may only bring in key personnel from outside this area. The fixed rate for the appointment of local labour will be according Department of Labour Specifications. This will be payable by the Contractor.

Key personnel would typically include the Contracts Manager, Site Agent, and Supervisor for each discipline, and operators of plant where the operator must be seated.

A Monthly labour report on all local labour i.e. payments and labour days should be submitted to the Engineer at the end of each month in order for the Engineer to submit a report to the Employer.

None of the Works shall be executed except between sunrise and sunset on Monday to Saturday, inclusive, of any week, and none of the Works shall be executed on any special non-working days stated in the Contract Data, unless:

- ✓ The Engineer's permission in writing is obtained, subject to such conditions as may be laid down by the Engineer; or
- ✓ Provision is specifically made for it in the Contract; or
- ✓ Work is unavoidable or necessary for the saving of life or property or for the safety of the Works.

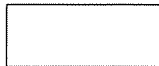
▪ Site Meetings

Regular meetings will be held between all relevant parties to establish the progress and / or delays and problems that might occur on site. Any problems of delays will be addressed accordingly and the Contractor will receive proper instructions with reference to this matter.

  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

▪ Communication

The Engineer's representative on this project will be: **Mr O.B Adejinmi**

Contact No: **018 462 0796**

The contact person for the Employer is **Ms G.O. Moipolai or Mr T Meerken**

Contact No: **053 948 0787**

▪ Daily Records

Daily records of resources (equipment and people employed) must be kept and must be available on site at all times. These records will include i.e. site instruction book, site diary, site visit register, contractual documentation and minutes of all project meetings. Labour information should be kept updated at all times.

▪ Compliance with applicable laws

The Contractor shall, in performance of the Contract, comply with all applicable laws, regulations and statutory provisions and agreements, and shall in particular, on the request of the Engineer, provide proof that he has complied therewith with regard to amongst others:

- ✓ Wages and conditions of work; and
- ✓ Safety

▪ Payment Certificates

As consideration for the construction, completion and defects correction of the Works, the Employer shall pay the Contractor in terms of the provisions of the Contract.

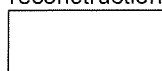
▪ Clearance of site

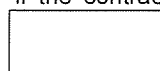
On completion of the Works, the Contractor shall clear away and remove from the site all Construction Equipment, surplus materials, rubbish and temporary works of every kind and leave the whole of the site and the works clean and in a safe condition. All streams and watercourses (where applicable) shall be cleaned and restored to the condition as at the commencement of the Works. If the Contractor does not, within a reasonable time, comply with this requirement, the Employer may have the site cleared and recover the cost thereof from the Contractor.

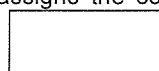
▪ Termination of Contract

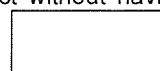
If application is made for the sequestration of the Contractor's estate, or if the Contractor publishes a notice of surrender of his estate or presents a petition for the acceptance of the surrender of his estate as insolvent, or makes a compromise with his creditors, or assigns in favour of his creditors, or agrees to carry out the Contract under the supervision of a committee representing his creditors, or (being a company) goes into liquidation, whether provisionally or finally (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), or if the contractor assigns the contract without having first obtained the

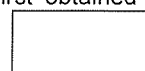
  
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Witness 2

  
Employer

  
Witness 1

  
Witness 2

Employer's consent in writing, or if execution is levied on his goods or if the Engineer certifies reference to this Clause, that in his opinion the Contractor:

- ✓ Has abandoned the contract; or
- ✓ Without reasonable excuse has failed to commence the Works in terms of Clause 9 of the General Conditions of Contract for Construction Works Second Edition (2010), or has suspended the progress of the Works for fourteen (14) days after receiving from the Engineer written notice to proceed or
- ✓ Has failed to proceed with the Works with due diligence; or
- ✓ Has failed to remove materials from the site or to pull down and replace work within fourteen (14) days after receiving from the Engineer written notice that the said materials or work have been condemned and rejected by the Engineer in terms of these conditions; or
- ✓ Is not executing the Works in accordance with the Contract, or is neglecting to carry out his obligations under the Contract; or
- ✓ Has, to the detriment of good workmanship or in defiance of the Engineer's instruction to the contrary, sublet any part of the Contract; or
- ✓ Has assigned the Contract or any part thereof without the Employer's consent in writing; or
- ✓ The contractor or anyone on his behalf or in his employ would pay, offer or offer as payment to any person in the employ of the Employer a gratuity or reward or commission; or
- ✓ The contractor furnished inaccurate information in the Schedules forming part of this Contract.

Then the Employer may, after giving fourteen (14) days' notice in writing to the Contractor, terminate the Contract and order the Contractor to vacate the Site and to hand it over to the Employer, and the Employer may then enter upon the site and the Works and expel the Contractor there from without thereby affecting the rights and powers conferred on the Employer of the Engineer by the Contract, and the Employer may himself complete the Works or may employ another contractor to complete the Works, and the Employer or such other contractor may use for such completion so much of the construction equipment, temporary works and materials bought onto the site by the Contractor as the Employer may think proper, and the Employer may at any time sell any of the said construction equipment, temporary works and unused materials and apply the proceeds of sale toward payment of any sums that may be due or become due to the Employer by the Contractor under the Contract. In such circumstances the Contractor shall forthwith vacate the site and shall not be entitled to remain on the site on the grounds that he is entitled to do so on a right of retention until amounts due to him have been paid, neither will the contractor be entitled to any further payments of this Contract.

### **C3.7 HEALTH AND SAFETY**

#### ▪ Health & Safety Issues

All work is to be carried out in accordance with the Occupational Health and Safety Act and Regulations (Act 85 of 1993) (a copy of which must be kept on site), the Explosive Material Act of

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

(Act 26 of 1956), the Minerals Act of 1991, and the Factories Machinery and Building Work Act (No 22 of 1941).

The Contractor's notice is drawn to the stipulations of the Construction Regulations 2003, a regulation of the Health and Safety Act 1993 (Gov Notice No R1010 of 18 July 2003). The construction regulation will be applied vigorously on the project.

The Contractor to be appointed must have made provision for the cost of health and safety measures during the construction process. The contractor must have the necessary skills, competencies and resources to carry out the work safely. A proper Safety Plan is to be submitted by the Contractor and a copy thereof is to be made available to all applicable appointed labourers and permanent workers on this project.

The Contractor is to ensure that the legal compliance for the Health and Safety issues are in place. Audits will be carried out to ensure that the Contractor is registered and in good standing with the Workmen's Compensation fund and that the Contractor has affected insurance indemnifying the Employer against penalties levied upon the Employer due to the acts of omissions of the Contractor in failing to comply with the provisions of the OHS regulations 2003. A compliance audit will also be carried out to ensure that the Contractor has appointed a full-time competent person in writing to deal with the issues of the OHS and that a risk assessment has been conducted and a copy of the Safety plan is on site before any work commences.

Operational audits will be carried out on the following important issues:

- ✓ That the Safety Plan is on site at all times
- ✓ That the Contractor's Safety file is on site at all times
- ✓ That the Safety Officer is on site at all times
- ✓ That Safety meetings are conducted as per the Safety Plan
- ✓ That employees are working under safe conditions
- ✓ That the public is not placed in danger
- ✓ That there is no harm to the environment

▪ Accommodation of traffic

It is expected of the Contractor to ensure that the free flow of traffic is possible throughout the construction period.

The Contractor is to provide all necessary barricades, signs and lighting in accordance with the stipulations of the South African Road Signs Traffic Manual, and the Protective Services of the Local Municipality. All work is to be to the satisfaction of the Engineer.

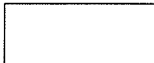
▪ Reporting of accidents

In addition to any statutory regulations, the Contractor shall, as soon as practicable, report to the Engineer every occurrence on the Works or the site causing damage to property of injury of death of persons. If required by the Engineer, the Contractor will submit a report in writing to the Engineer within 48 hours of such requirement setting out full details of the occurrence. The Engineer shall have the right to make any enquiries either on the site or elsewhere as to

  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

the cause and results any such occurrence and the Contractor shall make available to the Engineer the necessary facilities for carrying out such enquiries.

Failure or refusal on the part of the contractor to take the necessary steps to ensure the safety and convenience of the public traffic, accommodation of traffic, plant and personnel in accordance with these specifications or as required by statutory authorities or ordered by the engineer, shall be sufficient cause for the engineer to deduct penalties as follows:

- ✓ A fixed penalty of R10 000,00 per occurrence shall be deducted for each and every occurrence of non compliance with any of the requirements of the project specifications.
- ✓ In addition a time-related penalty of R500,00 per hour over and above the fixed penalty shall be deducted for non-compliance to rectify any defects in the accommodation of traffic within the allowable time after an instruction to this effect has been given by the engineer. The engineer's instruction shall state the allowable 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

### **C3.8 PROJECT SPECIFICATIONS**

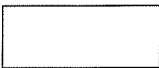
#### **Building Condition**

The building will be constructed in consideration of The National Building Regulation (NBR) Standards and practices including municipal bylaws. All relevant professionals will be appointed as per relevant requirements of SANS regulations.

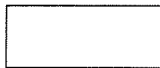
SANS 10400 consists of the following parts, under the general title  
The application of the National Building Regulations:

- Part A: General principles and requirements.
- Part B: Structural design.
- Part C: Dimensions.
- Part D: Public safety.
- Part F: Site operations.
- Part G: Excavations.
- Part H: Foundations.
- Part J: Floors.
- Part K: Walls.
- Part L: Roofs.
- Part M: Stairways.
- Part N: Glazing.
- Part O: Lighting and ventilation.
- Part P: Drainage.
- Part Q: Non-water-borne means of sanitary disposal.
- Part R: Stormwater disposal.
- Part S: Facilities for persons with disabilities.
- Part T: Fire protection.
- Part V: Space heating.
- Part W: Fire installation.

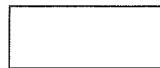
### **C3.9 GENERAL SPECIFICATIONS**

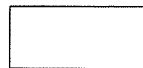
  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

## **PSA: GENERAL**

### **PSA 1: SCOPE**

Replace sub-clause 1.1 with the following:

"1.1. This specification covers requirements, principles and responsibilities of a general nature that are normally applicable to all civil engineering contracts, as well as the requirements for the contractor's establishment on the site."

Add to the Sub-clause:

All materials shall comply with the requirements of the South African Bureau of Standards, and shall bear the official standardization mark. Where SANS standard does not exist for a certain material, or a material does not bear the official standardization mark, the Engineers approval of such material must be gained before use thereof.

### **PSA 2: INTERPRETATIONS**

#### **PSA 2.3: Definitions**

(a) General

Add the following definitions:

"General conditions: The general conditions of contract specified for use with this contract and the special conditions of contract as applicable.

Specified: As specified in the standardized specifications, the drawings or the project specifications. Specifications shall have the corresponding meaning."

(a) Measurement and payment

Replace the definitions for fixed charge, time-related charge and value-related charge with the following:

"Fixed charge: A charge that is not subject to adjustment on account of variation in the value of the contract amount or the contract time of completion.

Time-related charge: A charge, the amount of which varies in accordance with the time for completion of the work, adjusted in accordance with the provisions of the contract.

Value-related charge: A charge, the amount of which varies pro rata with the final value of the measured work executed and valued in accordance with the provisions of the contract."

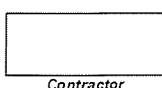
#### **PSA 2.4: Abbreviations**

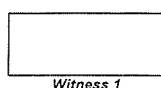
(a) Abbreviations relating to standard documents

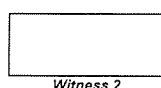
Add the following abbreviation:

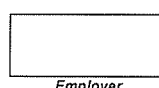
"CKS: SABS Co-ordinating Specification."

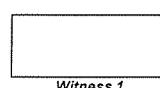
### **PSA 3: MATERIALS**

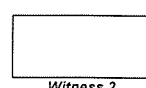
  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

### **PSA 3.1: Quality**

Add the following:

"All manufactured materials supplied shall be new materials unless the contrary is specified. All materials specified in accordance with SABS specifications shall bear the SABS mark, whether so specified or not."

Add the following sub-clauses:

#### **"PSA 3.3: Ordering of materials**

The quantities set out in the schedule of quantities have been carefully determined from calculations based on data available at the time and should therefore be considered to be approximate quantities only. Before ordering materials of any kind the contractor shall check with the engineer whether or not the scope of the work for which the materials are required is likely to change substantially. No liability or responsibility whatsoever shall be attached to the employer for materials ordered by the contractor except when ordered in accordance with written confirmation issued by the engineer.

### **PSA 3.4: Materials supplied by the employer**

Materials designated in the contract documents to be supplied by the employer shall not be obtained by the contractor from any other source than from the employer. Requisitions for materials to be supplied by the employer shall be submitted in writing and shall be signed by the contractor or his authorized representative and the engineer. The contractor or his authorized representative shall sign a receipt upon delivery of all such materials that, having been accepted by the contractor, will be deemed to be in a sound and satisfactory condition and will thenceforth be his sole responsibility.

The onus shall be entirely on the contractor to ensure that he accepts only sound materials from the employer, and the engineer is authorized to reject as unsuitable any material on the site of the works that, in his opinion, is unsound or defective in any way. The contractor shall immediately remove such rejected materials from the site of the works and shall replace them, at his own expense, with new and sound materials to the satisfaction of the engineer."

## **PSA 4: PLANT**

### **PSA 4.2: Contractor's offices, stores and services**

Add the following paragraph before the first paragraph:

"The contractor's construction camp shall be fenced off and shall contain all offices, stores, workshops, testing laboratories, toilet facilities, etc. The camp shall always be kept in a neat and orderly condition.

No personnel may reside on the site. Only night-watchmen may be on the site after hours."

Add the following to the second paragraph:

"One toilet per 10 workmen shall be provided and must be screened from public view and its use shall be enforced.

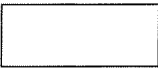
The contractor shall, where applicable, make the necessary arrangements for the removal of night soil."

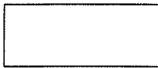
## **PSA 5: CONSTRUCTION**

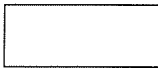
### **PSA 5.4: Protection of overhead and underground services**

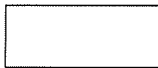
Replace the heading and the contents of this sub-clause with the following:

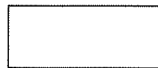
#### **"PSA 5.4: Location and protection of existing services**

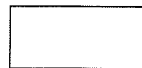
  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

PSA 5.4.1: Location of existing services

Before underground or excavation work is carried out, the contractor shall ascertain the presence and position of all services likely to be damaged or interfered with by his activities. He shall obtain up-to-date plans from the engineer for this purpose, showing the position of services in the area where he intends to work. As services can often not be reliably located from such plans, the contractor shall determine the exact position of such services by means of suitable detecting equipment and afterwards by careful hand excavation where necessary in order to expose the services at the positions of possible interference by his activities. This procedure shall also be followed in respect of services not shown on the plans but believed to be present.

All such services, the positions of which have been located at the critical points, shall be designated as 'known' services and their positions shall be indicated on a separate set of drawings, a copy of which shall be furnished to the engineer.

While he is occupying the site, the contractor shall be liable for all damage caused by him to known services as well as for consequential damage, whether caused directly by his operations or by the lack of proper protection.

PSA 5.4.2: Protection during construction

The contractor shall exercise all the necessary care to prevent damage to known services during construction operations. Major excavating equipment and other plant shall not be operated dangerously close to these services. Where necessary, excavation in close proximity to these services shall be carefully carried out with suitable hand tools, excluding picks wherever their use could damage the services. No additional payment will apply to such more difficult work.

Services left exposed shall be suitably protected from damage.

PSA 5.4.3: Alterations and repairs to existing services

Unless the contrary is clearly specified or ordered, the contractor shall not carry out alterations to existing services. When this is necessary, the contractor shall inform the engineer, who will either make arrangements for such work to be executed by the owner of the service, or instruct the contractor to make such arrangements himself.

When existing services are damaged by the contractor, he shall immediately inform the engineer, or when this is not possible, the relevant authority, and obtain instructions as to who should carry out repairs. In urgent cases the contractor shall take the necessary steps to minimize damage to and interruption of the service. No repairs of telecommunication cables or electric power lines and cables shall be attempted.

The employer will accept no liability for damages due to a delay in having such alterations or repairs effected. The contractor shall provide all reasonable opportunity, access and assistance to persons carrying out alterations or repairs of existing services."

Add the following sub-clauses:

"PSA 5.9: Site meetings

The contractor will be required to attend regular site meetings, normally held once a month to discuss general progress, quality of work, problems, claims, payments, etc., but not matters concerning the day-to-day running of the contract.

**PSA 6: TOLERANCES**

Add the following sub-clause:

"PSA 6.4: General

No guarantee is given that the full specified tolerances will be available independently of each other, and the contractor is cautioned that the liberal or full use of any one or more of the tolerances may deprive him of the full or any use of tolerances relating to other aspects of the work.

Except where the contrary is specified or when clearly not applicable, all quantities for measurement and payment shall be determined from the 'authorized' dimensions. These are specified dimensions or those shown on the

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

drawings or, if changed, as finally prescribed by the engineer, without any allowance for the specified tolerances. Except if otherwise specified, all measurements for determining quantities for payment will be based on the 'authorized' dimensions.

If the work is therefore constructed in accordance with the 'authorized' dimensions plus or minus the tolerances allowed, quantities will be based on the 'authorized' dimensions regardless of the actual dimensions to which the work has been constructed.

When the work is not constructed in accordance with the 'authorized' dimensions plus or minus the tolerances allowed, the engineer may nevertheless, at his sole discretion, accept the work for payment. In such cases no payment shall be made for quantities of work or material in excess of those calculated for the 'authorized' dimensions, and where the actual dimensions are less than the 'authorized' dimensions minus the tolerance allowed, quantities for payment shall be based on the actual dimensions as constructed."

## **PSA 7: TESTING**

### PSA 7.1.1: Checking

Replace the last sentence with the following:

"The contractor shall obtain the services of an independent testing laboratory at his own expense (refer to clause 8 in portion 1 of the project specifications) to carry out the checks prescribed in the various standardized specifications."

### PSA 7.1.2: Standard of finished work not to specification

Replace the words "Where the engineer's checks reveal . . ." with "Where the checks by the approved laboratory reveal . . ."

## **PSA 7.2: Approved laboratories**

Add the following:

"The independent laboratory used by the contractor and approved by the engineer shall also be deemed an approved laboratory."

## **PSA 8: MEASUREMENT AND PAYMENT**

### **PSA 8.1.2: Preliminary and general items or section**

#### **PSA 8.1.2.2: Tendered sums**

Replace the contents of this sub-clause with the following:

"The contractor's tendered sums under items PSA 8.3 and PSA 8.4 shall collectively cover all charges for

- risks, costs and obligations in terms of the general conditions of contract and of this standardized specification, except where provision is made in these project specifications to cover compensation for any of these items
- head-office and site overheads and supervision
- profit and financing costs
- expenses of a general nature not specifically related to any item or items of permanent or temporary work
- providing facilities on site for the contractor's personnel, including offices, storage facilities, workshops, ablutions, for providing services such as water, electricity, sewerage, sewage and rubbish disposal, for access roads and all other facilities required, as well as for the maintenance and removal on completion of the works of these facilities and the cleaning-up of the camp site on completion of the works
- providing facilities for the engineer and his staff as specified in SABS 1200 AB and in these project

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

specifications."

**PSA 8.2.1: Fixed-charge and value-related items**

Replace the contents of this sub-clause with the following:

"Payment of fixed charges in respect of item 8.3.1 will be made as follows:

80% of the sum tendered will be paid when the facilities have been provided and approved. The remaining 20% will be paid when the works have been completed, the facilities have been removed and the camp site has been cleared and cleaned.

Payment for the sum tendered under item 8.3.2 will be made in three separate instalments as follows:

- (a) The first instalment, which is 40% of the sum, will be paid when the contractor has fulfilled all his obligations to date under this specification, the general conditions of contract and the special conditions of contract, and when the value of work certified for payment, excluding materials on site and payments for preliminary and general items, is equal to not less than 5% of the total value of the work listed in the schedule of quantities.
- (b) The second instalment, which is 40% of the sum, will be made when the amount certified for payment, including retention monies but excluding this second instalment, exceeds 50% of the tender sum.
- (c) The final payment, which is 20% of the sum, will be made when the works have been certified as completed and the contractor has fulfilled all his obligations to date under this specification, the general conditions of contract and the special conditions of contract.

Should the value of the measured work finally completed be more or less than the tender sum, the sum tendered under item 8.3.2 will be adjusted up or down in accordance with the provisions of clause 53 of the general conditions of contract, and this adjustment will be applied to the third instalment. No adjustment will apply to item 8.3.1 in respect of variations in the value of work done or the finally authorized time for completion."

**PSA 8.2.2: Time-related items**

Replace the contents of this sub-clause with the following:

"Subject to the provisions of sub-clauses 8.2.3 and 8.2.4, payment under item 8.4.1 (time-related item) will be made monthly in equal amounts, calculated by dividing the sum tendered for the item by the tendered contract period in months, provided always that the total of the monthly amounts so paid for the item is not out of proportion with the progress of the work as a whole.

Should the engineer grant an extension of time for completion of the works, the contractor will be entitled to an increase in the sum tendered for the time-related item, which increase shall be in the same proportion to the original tendered sum as the extension of time is to the original time for completion of the works.

Payment of such increased amounts will be deemed full compensation for all additional time-related preliminary and general costs due to the circumstances pertaining to the extension of time granted."

**PSA 8.3: Scheduled fixed-charge and value-related items**

Replace the items with the following:

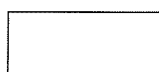
"PSA 8.3.1: Fixed preliminary and general charges Unit: sum

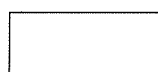
**PSA 8.3.2: Value-related preliminary and general charges Unit: sum**

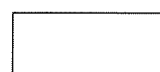
The sums tendered shall include full compensation for all fixed and value-related preliminary and general charges as described in sub-clause PSA 8.1.2.2. Payment will be made as described in sub-clause PSA 8.2.1."

  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

**PSA 8.4: Scheduled time-related items**

Replace the items with the following:

"PSA 8.4.1: Time-related preliminary and general charges Unit: sum

The sum tendered shall include full compensation for all time-related preliminary and general charges as described in sub-clause PSA 8.1.2.2. Payment will be made as described in sub-clause PSA 8.2.2."

PSA 8.5: Sums stated provisionally by the engineer:

Replace the contents with the following:

"(a) Electrical work to be executed by a nominated  
Sub-contractor Unit: Prov Sum

(b) Overheads, charges and profit on item (a) above Unit: %

The provisional sum provided in the schedule of quantities for electrical work executed by a nominated subcontractor shall be paid in accordance with clause 48 of the general conditions of contract.

The percentage tendered will be paid to the contractor on the actual amount paid to the subcontractor and shall include full compensation for all costs incurred in fulfilling his contractual role as the main contractor."

**PSA 8.6: Prime cost items**

Replace this item with the following:

"PSA 8.6: Prime cost sums:

(a) Additional tests required by the engineer Unit: PC sum

(b) Charge required by contractor on sub-item (a) above Unit: %

(c) Housing for engineer's representative Unit: PC sum

(d) Charge required by contractor on sub-item (c) above Unit: %

The prime cost sums provided under sub-item (a) and (c) in the schedule of quantities will be expended in accordance with sub-clause 48(2) of the general conditions of contract.

The tendered percentage under sub-item (b) will be paid to the contractor on the value of each payment to the approved testing laboratory, and the percentage tendered under sub-item (d) will be paid to the contractor on the value of each payment made to the engineer.

Note in connection with sub-item (a):

The contractor is responsible for both the cost of normal testing as described in sub-clause PS 8.2 in portion 1 of the project specifications and for the cost of any additional test that indicates that the specifications have not been complied with."

Replace item 8.8.4 with the following:

"PSA 8.8.4: Location and protection of existing services:

PSA 8.8.4.1: Provision of detecting devices for:

(a) Water and sewer pipes Unit: sum

(b) Electrical and other cables Unit: sum

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

The tendered sums shall cover the cost of providing and operating suitable equipment for as long as it is needed to locate all the existing services likely to be affected by the construction activities. Alternatively, an approved specialist firm may be employed to carry out the work.

**PSA 8.8.4.2: Hand excavation necessary for locating and exposing existing services in all material:**

- |     |                    |                      |
|-----|--------------------|----------------------|
| (a) | In roadways        | Unit: m <sup>3</sup> |
| (b) | In all other areas | Unit: m <sup>3</sup> |

The rates shall cover the cost of excavating by means of hand tools within authorized dimensions, for all precautionary measures to protect the services from damage during excavation and backfilling, and for subsequent backfilling and compacting. Compaction of material in all areas except in roadways shall be to 90% of the modified AASHTO density.

The rate for hand excavation in roadways shall include compensation for compacting excavated or selected backfill material to 93% of modified AASHTO density. Reinstating layer works and surfacing shall be measured and paid for under SABS 1200 DB.

The tendered rates shall also include for keeping excavations safe, for dealing with surface and subsurface water, for removing surplus excavated material from the site, for transporting all material within the free-haul distance, and for supplying adequate supervision during both excavation and backfilling operations. Overhaul will be measured and paid for under SABS 1200 DB."

Add the following item:

"PSA 8.9: Compensation in terms of sub-clause 48 for delays due to the circumstances described in sub-clauses 41.1 of the general conditions of contract, as amended Unit: day

The unit of measurement shall be the number of working days approved by the engineer during which the contractor was delayed or prevented from executing the contract. In the event of delays for part of a working day only, such fractions of a working day shall be added to calculate the total delay.

Payment at the tendered rate shall be in full and final compensation for delays due to the circumstances described in sub-clauses 41.1.

No payment will be made under this payment item after expiry of the official completion date."

**PSA 9**

It is the sum of payable to the main contractor for hiring and training of Local Sub-contractors for the work of minimum value not less than:

- a) R 130, 000.00
- b) R 450, 000.00
- c) R 900, 000.00
- d) R 1, 500, 000.00

|                           |                          |                          |                         |                          |                          |
|---------------------------|--------------------------|--------------------------|-------------------------|--------------------------|--------------------------|
|                           |                          |                          |                         |                          |                          |
| <small>Contractor</small> | <small>Witness 1</small> | <small>Witness 2</small> | <small>Employer</small> | <small>Witness 1</small> | <small>Witness 2</small> |

## TSWAING LOCAL MUNICIPALITY



PROJECT NO: SCM/004/2021/22

PROJECT DESCRIPTION: ATAMELANG TAXI RANK SHELTER

### **C4 SITE INFORMATION**

Docs included in this section should describe the site as at the time of tender to enable the tenderer to price his tender and to decide upon his method of working and programming.

Normally only actual information about physical conditions of the site and its surroundings is included in the site information and interpretation is a matter for the tenderer.

However, some Employers may wish to include interpretative information, such as inferred geological sections, or site class designations. In the case of refurbishment projects, site information would be the “as-built” drawings of the existing structure.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## TSWAING LOCAL MUNICIPALITY



PROJECT NO: SCM/004/2021/22  
PROJECT DESCRIPTION: ATAMELANG TAXI RANK SHELTER

### **C5 RELEVANT DOCUMENTATION**

The following documents forms part of the Contract:

- (i) Preferential Procurement Regulations 2017 - Attached
- (ii) Tswaing Local Municipality Supply Chain Management Policy – Please Contact Tswaing Local Municipality for a Copy
- (iii) Tswaing Local Municipality Health and Safety Specification - Attached
- (iv) EPWP Guideline - Attached
- (v) MBD 4: Declaration of Interest - Attached

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## NATIONAL TREASURY

NO. R. 32

20 JANUARY 2017

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000:  
PREFERENTIAL PROCUREMENT REGULATIONS, 2017**

The Minister of Finance has, in terms of section 5 of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), made the regulations set out in the Schedule.

**SCHEDULE****Preferential Procurement Regulations, 2017****Contents**

1. Definitions
2. Application
3. Identification of preference point system, designated sector, pre-qualification criteria, objective criteria and subcontracting
4. Prequalification criteria for preferential procurement
5. Tenders to be evaluated on functionality
6. 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million
7. 90/10 preference point system for acquisition of goods or services with Rand value above R50 million
8. Local production and content
9. Subcontracting as condition of tender
10. Criteria for breaking deadlock in scoring
11. Award of contracts to tenderers not scoring highest points
12. Subcontracting after award of tender
13. Cancellation of tender
14. Remedies
15. Circulars and guidelines
16. Repeal of Regulations and saving
17. Short title and commencement

## Definitions

1. In these Regulations, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Act must bear the meaning so assigned-

**“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

**“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**“black designated groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**“black people”** has the meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act;

**“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

**“co-operative”** means a co-operative registered in terms of section 7 of the Co-operatives Act, 2005 (Act No. 14 of 2005);

**“designated group”** means-

- (a) black designated groups;
- (b) black people;
- (c) women;
- (d) people with disabilities; or
- (e) small enterprises, as defined in section 1 of the National Small Enterprise Act, 1996 (Act No. 102 of 1996);

**“designated sector”** means a sector, sub-sector or industry or product designated in terms of regulation 8(1)(a);

**“EME”** means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;

**“military veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011);

**“National Treasury”** has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

**“people with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No. 55 of 1998);

**“price”** includes all applicable taxes less all unconditional discounts;

**“proof of B-BBEE status level of contributor”** means-

- (a) the B-BBEE status level certificate issued by an authorised body or person;
- (b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
- (c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;

**“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;

**“rural area”** means-

- (a) a sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or
- (b) an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;

**“stipulated minimum threshold”** means the minimum threshold stipulated in terms of regulation 8(1)(b);

**“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);

**“township”** means an urban living area that any time from the late 19<sup>th</sup> century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;

**“treasury”** has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999); and

**“youth”** has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008).

## Application

2. These Regulations apply to organs of state as envisaged in the definition of organ of state in section 1 of the Act.<sup>1</sup>

## Identification of preference point system, designated sector, pre-qualification criteria, objective criteria and subcontracting

3. An organ of state must-

- (a) determine and stipulate in the tender documents-
  - (i) the preference point system applicable to the tender as envisaged in regulation 6 or 7; or

<sup>1</sup> The definition of “organ of state” in section 1 of the Act in paragraph (a) to (e) includes-

- a national or provincial department as defined in the Public Finance Management Act, 1999;
- a municipality as contemplated in the Constitution;
- a constitutional institution as defined in the Public Finance Management Act;
- Parliament;
- a provincial legislature.

Paragraph (f) of the definition of organ of state in section 1 of the Act includes any other institution or category of institutions included in the definition of “organ of state” in section 239 of the Constitution and recognised by the Minister by notice in the *Government Gazette* as an institution or category of institutions to which the Act applies. Government Notice R. 501 of 8 June 2011 recognises, with effect from 7 December 2011, all public entities listed in Schedules 2 and 3 to the Public Finance Management Act, 1999, as institutions to which the Act applies. Note should be taken of notices issued from time to time in terms of paragraph (f) of this definition. The application of these Regulations is also subject to applicable exemptions approved in terms of section 3 of the Act.

- (ii) if it is unclear which preference point system will be applicable, 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;
- (b) determine whether pre-qualification criteria are applicable to the tender as envisaged in regulation 4;
- (c) determine whether the goods or services for which a tender is to be invited, are in a designated sector for local production and content as envisaged in regulation 8;
- (d) determine whether compulsory subcontracting is applicable to the tender as envisaged in regulation 9; and
- (e) determine whether objective criteria are applicable to the tender as envisaged in regulation 11.

#### **Pre-qualification criteria for preferential procurement**

4.(1) If an organ of state decides to apply pre-qualifying criteria to advance certain designated groups, that organ of state must advertise the tender with a specific tendering condition that only one or more of the following tenderers may respond-

- (a) a tenderer having a stipulated minimum B-BBEE status level of contributor;
- (b) an EME or QSE;
- (c) a tenderer subcontracting a minimum of 30% to-
  - (i) an EME or QSE which is at least 51% owned by black people;
  - (ii) an EME or QSE which is at least 51% owned by black people who are youth;
  - (iii) an EME or QSE which is at least 51% owned by black people who are women;
  - (iv) an EME or QSE which is at least 51% owned by black people with disabilities;
  - (v) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
  - (vi) a cooperative which is at least 51% owned by black people;
  - (vii) an EME or QSE which is at least 51% owned by black people who are military veterans;
  - (viii) an EME or QSE.

(2) A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.

#### **Tenders to be evaluated on functionality**

5.(1) An organ of state must state in the tender documents if the tender will be evaluated on functionality.

- (2) The evaluation criteria for measuring functionality must be objective.
- (3) The tender documents must specify-
  - (a) the evaluation criteria for measuring functionality;
  - (b) the points for each criteria and, if any, each sub-criterion; and

- (c) the minimum qualifying score for functionality.
- (4) The minimum qualifying score for functionality for a tender to be considered further-
- (a) must be determined separately for each tender; and
- (b) may not be so-
- (i) low that it may jeopardise the quality of the required goods or services; or
- (ii) high that it is unreasonably restrictive.
- (5) Points scored for functionality must be rounded off to the nearest two decimal places.
- (6) A tender that fails to obtain the minimum qualifying score for functionality as indicated in the tender documents is not an acceptable tender.
- (7) Each tender that obtained the minimum qualifying score for functionality must be evaluated further in terms of price and the preference point system and any objective criteria envisaged in regulation 11.

**80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million**

6.(1) The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

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

Where-

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

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

(2) The following table must be used to calculate the score out of 20 for B-BBEE:

| B-BBEE Status Level of Contributor | Number of Points |
|------------------------------------|------------------|
| 1                                  | 20               |
| 2                                  | 18               |
| 3                                  | 14               |
| 4                                  | 12               |
| 5                                  | 8                |
| 6                                  | 6                |

|                           |   |
|---------------------------|---|
| 7                         | 4 |
| 8                         | 2 |
| Non-compliant contributor | 0 |

- (3) A tenderer must submit proof of its B-BBEE status level of contributor.
- (4) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but-
- (a) may only score points out of 80 for price; and
- (b) scores 0 points out of 20 for B-BBEE.
- (5) A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.
- (6) The points scored by a tenderer for B-BBEE in terms of subregulation (2) must be added to the points scored for price under subregulation (1).
- (7) The points scored must be rounded off to the nearest two decimal places.
- (8) Subject to subregulation (9) and regulation 11, the contract must be awarded to the tenderer scoring the highest points.
- (9)(a) If the price offered by a tenderer scoring the highest points is not market-related, the organ of state may not award the contract to that tenderer.
- (b) The organs of state may-
- (i) negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;
- (ii) if the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;
- (iii) if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
- (c) If a market-related price is not agreed as envisaged in paragraph (b)(iii), the organ of state must cancel the tender.

#### **90/10 preference point system for acquisition of goods or services with Rand value above R50 million**

7.(1) The following formula must be used to calculate the points out of 90 for price in respect of a tender with a Rand value above R50 million, inclusive of all applicable taxes:

Where-

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

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

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

(2) The following table must be used to calculate the points out of 10 for B-BBEE:

| B-BBEE Status Level of Contributor | Number of Points |
|------------------------------------|------------------|
| 1                                  | 10               |
| 2                                  | 9                |
| 3                                  | 6                |
| 4                                  | 5                |
| 5                                  | 4                |
| 6                                  | 3                |
| 7                                  | 2                |
| 8                                  | 1                |
| Non-compliant contributor          | 0                |

(3) A tenderer must submit proof of its B-BBEE status level of contributor.

(4) A tenderer failing to submit proof of B-BBEE status level of contribution or is a non-compliant contributor to B-BBEE may not be disqualified, but-

(a) may only score points out of 90 for price; and

(b) scores 0 points out of 10 for B-BBEE.

(5) A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.

(6) The points scored by a tenderer for B-BBEE contribution in terms of subregulation (2) must be added to the points scored for price under subregulation (1).

(7) The points scored must be rounded off to the nearest two decimal places.

(8) Subject to subregulation (9) and regulation 11, the contract must be awarded to the tenderer scoring the highest points.

(9)(a) If the price offered by a tenderer scoring the highest points is not market-related, the organ of state may not award the contract to that tenderer.

(b) The organs of state may-

- (i) negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;
  - (ii) if the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;
  - (iii) if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
- (c) If a market-related price is not agreed as envisaged in paragraph (b)(iii), the organ of state must cancel the tender.

### **Local production and content**

8.(1) The Department of Trade and Industry may, in consultation with the National Treasury-

- (a) designate a sector, sub-sector or industry or product in accordance with national development and industrial policies for local production and content, where only locally produced services or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content, taking into account economic and other relevant factors; and
- (b) stipulate a minimum threshold for local production and content.

(2) An organ of state must, in the case of a designated sector, advertise the invitation to tender with a specific condition that only locally produced goods or locally manufactured goods, meeting the stipulated minimum threshold for local production and content, will be considered.

(3) The National Treasury must inform organs of state of any designation made in terms of regulation 8(1) through a circular.

(4)(a) If there is no designated sector, an organ of state may include, as a specific condition of the tender, that only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

(b) The threshold referred to in paragraph (a) must be in accordance with the standards determined by the Department of Trade and Industry in consultation with the National Treasury.

(5) A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

### **Subcontracting as condition of tender**

9.(1) If feasible to subcontract for a contract above R30 million, an organ of state must apply subcontracting to advance designated groups.

- (2) If an organ of state applies subcontracting as contemplated in subregulation (1), the organ of state must advertise the tender with a specific tendering condition that the successful tenderer must subcontract a minimum of 30% of the value of the contract to-
  - (a) an EME or QSE;

- (b) an EME or QSE which is at least 51% owned by black people;
  - (c) an EME or QSE which is at least 51% owned by black people who are youth;
  - (d) an EME or QSE which is at least 51% owned by black people who are women;
  - (e) an EME or QSE which is at least 51% owned by black people with disabilities;
  - (f) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
  - (g) a cooperative which is at least 51% owned by black people;
  - (h) an EME or QSE which is at least 51% owned by black people who are military veterans; or
  - (i) more than one of the categories referred to in paragraphs (a) to (h).
- (3) The organ of state must make available the list of all suppliers registered on a database approved by the National Treasury to provide the required goods or services in respect of the applicable designated groups mentioned in subregulation (2) from which the tenderer must select a supplier.

#### **Criteria for breaking deadlock in scoring**

10.(1) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for B-BBEE.

(2) If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points for B-BBEE, the contract must be awarded to the tenderer that scored the highest points for functionality.

(3) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

#### **Award of contracts to tenderers not scoring highest points**

11.(1) A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.

(2) If an organ of state intends to apply objective criteria in terms of section 2(1)(f) of the Act, the organ of state must stipulate the objective criteria in the tender documents.

#### **Subcontracting after award of tender**

12.(1) A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.

(2) A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

(3) A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

### Cancellation of tender

13. (1) An organ of state may, before the award of a tender, cancel a tender invitation if-

- (a) due to changed circumstances, there is no longer a need for the goods or services specified in the invitation;
- (b) funds are no longer available to cover the total envisaged expenditure;
- (c) no acceptable tender is received; or
- (d) there is a material irregularity in the tender process.

(2) The decision to cancel a tender invitation in terms of subregulation (1) must be published in the same manner in which the original tender invitation was advertised.

(3) An organ of state may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

### Remedies

14. (1) Upon detecting that a tenderer submitted false information regarding its B-BBEE status level of contributor, local production and content, or any other matter required in terms of these Regulations which will affect or has affected the evaluation of a tender, or where a tenderer has failed to declare any subcontracting arrangements, the organ of state must-

- (a) inform the tenderer accordingly;
  - (b) give the tenderer an opportunity to make representations within 14 days as to why-
    - (i) the tender submitted should not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part;
    - (ii) if the successful tenderer subcontracted a portion of the tender to another person without disclosing it, the tenderer should not be penalised up to 10 percent of the value of the contract; and
    - (iii) the tenderer should not be restricted by the National Treasury from conducting any business for a period not exceeding 10 years with any organ of state; and
  - (c) if it concludes, after considering the representations referred to in subregulation (1)(b), that-
    - (i) such false information was submitted by the tenderer-
      - (aa) disqualify the tenderer or terminate the contract in whole or in part; and
      - (bb) if applicable, claim damages from the tenderer; or
    - (ii) the successful tenderer subcontracted a portion of the tender to another person without disclosing, penalise the tenderer up to 10 percent of the value of the contract.
- (2)(a) An organ of state must-
- (i) inform the National Treasury, in writing, of any actions taken in terms of subregulation (1);

- (ii) provide written submissions as to whether the tenderer should be restricted from conducting business with any organ of state; and
  - (iii) submit written representations from the tenderer as to why that tenderer should not be restricted from conducting business with any organ of state.
- (b) The National Treasury may request an organ of state to submit further information pertaining to subregulation (1) within a specified period.
- (3) The National Treasury must-
- (a) after considering the representations of the tenderer and any other relevant information, decide whether to restrict the tenderer from doing business with any organ of state for a period not exceeding 10 years; and
  - (b) maintain and publish on its official website a list of restricted suppliers.

### **Circulars and guidelines**

15. The National Treasury may issue-

- (a) a circular to inform organs of state of any matter pertaining to these Regulations; or
- (b) a guideline to assist organs of state with the implementation of any provision of these Regulations.

### **Repeal of Regulations and saving**

16.(1) Subject to this regulation, the Preferential Procurement Regulations, 2011, published in Government Notice No R. 502 of 8 June 2011 (herein called "the 2011 Regulations), are hereby repealed with effect from the date referred to in regulation 17.

(2) Any sector designated and minimum threshold determined for local production and content for purposes of regulation 9 of the 2011 Regulations and in force immediately before the repeal of the 2011 Regulations, are regarded as having been done under regulation 8(1) of these Regulations.

(3) Any tender advertised before the date referred to in regulation 17 must be dealt with in terms of the 2011 Regulations.

### **Short title and commencement**

17. These Regulations are called the Preferential Procurement Regulations, 2017 and take effect on 1 April 2017.

# TSWAING LOCAL MUNICIPALITY



## HEALTH AND SAFETY SPECIFICATION

**Municipal Manager  
TSWAING LOCAL MUNICIPALITY  
DELAREYVILLE**

**TSWAING LOCAL MUNICIPALITY  
HEALTH AND SAFETY SPECIFICATION**

**INDEX**

|                                                           | <b><u>Page number</u></b> |
|-----------------------------------------------------------|---------------------------|
| <b>SECTION I: GENERAL SPECIFICATION</b>                   | <b>3</b>                  |
| <b>SECTION II: GUIDELINES FOR CONTRACT ADMINISTRATION</b> | <b>14</b>                 |

## **SECTION 1**

### **HEALTH AND SAFETY SPECIFICATION THE OCCUPATIONAL HEALTH AND SAFETY ACT 1993 CONSTRUCTION REGULATIONS 2014**

## **SECTION 1**

### **INDEX**

|                                                                          |                                |
|--------------------------------------------------------------------------|--------------------------------|
| <b>1. INTRODUCTION</b>                                                   | <b>Page number</b><br><b>5</b> |
| <b>2. SPECIFICATION FOR PROFESSIONAL SERVICE PROVIDERS: DESIGNERS</b>    | <b>6</b>                       |
| <b>3. SPECIFICATION FOR SERVICE PROVIDERS PRINCIPAL CONTRACTORS (PC)</b> | <b>8</b>                       |

**TSWAING LOCAL MUNICIPALITY**  
**HEALTH AND SAFETY SPECIFICATION**  
**THE OCCUPATIONAL HEALTH AND SAFETY ACT 1993**  
**CONSTRUCTION REGULATIONS 2014**

**SECTION 1**

**1. INTRODUCTION**

This document was construed in order to comply with the provisions of the  
**THE OCCUPATIONAL HEALTH AND SAFETY ACT NO 85 OF 1993.**

Definitions of words are those described in the Act and the Construction Regulations of 2014.

This document formulates the specifications of the Tswaing Local Municipality in terms of the above act and forms part of the constitution of the organisation.

This document forms part of the employment contract of all employees and is as such accepted in writing by each employee. It also forms part of the agreement between the Tswaing Local Municipality and all service providers.

No clause in this document shall be amended in any contract document construed by agents, designers or anyone else except so ordered or sanctioned by the Tswaing Local Municipality in writing.

**TSWAING LOCAL MUCIPALITY**  
**HEALTH AND SAFETY SPECIFICATION**  
**THE OCCUPATIONAL HEALTH AND SAFETY ACT 1993**  
**CONSTRUCTION REGULATIONS 2014**

**SECTION 2: DESIGNERS**

1. All wording shall have the meaning as defined by the H&S Regulations 2014.
2. This specification is in terms of the H&S act 1993 and the regulations of 2014.
3. All work performed and procedures followed by the designers shall be done according to the H&S regulations of 2014.
4. The client is aware of the fact that the appointment of the designer does not implicate that the designer becomes the agent of the client for the particular project. The appointment of an agent is done separately in writing and should be accepted by the designer as such.
5. The client is ultimately responsible for all the safety issues regarding the project for which the designer is appointed and cannot contract out of his obligations in terms of the law.
6. The client shall not employ a designer should he have reasonable doubts that the designer is not able to execute work in a safe manner.
7. All designers shall have adequate insurance cover indemnity the client for their act and omissions in terms of
  - Professional conduct
  - The H&S act in particular to indemnity the client against penalties imposed for acts or omissions

The client is aware of the fact that additional insurance over and above PI insurance is necessary to have himself indemnified by the designers for acts and omissions in the terms of the H&S regulations.

The professional indemnity insurance has a “negligent acts and omissions” wording only and there additional is necessary to cover the client against penalties imposed for acts or omissions.
8. Designers shall not accept work from the client if they are not capable of executing such work professionally and if such work cannot be executed in a safe manner, according to the provisions of the H&S regulations.
9. Designers shall execute all designs in terms of the relevant SABS and other acceptable codes and procedures and shall place great emphasis on safety issues including the maintenance procedures after inaugurations of such systems or projects.
10. Ergonomic parameters shall have high priority in all designs.

**TSWAINING LOCAL MUNICIPALITY**  
**HEALTH AND SAFETY SPECIFICATION**  
**THE OCCUPATIONAL HEALTH AND SAFETY ACT 1993**  
**CONSTRUCTION REGULATIONS 2014**

**SECTION 3: PRINCIPAL CONSTRUCTORS (PC)**

1. The definitions of the regulations 2014 are applicable to this section. All work by the P C shall be done in compliance with the provisions of the H&S regulations.
2. The Employer recognises the right of each employee to work safely in a healthy environment under decent human conditions. Each employee has the right to return home safely and healthy and family after each day's work.
3. Work shall not be done at the expense of human safety and health.
4. Work shall be executed under humane conditions, especially with reference to hours and H&S issues in mind.
5. The P C shall appoint a fulltime H&S Manager should he have more than 50 employees on site.
6. The P C shall conduct monthly safety meetings on site. All foremen, gang leaders, and other shall participate and all incidents with relation to unsafe practices shall be discussed. Minutes of such meetings shall be kept in the H&S file.
7. Foremen and gang leaders shall, under the supervision of the H&S Manager, conduct meetings with all staff and people under their direct supervision on a frequent basis. Minutes of such meeting shall be kept in the H&S file.
8. New personnel (temporary or full time employees) shall attend safety inductions courses under the supervision of the H&S Manager.
9. The P C shall install and maintain a box in which proposals shall be considered, recorded and placed in the H&S file.
10. An adequate first aid facility shall be placed maintained on site and shall be adequately indicated by means of signs. All personnel shall be made aware of its existence and only trained first aid assistants shall be authorized to treat injuries.
11. The P C shall see that work is only executed by people trained for that particular task.
12. All safety equipment shall be SABS approved and under no circumstance shall any safety equipment be non-certified homemade equipment. Specifications and order details shall be kept in the H & S file.

13. Workers and personnel shall be attending safety courses on a regular basis and all information regarding such training shall be kept in the H & S file.
14. All employees shall be trained in safe working procedures and shall be trained on safety consciousness in particular. Employees in position of leadership shall be training through accredited training processes in H & S matters.
15. The contractor shall prepare and maintain a safety plan for the particular project and shall train his personnel to work according to such plan.
16. Personnel and workers will be made aware of any natural hazards existing on site. They will also be made aware of items defined by the designers in his risk assessment.
17. No horseplay between employees will be tolerated on site. Neither will aggressive or threatening behaviour by anybody be allowed.
18. Workers shall wear appropriate protective clothing for the applicable task which shall include special safety equipment like protective eyewear, gloves, boots, ear protecting, etc. workers shall be issued with these items and copy of such issuing shall be kept in the H&S file.
19. Workers shall not be allowed to wear loose clothes and footwear.
20. Workers shall have opportunity and right to prescribed rest, eating and toilet breaks.
21. Workers on nightshift shall be protected against inclement weather and shall have access to adequate food and drinks.
22. In cases where work is executed in remote or in security restricted areas, the P C will make provision for food to be supplied to his employees.
23. Potable water shall be made available free of charge to all workers on site.
24. Adequate toilet and washing facilities shall be made available to workers.
25. In the event of chemicals being present or used on site, the P C will allow for adequate shower facilities on site. All chemicals shall be stored according to specification and shall be clearly identified and marked in prescribed containers.
26. Workers under instruction to execute inherently unsafe procedures shall report such incidences to the H&S manager, designers to client immediately.
27. Unauthorised or unlawful instructions from foremen, gang leaders or colleagues shall be reported by the H&S manager immediately.
28. The P C shall stop his contractors if they work unsafely.
29. All specialist work shall be executed by registered artisans only.

30. Workers shall not be required to lift equipment or material heavier than 25kg or carry a load of more than 50kg for more than 10 metres.
31. Workers shall not be exposed to conditions of heat where the temperature is above 40° Celsius and the humidity more than 75%. Likewise will personnel not be exposed to temperatures lower than - 5° Celsius. Should the designer and the P C decided that the work is urgent, workers will be issued with proper protective clothing.
32. All workers shall have access to a shaded eating and resting place on site.
33. Workers executing tasks in rivers, trenches and other natural or artificial water ways shall be made aware of the hazard of flash floods and special precautions shall be made by the P C to implement an effective flood warning system.
34. Workers executing tasks in manholes for sewer or stormwater systems, shall be made aware of the existence of hazardous gasses in closed areas and shall be issued with gas masks in any event, even after tests conducted by the H&S manager has proven that no gasses are existent. Only specialists shall work in gas filled chamber.
35. Personnel executing work during rainy weather or under other wet conditions shall be equipped with proper gumboots and proper rain suits.
36. No personnel will be allowed to work in water unless gumboots are worn. Should the water be deeper than 300mm watertight suits shall be worn.
37. All ladders shall be fixed against scaffolding or other permanent structures.
38. Welding on site shall only be done by trained personnel behind adequate eye protecting shields and all welders shall wear proper protective gear.
39. Personnel operating grinders, saws or any other hand tools of similar description. Shall be equipped with the necessary eyewear and ear protection.
40. All personnel working under potentially dusty conditions shall wear nose and mouth filters.
41. Workers operating rock drilling equipment shall wear ear, nose and eye protection.
42. All scaffolding will comply with the H&S regulations.
43. Blasting will be done by specialists under the regulations of the explosives Act.
44. Workers shall wear protective clothing when exposed to chemicals like cement, lime, detergents, tar, fumes, etc. should work be executed in the presence of such material, adequate protective clothing and equipment shall be issued after permission is granted by the H & S manager.
45. Workers will not be allowed to made open fires on any part of the site unless it is made in designated areas approved by the H & S manager.

46. Fuel storage will only be allowed on certified areas on site.
47. Workers and other personnel will be trained for fire procedures and will practise such fire drill on a regular basis.
48. Assembly areas for emergency evacuations will be indicated by adequate signage.
49. The P C will have an attendance register for the purposes of identifying people before, during and after potential hazardous situations.
50. All transport supplied by the PC shall be on roadworthiness vehicles only and all transport shall be conducted in terms of the transport act.
51. Drivers of vehicles shall be responsible for the roadworthiness of vehicles and will report any dysfunctional vehicles to the PC.
52. All drivers will be responsible to handle vehicles in such a way to comply with the transport.
53. Passengers of vehicles shall report any unsafe conduct to the P C immediately. Such report shall be forwarded to the H & S manager and shall be investigated. Copy of such procedure shall be entered into the H & S file.
54. Only trained personnel shall be permitted and required to operate constructions machinery. All such machinery shall be maintained in a safe working condition.
55. All vehicles operating on site shall have audible warning signals if driven backwards
56. No vehicles shall be kept on site if it is leaking oil or other substances.
57. No vehicle or equipment shall be operated on site if its produces noise above 90 decibel measured within a distance of 10,0 m from the unit.
58. Equipment producing serious dusty conditions shall only be operated under the supervision of the P C and the H & S manager with the necessary protection to workers.
59. All excavations on site shall be adequately protected and not only indicated.
60. .Exploratory excavation to reveal services shall be done in a specific way.

All areas to be explored shall first be inspected by the landowner or local authority.  
Position of services identified shall then be verified by opening by hand, not by machine.  
Particular care shall be taken not to damage these services.  
Electrical services are inherently dangerous and shall be opened by skilled people only.

These excavations shall not be left open without supervision. If necessary the excavation shall be backfilled temporarily with approved material until the specified modifications to the services can be made.

61. Access to excavations shall only be by means of ladders or stairs with handrails.
62. All refuse, unsafe material, potential hazardous material and rubbish shall be placed in designated areas to be removed on a regular basis.
63. Rainwater shall be contained in trenches or pipes in such a way that it will not cause contamination of material in this refuse areas.
64. All electrical sources or cables or overhead power lines should be regarded as live at all times and all workers on site shall be made aware of its existence during H & S meetings and as many times as necessary.
65. Adequate signage shall be used on site to indicated
  - Non smoking areas on site
  - Safety exists/emergency exits from buildings under construction
  - Stairs (temporary and permanent works)
  - Toilets
  - Fire fighting equipment
  - Workmen busy with equipment overhead
  - Fire assembly points
  - Fire escapes
  - Areas where members of the public are not allowed
  - First aid room
66. All visitors to the site shall be granted permission to the site only upon application through a predetermined procedure and records of these visitors shall be kept in the H & S file. Visitors shall attend safety induction training before entering the site.

Areas out of bounds to all visitors shall be indicated clearly by means of adequate signs.
67. Work performed in public servitudes like the construction of streets or roads shall be done according to the specifications of the local or national authority and adequate signage shall be implemented.
68. People complaining about their health or people displaying systems of illness or disease, shall be allowed to go to the first aid facility or to visit a doctor or a clinic. Permission shall not be withheld unreasonably. In remote areas the P C is required to have reasonable ways of transporting people to a doctor or clinic whether the person is ill or injured on site.
69. Personnel must be informed about the location of the nearest doctor or clinic for casualty purposes and the P C shall provide such transport for injured workers and injured members of the public (within the limits of the site) free of charge.

## **SECTION II**

### **HEALTH AND SAFETY ACT 1993 GUIDELINES FOR CONTRACT ADMINISTRATION IN TERMS OF THE CONSTRUCTION REGULATIONS 2014**

## **SECTION 11**

### **INDEX**

|                                                         | <b>Page number</b> |
|---------------------------------------------------------|--------------------|
| <b>1. PURPOSE OF THIS DOCUMENT</b>                      | <b>13</b>          |
| <b>2. BACKGROUND</b>                                    | <b>13</b>          |
| <b>3. THE CLIENT</b>                                    | <b>14</b>          |
| <b>4. THE DESIGNER</b>                                  | <b>16</b>          |
| <b>5. THE PRINCIPAL CONTRACTOR (p c) AND CONTRACTOR</b> | <b>19</b>          |
| <b>6. APPOINTMENT OF THE DESIGNER</b>                   | <b>21</b>          |
| <b>7. THE ROLE OF THE CLIENT</b>                        | <b>23</b>          |
| <b>8. THE ROLE OF THE PRINCIPAL CONTRACTOR</b>          | <b>24</b>          |
| <b>9. THE PROCEDURE RECOMMENDED</b>                     | <b>25</b>          |
| <b>10. CONTRACT DOCUMENTATION</b>                       | <b>27</b>          |
| <b>11. CONCLUSION</b>                                   | <b>30</b>          |

**TSWAING LOCAL MUNICIPALITY**

**GUIDELINES FOR CONTRACT ADMINISTRATION**

**IN TERMS OF THE CONSTRUCTION REGULATIONS 2014**

**HEALTH & SAFETY ACT 1993**

**SECTION 1 AND 2**

**1. PURPOSE OF THIS DOCUMENT**

This document describes the procedures to be followed in the execution of Engineering Projects for Tswaing Local Municipality.

The role of all parties to the development project is described.

The document is in terms of the construction Regulation 2014 of the Health and Safety Act 1993.

**2. BACKGROUND**

The Minister of Labour has on 18 July 2014 under section 43 of the Occupational Health and Safety Act 199 (Act No. 85 of 1993) published new regulations in the Government Gazette 7721, Vol 456. They have immediate effect and are implacable to the Construction Environment.

These regulations inter alia identify the different role players and their responsibilities, particularly the role of the client, the contractor and that of the designer.

The Construction Regulations endeavour to ensure that:

- i) Hazards or potential hazards to a healthy working environment are identified.
- ii) These hazards or potential hazards are removed or minimised.
- iii) Employers and workers are made aware of the value of safe working procedure and train themselves to work safely in potential hazardous environments or under potentially unsafe conditions.

## TSWAING LOCAL MUNICIPALITY

### GUIDELINES FOR CONTRACT ADMINISTRATION

#### IN TERMS OF THE CONSTRUCTION REGULATIONS 2014 HEALTH AND SAFETY ACT 1993

#### SECTION 3

### 3. THE CLIENT

In terms of the law of client is ultimately responsible for all acts and omissions as far as health and safety is concerned on site. It should be noted that the client will be held legally responsible for every trespass of the regulations, not the designer or the contractor. The law makes provision for fines to be levied and unless the client has been indemnified by the designer or the contractor, such fines will have to be paid by the client.

Clients cannot contract out of their statutory obligations except where the law allows for it. Therefore any liability imposed upon them for statutory non-compliance, cannot be passed on to designers (consultants) or contractors.

In particular the client's responsibilities are defined as follows

- |                                                                                                                                                                     |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1. To prepare a health and safety (H&S) specification for the work. This should cover the spectrum of activities handled by the client as part of his normal duties | Clause 4(1)(a) |
| 2. To provide a risk assessment to the principal contractor.                                                                                                        | Clause 4(1)(b) |
| 3. To appoint the principal contractor in writing.                                                                                                                  | Clause 4(1)(c) |
| 4. To ensure that the H&S plan is implemented                                                                                                                       | Clause 4(1)(d) |
| 5. To stop any contractor executing work in an unsafe manner                                                                                                        | Clause 4(1)(e) |
| 6. To provide additional H&S information to the contractor should change be made to the work                                                                        | Clause 4(1)(f) |
| 7. To ensure that the principal contractor is registered and in good standing with the workmen's compensation fund                                                  | Clause 4(1)(h) |
| 8. To make sure tenderers have made provision in their offers for H&S measures                                                                                      | Clause 4(1)(h) |
| 9. To discuss and approve the H&S plan with the principal contractor.                                                                                               | Clause 4(2)    |

- |                                                                                                                                                                                                                                                                                                                                                                 |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 10. To keep a copy of the H&S plan of the principal contractor.                                                                                                                                                                                                                                                                                                 | Clause 4(3) |
| 11. To not employ a contractor unless the client is reasonably satisfied that the principal contractor who is earmarked for an appointment has the necessary skills, competencies and resources to carry out the work safely.                                                                                                                                   | Clause 4(4) |
| 12. The client can appoint an agent to handle his duties. The client can obviously also delegate some of his duties but this does not made the person responsible for such particular responsibilities as agent.<br><br>The client should make sure whether such responsibilities are not already part of the designer in terms of the regulations clause 992). | Clause 4(5) |
| 13. The client shall only appoint someone as his agent if he is reasonably satisfied that such person can handle such responsibilities.                                                                                                                                                                                                                         | Clause 4(6) |

**TSWAING LOCAL MUNICIPALITY**

**GUIDELINES FOR CONTRACT ADMINISTRATION**  
**IN TERMS OF THE CONSTRUCTION REGULATIONS 2014**  
**HEALTH AND SAFETY ACT 1993**

**SECTION 4**

**4. THE DESIGNER**

The regulations do not use names like Engineer, Architect, et. Instead the term Designer has been introduced. The responsibilities of the Designer are given in a sub-paragraph under the obligations of the Principal Contractor.

4.1 The regulations has a comprehensive definition of the designer and this includes:

Definitions  
“designer”

- a) A person preparing a design
- b) A person checking a design
- c) A firm preparing a design
- d) An architect or engineer contribution to or having responsibility for a design.
- e) A building services engineer designing details of fixed plan (scaffolding or cranes).
- f) A surveyor specifying articles or drawing up specification (Quantity Surveyor)
- g) A contractor in design and build contract
- h) A contractor designing temporary work
- i) A interior designer, shop fitter and landscape architect.

Definitions  
“structure”

The regulations also talks of “an Engineer Designing a Structure”. “Structure” is a wide concept and is given in paragraph 3.2.5.1 9a) underneath.

4.2 The designer does not automatically through an appointment become the agent of the client in terms of the regulations unless he is appointed in writing to the effect and he accepts such appointment in writing.

Clause 4(5)

4.3 The SAACE model agreement between the client and Engineer has a different meaning of the word “agent”.

According to the model agreement of SAACE the Engineer acts as the “Agent” of the client in a conventional contractual context. “Agent” in terms of the Health and Safety regulations has a totally different meaning.

4.4 It can be derived from the regulations that the client can appoint

Clause 4(5)

a designer to perform certain tasks of the client on his behalf. This still does not mean that these designers become his agent in terms of clause 4(5)

4.5 The regulations are fairly quiet regarding the functions and responsibilities of the designer except when designing of a structure. It is again assumed that the client will identify certain functions to be done by the designer on his behalf

4.5.1 "Structure" in terms of the regulations means:

Definitions

- a) \* Any building
  - Steel or reinforced concrete structure
  - Railway line
  - Railway siding
  - Bridge
  - Waterworks
  - Reservoir
  - Pipe or pipeline
  - Cable
  - Sewer
  - Sewerage works
  - Fixed vessels
  - Road
  - Drainage works
  - Earthworks
  - Dam
  - Wall
  - Mast
  - Tower
  - Tower crane
  - Batching plants
  - 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 formwork, falsework, scaffold or other structure designed or used to provide support of access during construction (structural engineering sector).
- c) Fixed plant to prevent people from falling 2 meters or more.

4.5.2 The designer is in fact regarded as a person delivering designs only and unless his role is defined by the client, his role is quite limited

Clause 9(2)

4.5.3 The designer should inform the client and the principal contractor about anticipated dangers relating to the construction work. This is in fact a Risk Assessment.

Clause 9(2)(b)

|       |                                                                                                          |              |
|-------|----------------------------------------------------------------------------------------------------------|--------------|
| 4.5.4 | the designer (in the structural engineering context) shall further furnish to the contractor in writing. | Clause 9(2)  |
| i)    | A geo-technical report.                                                                                  | Clause 10(c) |
| ii)   | The loading of the structure                                                                             |              |
| iii)  | The method and sequence of the construction process                                                      |              |
| iv)   | He should exclude inherently dangerous methods of construction in his design                             |              |
| v)    | The maintenance of the structure shall be through safe procedures                                        |              |
| vi)   | He should carry out inspections                                                                          |              |
| vii)  | And stop the contractor from executing work dangerously                                                  |              |
| viii) | A final inspection is necessary to ensure safety of the structure.                                       |              |
| ix)   | Great emphasis should be given to the ergonomic design of the structure.                                 |              |
| x)    | The engineer should also give input in the design of temporary work e.g. scaffolding.                    |              |

## TSWAING LOCAL MUNICIPALITY

### GUIDELINES FOR CONTRACT ADMINISTRATION IN TERMS OF THE CONSTRUCTION REGULATIONS 2014 HEALTH AND SAFETY ACT 1993

#### SECTION 5

#### 5. THE PRINCIPAL CONTRACTOR (P C) AND CONTRACTOR

The responsibilities of these parties are comprehensively stipulated in the regulations

|                                                                                                                                                                                           |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 5.1 In general it can be seen that the responsibilities of the PC (Principal Contractor) towards his contractors is Mutatis Mutandis to the responsibilities of the Client towards the PC |                      |
| 5.2 The PC is responsible for the collecting of these contractors' safety plans and to hold them to it.                                                                                   | Clause 5(1) and 5(2) |
| i) He should also stop his contractors should they work unsafely.                                                                                                                         | Clause 5(3)(d)       |
| ii) He should appoint safety officers should the size of the work warrant it.                                                                                                             | Clause 6(6)          |
| iii) He should cause a risk assessment to be executed by a competent person.                                                                                                              | Clause 7(1)          |
| iv) Visitors to his site should undergo induction pertaining to H&S issues.                                                                                                               | Clause 7(8)          |
| v) He shall see to his employees induction and H&S training.                                                                                                                              | Clause 7(7)          |
| vi) the employees of the PC and his contractors shall wear visible proof of their induction training.                                                                                     | Clause 7(9)(a)       |
| 5.3 The regulations also covers the details of                                                                                                                                            |                      |
| • Fall protection                                                                                                                                                                         | Clause 8             |
| • Structures (under this heading the responsibilities of the designer of a structure is found)                                                                                            | Clause 9             |
| • Formwork and support work                                                                                                                                                               | Clause 10            |
| • Excavation work                                                                                                                                                                         | Clause 11            |
| • Demolition work                                                                                                                                                                         | Clause 12            |
| • Tunnelling                                                                                                                                                                              | Clause 13            |
| • Scaffolding                                                                                                                                                                             | Clause 14            |

|                                                               |           |
|---------------------------------------------------------------|-----------|
| • Suspended platforms                                         | Clause 15 |
| • Boatswain's chairs                                          | Clause 16 |
| • Material Hoists                                             | Clause 17 |
| • Batch plants                                                | Clause 18 |
| • Explosive powered tools                                     | Clause 19 |
| • Cranes                                                      | Clause 20 |
| • Construction vehicles and mobile plant                      | Clause 21 |
| • Electrical installation and machinery on construction sites | Clause 22 |
| • Use and storage of flammable liquids on construction sites  | Clause 23 |
| • Water environment                                           | Clause 24 |
| • Housekeeping on construction sites                          | Clause 25 |
| • Stacking and storage on construction sites                  | Clause 26 |
| • Fire precautions on construction sites                      | Clause 27 |
| • Construction welfare facilities                             | Clause 28 |

**TSWAING LOCAL MUNICIPALITY**

**GUIDELINES FOR CONTRACT ADMINISTRATION**  
**IN TERMS OF THE CONSTRUCTION REGULATIONS 2014**  
**HEALTH AND SAFETY ACT 1993**

**SECTION 6**

**6. APPOINTMENT OF THE DESIGNER**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>6.1 The client appoints the consultant or designer as agent only for the particular project and also for the duration of the project.</p> <p>6.2 It is further important to distinguish between “agent” in terms of the SAACE model agreement between client and engineer and “agent” in terms of the H&amp;S regulations</p> <p>6.3 The responsibilities and duties of a designer in the H&amp;S context are those that is dictated y law and/or those respectively given to him by the client, except when he is a structural engineer and designs a “structure” in which case clause 9(2) applies automatically.</p> <p>6.4 The client should only add to the responsibilities of the designer those which is not automatically in his hand in terms of clause 9(1) of the regulations</p> <p>6.5 The following duties are not regarded as normal work of the designer of a “structure” and will therefore require an additional appointment.</p> | <p>1. To ensure the H&amp;S plan of the PC is implemented on site.</p> <p>2. To ensure that changes to the design are also incorporated in the H&amp;S plan.</p> <p>3. To ensure that the principal contractor is registered and in good standing with the workmens’ compensation fund.</p> <p>4. To see that the contract registers the site as a construction site at the Department of labour.</p> <p>5. To discuss with the contractor the h &amp; S plan and then recommend to the client the approval thereof.</p> <p>6. To keep a copy of the H&amp;S plan of the contractor in his possession and see that a copy is forwarded to the client.</p> <p>7. Control the following on site</p> <p style="padding-left: 40px;">a) To see that the principal contractor keeps the H&amp; S file up to date and the it is given to the client upon</p> | <p>Clause 4(1)(d)</p> <p>Clause 4(1)(e)</p> <p>Clause 4(1)(f)</p> <p>Clause 4(1)(g)</p> <p>Clause 4(2)</p> <p>Clause 4(4)</p> <p>Clause 5(7)</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

- |                                                                                                                |             |
|----------------------------------------------------------------------------------------------------------------|-------------|
| completion of the contract.                                                                                    |             |
| b) To see that the principal contractor keeps a data base of all contractors involved with the project.        | Clause 5(9) |
| c) To see that the principal contractor appoints one or more construction supervisors.                         |             |
| d) To see that this person is dedicated to the particular project only.                                        | Clause 6(4) |
| e) To receive from the contractor his risk assessment and keep a copy of that for his and the clients records. | Clause 7(1) |

## TSWAING LOCAL MUNICIPALY

### GUIDELINES FOR CONTRACT ADMINISTRATION IN TERMS OF THE CONSTRUCTION REGULATIONS 2014 HEALTH AND SAFETY ACT 1993

#### SECTION 7

##### 7. THE ROLE OF THE CLIENT

- |     |                                                                                                                                                                                          |                |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 7.1 | The client shall still prepare the H&S specification in terms of clause 4(1)(a) for its global activities. The H&S specification for the particular project is assigned to the designer. | Clause 4(1)(a) |
| 7.2 | The client shall approve of the H&S plan of the contractor, but on the recommendation of the consultant/designer.                                                                        | Clause 4(2)    |
| 7.3 | The client employs the principal contractor.                                                                                                                                             | Clause 4(1)(c) |
| 7.4 | The client can appoint an agent in which case all the responsibilities of the agent in the regulations are transferred to the agent.                                                     | Clause 4(5)    |
| 7.5 | The client should only appoint an agent should he have made reasonably sure that the agent can handle the responsibility.                                                                | Clause 4(6)    |
| 7.6 | The client shall not appoint a contractor if he is not reasonably sure that the contractor can execute such work in a safe manner.                                                       | Clause 4(4)    |

**TSWAING LOCAL MUNICIPALITY**  
**GUIDELINES FOR CONTRACT ADMINISTRATION**  
**IN TERMS OF THE CONSTRUCTION REGULATIONS 2014**  
**HEALTH AND SAFETY ACT 1993**

**SECTION 8**

**8. THE ROLE OF THE PRINCIPAL CONTRACTOR**

The principal contractor should execute the following duties:

- |     |                                                                                             |              |
|-----|---------------------------------------------------------------------------------------------|--------------|
| 1.  | Provide a health and safety plan                                                            | 5(1)         |
| 2.  | See that his contractors comply with the regulations                                        | 5(2)         |
| 3.  | He should discuss the particular H&S plan                                                   | 5(5)         |
| 4.  | He should have his H&S plan available                                                       | 5(6)         |
| 5.  | He should have an H&S file available on site and hand it over to the client upon completion | 5(7)         |
| 6.  | He should not employ contractors who are not capable                                        | 5(10)        |
| 7.  | He should have full time supervision on site                                                | 6(1) to 6(8) |
| 8.  | He should produce a risk assessment of the work                                             | 7(1)         |
| 9.  | He should train his employees                                                               | 7(4)         |
| 10. | He should introduce induction training on site                                              | 7(7)/7(8)    |
| 11. | All physical aspects of the regulations as in terms of the regulations                      |              |

**TSWAING LOCAL MUNICIPALITY**

**GUIDELINES FOR CONTRACT ADMINISTRATION**  
**IN TERMS OF THE CONSTRUCTION REGULATIONS 2014**  
**HEALTH AND SAFETY ACT 1993**

**SECTION 9**

**9. THE PROCEDURE RECOMMENDED**

|     |                                                                                                                                                                                                                                  |                     |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 9.1 | The client decides to execute work and appoints a designer to administer the work.                                                                                                                                               | Clause 4(1)(a)      |
| 9.2 | The scope of works and the exact duties of the designer are identified and given to him in writing.                                                                                                                              |                     |
|     | The designer should affect insurance by which the client is indemnified (by the designer) for acts and omissions of the designer. This type of insurance does not form part of the normal IP insurance provided by the designer. |                     |
|     | The designer prepares a contract document and ensures that this document states clearly the following:                                                                                                                           |                     |
|     | 1. A risk assessment of the project and the H & S specification of the client.                                                                                                                                                   |                     |
|     | 2. All relevant information to enable the pricing of the contract.                                                                                                                                                               | 9(2)(a)             |
|     | 3. Items in the bill to enable the tenderer to price for the risk including insurance indemnifying the client. The document should state whether a full time safety office is required on site.                                  | 9(2)(b)             |
|     | 4. i) Geotechnical information                                                                                                                                                                                                   | 9(2)(c)(i) to (iii) |
|     | ii) Loading of the structure – in other words all relevant technical data taking the definition of “structure” into account.                                                                                                     |                     |
|     | iii) the method and sequence of the process. This should identify the priorities of the client                                                                                                                                   |                     |
|     | 5. Inherently dangerous procedures should be avoided in the design.                                                                                                                                                              | 9(2)(d)             |
|     | 6. The maintenance of the structure should be considered also so that this aspect would be safe                                                                                                                                  | 9(2)(3)             |

- and ergonomic too
- 9.3 The tenderers then respond by each giving an H&S plan based on the risk assessment of the designer.
- 9.4 The client then chooses the contractor according to his procurement policy (taking into account his ability to do the work safely) and appoints him in writing via the designer
- 9.5 The chosen principal contractor then affects a detailed risk assessment and a risk management plan, based on the H&S specification
- Once on site the principal contractor should register the site by means of the prescribed form and have it approved by the client/designer.
- He should open and then maintain his H&S file through the duration of the contract  
He should then further adhere to the provisions of the H&S regulations
- 9.6 He should hand over the H&S file (recommend to do that with the designer's as-built drawings).
- 9.7 The designer should stop the work if he has reason to believe that the contractor is executing work in an unsafe manner.
- 9.8 Likewise should the principal contractor stop the work of his contractor(s) should he have reason to believe that such contractor is not working safely

**TSWAING LOCAL MUCIPALITY**  
**GUIDELINES FOR CONTRACT ADMINISTRATION**  
**IN TERMS OF THE CONSTRUCTION REGULATIONS 2014**  
**HEALTH AND SAFETY ACT 1993**

**SECTION 10**

**10. CONTRACT DOCUMENTATION**

The contract documentation needs to emphasize the following points in order to comply with the Health and Safety Act 1993 and the Construction Regulations 2014.

**A. In the Specification section**

**1. Health and Safety Specification**

The Client shall issue the Designer with his Health and Safety specification and it shall be included as such in the document.

Should the Designer be of the opinion that variations and additions be made to the specification, due to the nature of the particular project, he shall forward the proposed variation of addition to the NDM who will authorise this in writing.

**2. Risk Assessment**

This can form part of the contract specifications

It is necessary to identify to the contractor

- i) The situation on site as it is with all the potential hazards and dangers involved
- ii) The nature of the work and situations that the average contractor would encounter during the execution of the work. The nature of the work and expected risks should be described in particular as well as the method and the sequence of the work
- iii) The basic safety precautions that he should take
- iv) The Safety and Health specification of the client
- v) To allow sufficient items in the bill of quantities for the tendered to price for the specified H&S precautions

**TSWAING LOCAL MUNICIPALITY**  
**GUIDELINES FOR CONTRACT ADMINISTRATION**  
**IN TERMS OF THE CONSTRUCTION REGULATIONS 2014**  
**HEALTH AND SAFETY ACT 1993**

**SECTION 11**

**11. CONCLUSION**

The Construction Regulations 2014 was long overdue in the South African Civil engineering Construction Industry. Role-players will now be forced to implement them and an awareness of safe working environments will be cultivated.

Clients might initially detect an contemptuous attitude particularly from contractors and even designers or consultants. This should not deter clients since acts and omission from these parties will bring clients in confrontation with the law.

Contract cost will certainly escalate due to the additional specifications but this should be weighed against the value of human lives improved and saved.

The construction industry, particularly the Civil Engineering Sector, will have to accept and embrace these regulations and then seriously look at its productivity to curb the cost of the implementation process

# **EPWP GUIDELINES**

## **1. Introduction**

- 1.1 This document contains the standard terms and conditions for workers employed in elementary occupations on an Extended Public Works Programme (SPWP). These terms and conditions do NOT apply to persons employed in the supervision and management of an SPWP.
- 1.2 In this document –
  - (a) "department" means any department of the State, implementing agent or contractor;
  - (b) "employer" means any department, implementing agency or contractor that hires workers to work in elementary occupations on a SPWP;
  - (c) "worker" means any person working in an elementary occupation on a SPWP;
  - (d) "elementary occupation" means any occupation involving unskilled or semi-skilled work;
  - (e) "management" means any person employed by a department or implementing agency to administer or execute an SPWP;
  - (f) "task" means a fixed quantity of work;
  - (g) "task-based work" means work in which a worker is paid a fixed rate for performing a task;
  - (h) "task-rated worker" means a worker paid on the basis of the number of tasks completed;
  - (i) "time-rated worker" means a worker paid on the basis of the length of time worked.

## **2. Terms of Work**

- 2.1 Workers on a SPWP are employed on a temporary basis.
- 2.2 A worker may NOT be employed for longer than 24 months in any five-year cycle on a SPWP.
- 2.3 Employment on a SPWP does not qualify as employment as a contributor for the purposes of the Unemployment Insurance Act 30 of 1966.

## **3. Normal Hours of Work**

- 3.1 An employer may not set tasks or hours of work that require a worker to work–
  - (a) more than forty hours in any week
  - (b) on more than five days in any week; and
  - (c) for more than eight hours on any day.
- 3.2 An employer and worker may agree that a worker will work four days per week. The worker may then work up to ten hours per day.
- 3.3 A task-rated worker may not work more than a total of 55 hours in any week to complete the tasks allocated (based on a 40-hour week) to that worker.

## **4. Meal Breaks**

- 4.1 A worker may not work for more than five hours without taking a meal break of at least thirty minutes duration.
- 4.2 An employer and worker may agree on longer meal breaks.
- 4.3 A worker may not work during a meal break. However, an employer may require a worker to perform duties during a meal break if those duties cannot be left unattended and cannot be performed by another worker. An employer must take reasonable steps to ensure that a worker is relieved of his or her duties during the meal break.

- 4.4 A worker is not entitled to payment for the period of a meal break. However, a worker who is paid on the basis of time worked must be paid if the worker is required to work or to be available for work during the meal break.

**5. Special Conditions for Security Guards**

- 5.1 A security guard may work up to 55 hours per week and up to eleven hours per day.
- 5.2 A security guard who works more than ten hours per day must have a meal break of at least one hour or two breaks of at least 30 minutes each.

**6. Daily Rest Period**

Every worker is entitled to a daily rest period of at least eight consecutive hours. The daily rest period is measured from the time the worker ends work on one day until the time the worker starts work on the next day.

**7. Weekly Rest Period**

Every worker must have two days off every week. A worker may only work on their day off to perform work which must be done without delay and cannot be performed by workers during their ordinary hours of work ("emergency work").

**8. Work on Sundays and Public Holidays**

- 8.1 A worker may only work on a Sunday or public holiday to perform emergency or security work.
- 8.2 Work on Sundays is paid at the ordinary rate of pay.
- 8.3 A task-rated worker who works on a public holiday must be paid –
- (a) the worker's daily task rate, if the worker works for less than four hours;
  - (b) double the worker's daily task rate, if the worker works for more than four hours.
- 8.4 A time-rated worker who works on a public holiday must be paid –
- (a) the worker's daily rate of pay, if the worker works for less than four hours on the public holiday;
  - (b) double the worker's daily rate of pay, if the worker works for more than four hours on the public holiday.

**9. Sick Leave**

- 9.1 Only workers who work four or more days per week have the right to claim sick-pay in terms of this clause.
- 9.2 A worker who is unable to work on account of illness or injury is entitled to claim one day's paid sick leave for every full month that the worker has worked in terms of a contract.
- 9.3 A worker may accumulate a maximum of twelve days' sick leave in a year.
- 9.4 Accumulated sick-leave may not be transferred from one contract to another contract.

- 9.5 An employer must pay a task-rated worker the worker's daily task rate for a day's sick leave.
- 9.6 An employer must pay a time-rated worker the worker's daily rate of pay for a day's sick leave.
- 9.7 An employer must pay a worker sick pay on the worker's usual payday.
- 9.8 Before paying sick-pay, an employer may require a worker to produce a certificate stating that the worker was unable to work on account of sickness or injury if the worker is –
  - (a) absent from work for more than two consecutive days; or
  - (b) absent from work on more than two occasions in any eight-week period.
- 9.9 A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or a clinic staff member authorised to issue medical certificates indicating the duration and reason for incapacity.
- 9.10 A worker is not entitled to paid sick-leave for a work-related injury or occupational disease for which the worker can claim compensation under the Compensation for Occupational Injuries and Diseases Act.

## **10. Maternity Leave**

- 10.1 A worker may take up to four consecutive months' unpaid maternity leave.
- 10.2 A worker is not entitled to any payment or employment-related benefits during maternity leave.
- 10.3 A worker must give her employer reasonable notice of when she will start maternity leave and when she will return to work.
- 10.4 A worker is not required to take the full period of maternity leave. However, a worker may not work for four weeks before the expected date of birth of her child or for six weeks after the birth of her child, unless a medical practitioner, midwife or qualified nurse certifies that she is fit to do so.
- 10.5 A worker may begin maternity leave –
  - (a) four weeks before the expected date of birth; or
  - (b) on an earlier date –
    - (i) if a medical practitioner, midwife or certified nurse certifies that it is necessary for the health of the worker or that of her unborn child; or
    - (ii) if agreed to between employer and worker; or
  - (c) on a later date, if a medical practitioner, midwife or certified nurse has certified that the worker is able to continue to work without endangering her health.
- 10.6 A worker who has a miscarriage during the third trimester of pregnancy or bears a stillborn child may take maternity leave for up to six weeks after the miscarriage or stillbirth.
- 10.7 A worker who returns to work after maternity leave, has the right to start a new cycle of twenty-four months employment, unless the SPWP on which she was employed has ended.

## **11. Family responsibility leave**

## MBD 4

## DECLARATION OF INTEREST

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

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

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

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....  
.....

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

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

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

3.13.1 If yes, furnish particulars.

.....  
.....

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

3.14.1 If yes, furnish particulars:

.....  
.....

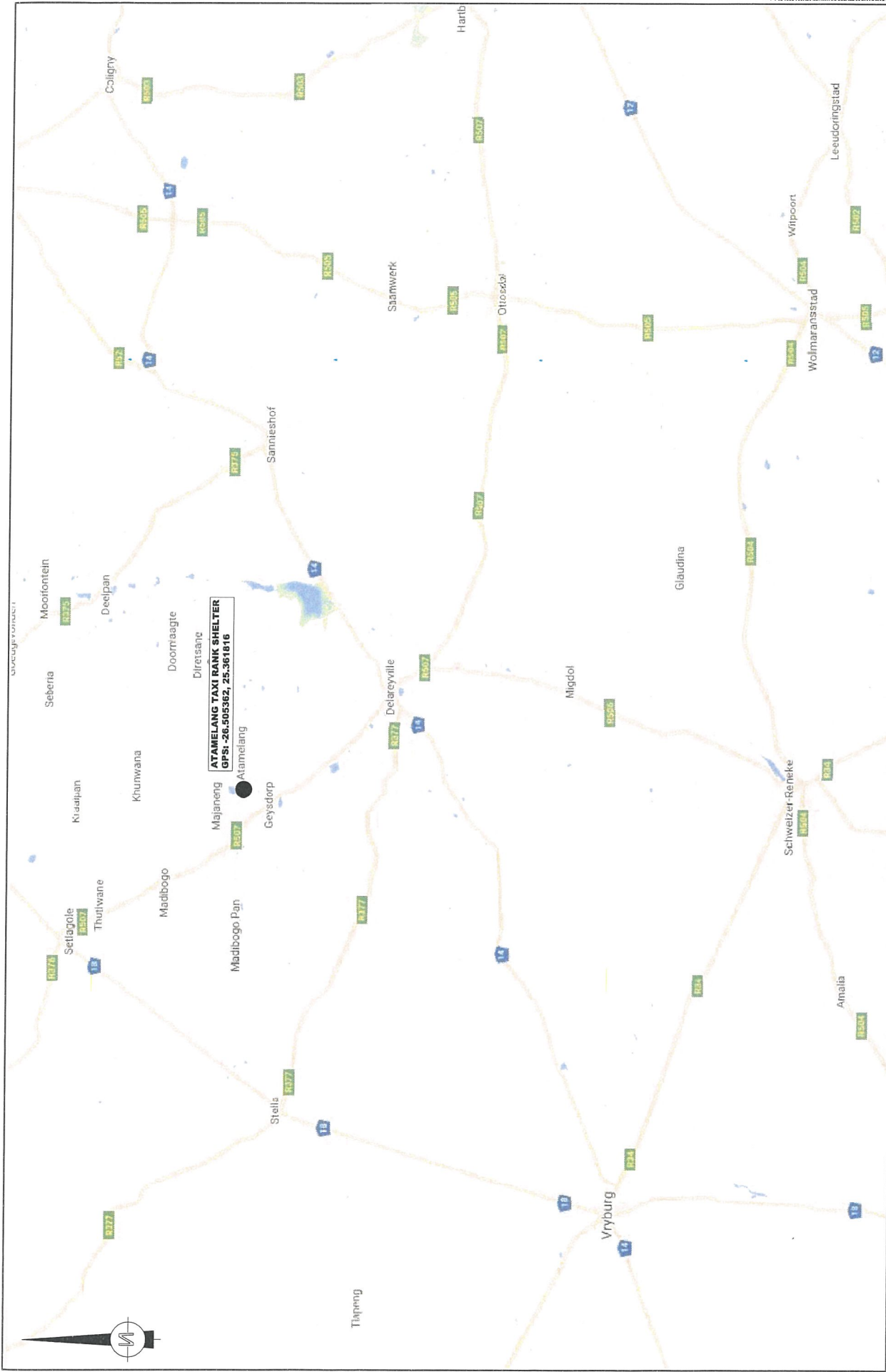
4. Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
|           |                 |                       |
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.....  
**Signature**

.....  
**Date**

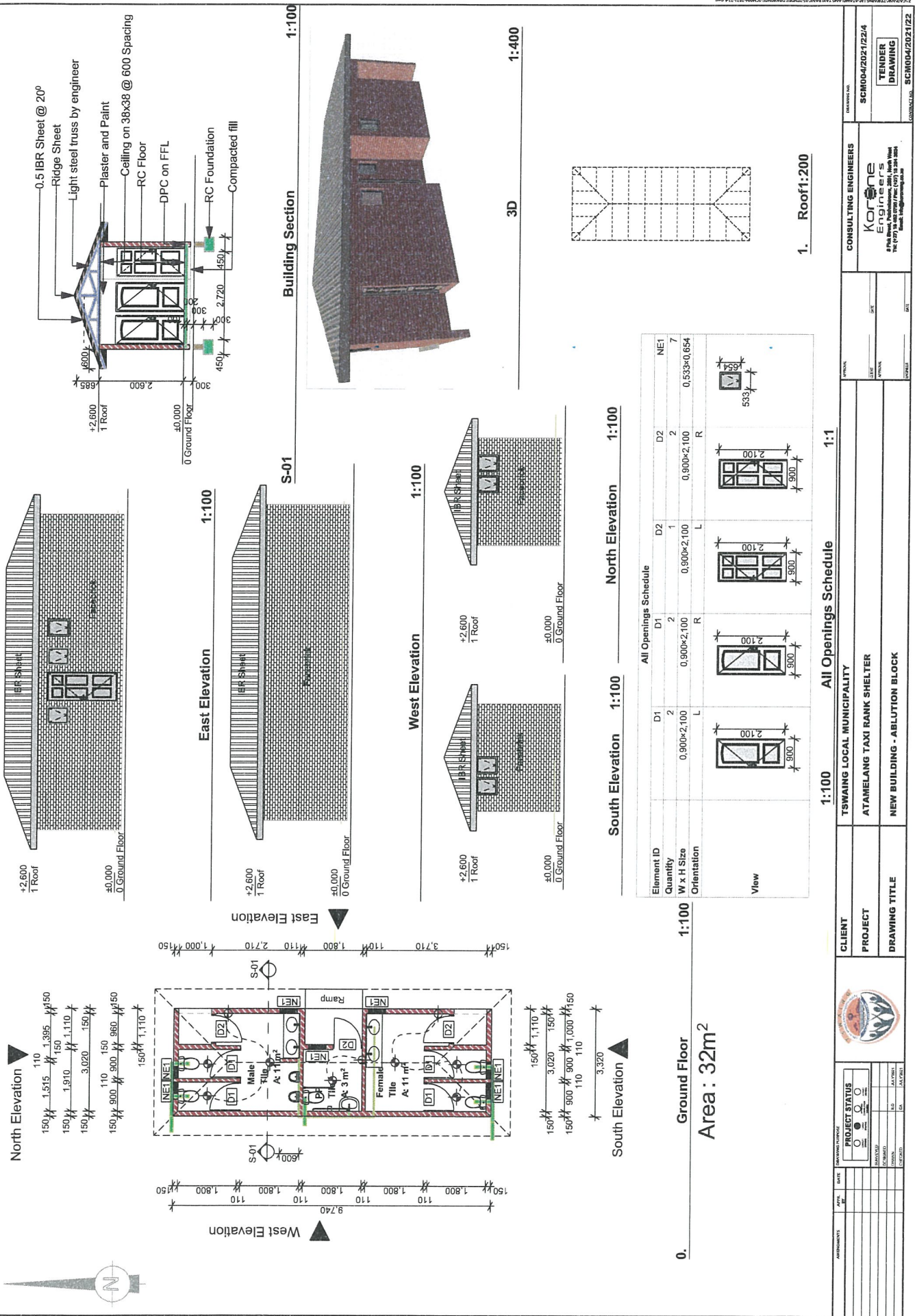
.....  
**CapacityName of Bidder**



|                                                                                       |  |                                             |  |                                                                                                                                                        |  |                                                                               |  |
|---------------------------------------------------------------------------------------|--|---------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------|--|
|  |  | <b>CLIENT</b><br>TSWAING LOCAL MUNICIPALITY |  | <b>CONSULTING ENGINEERS</b><br>Korone Engineers<br>101 N. 1st Street, Tswaing<br>Tel: (017) 544 0000 / Fax: (017) 544 0001<br>Email: info@korone.co.za |  | DRAWING NO: SCN004/2021/22/1<br>TENDER DRAWING<br>CONTRACT NO: SCN004/2021/22 |  |
| <b>PROJECT</b><br>ATAMELANG TAXI RANK SHELTER                                         |  | <b>DRAWING TITLE</b><br>LOCALITY MAP        |  | DATE: _____<br>BY: _____<br>CHECKED: _____<br>APPROVED: _____                                                                                          |  | DATE: _____<br>BY: _____<br>CHECKED: _____<br>APPROVED: _____                 |  |



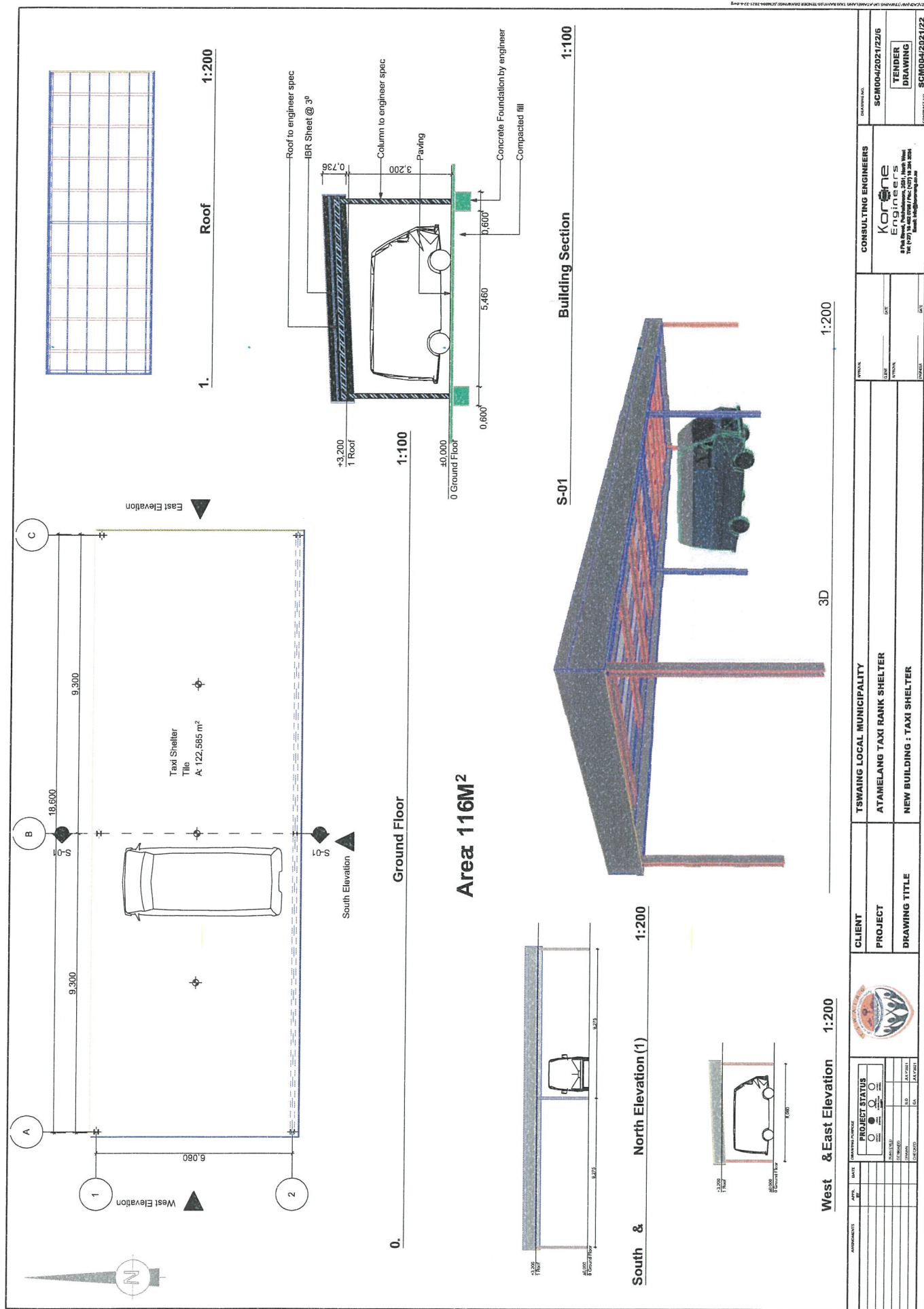




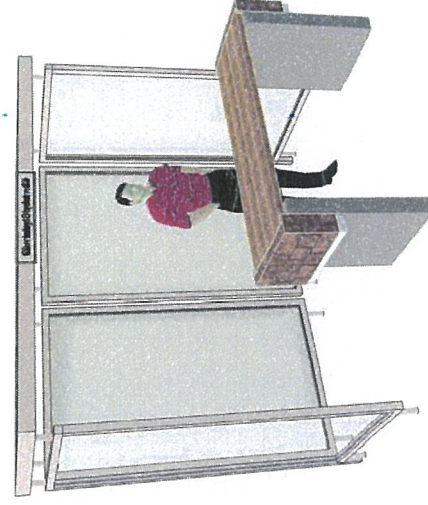
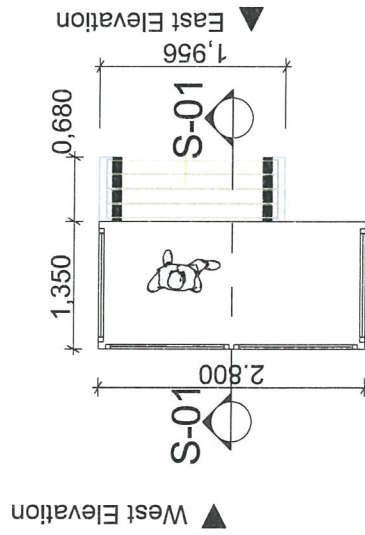
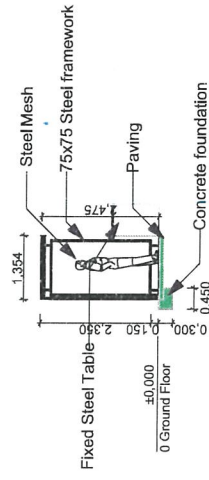
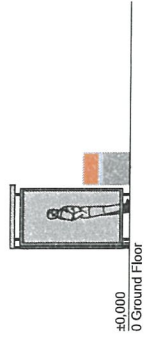
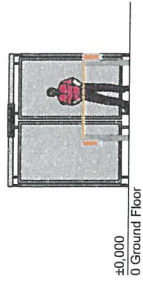
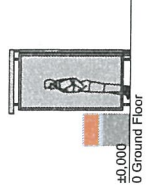
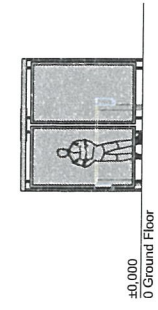
| All Openings Schedule |          |             |             |             |
|-----------------------|----------|-------------|-------------|-------------|
| Element ID            | Quantity | D1          | D2          | NEI         |
| W x H Size            | 2        | 0.900x2.100 | 0.900x2.100 | 0.533x0.654 |
| Orientation           | L        | R           | L           | R           |
| View                  |          |             |             |             |

|                                                                                                                                                                              |  |                                            |  |                                                                                                                                                                             |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PROJECT STATUS</b><br><input type="checkbox"/> Approved<br><input type="checkbox"/> In Progress<br><input type="checkbox"/> On Hold<br><input type="checkbox"/> Cancelled |  | <b>CLIENT</b><br>TSWANG LOCAL MUNICIPALITY |  | <b>CONSULTING ENGINEERS</b><br>Korone Engineers<br>#101, 1st Floor, 101, 1st Floor, 101, 1st Floor<br>Tel: 011 234 5678 (Pretoria) 011 234 5678<br>Email: info@korone.co.za |  |
| <b>PROJECT</b><br>ATAMELANG TAXI RANK SHELTER                                                                                                                                |  | <b>DATE</b><br>2024/04/22                  |  | <b>DRAWING NO.</b><br>SCN004/2024/22/4                                                                                                                                      |  |
| <b>DRAWING TITLE</b><br>NEW BUILDING - ABLUTION BLOCK                                                                                                                        |  | <b>DATE</b><br>2024/04/22                  |  | <b>TENDER DRAWING</b><br>SCN004/2024/22                                                                                                                                     |  |



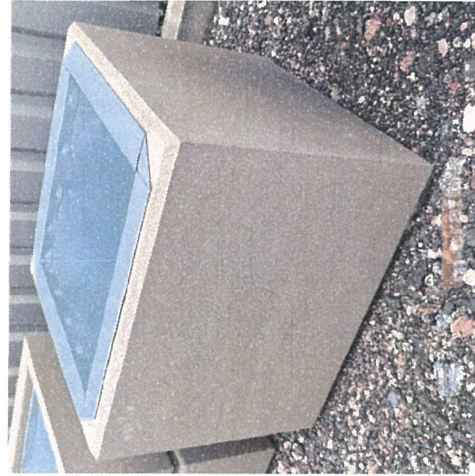
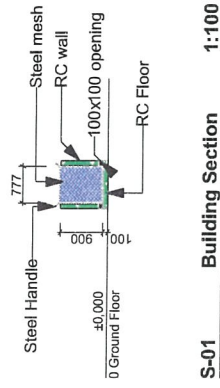






**Area  $4m^2$**

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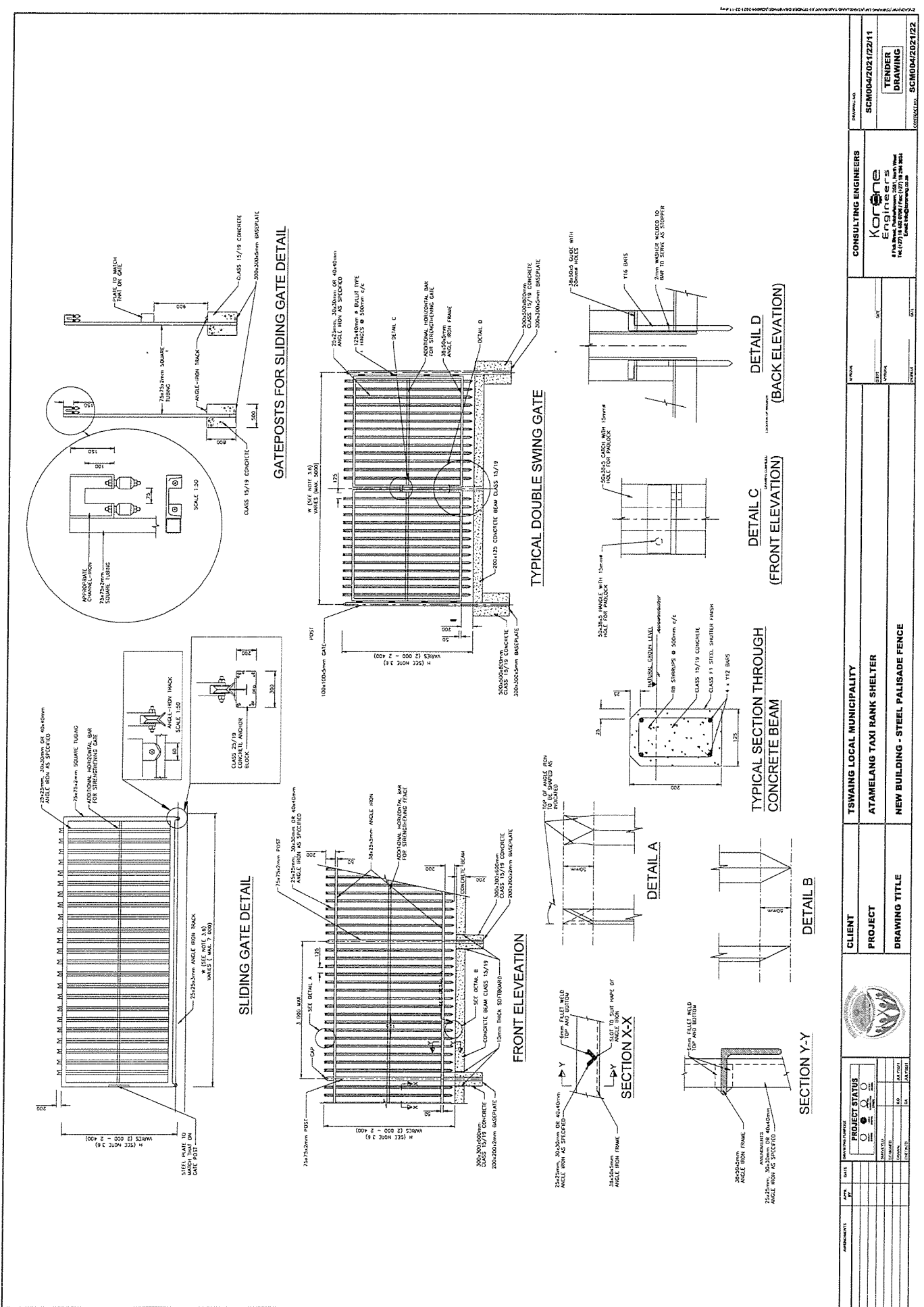
**West Elevation 1:100**

±0.000  
0 Ground Floor

**North Elevation 1:100**

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| <div> <div>PROJECT STATUS</div> <div> <div>APPROVED</div> <div>REVISIONS</div> </div> </div> |  | <div> <div>CLIENT</div> <div>PROJECT</div> <div>DRAWING TITLE</div> </div> |  | <div> <div>CONSULTING ENGINEERS</div> <div> <div>Korone Engineers</div> <div>14, 15 &amp; 16, 17 &amp; 18, 19 &amp; 20, 21 &amp; 22, 23 &amp; 24, 25 &amp; 26, 27 &amp; 28, 29 &amp; 30, 31 &amp; 32, 33 &amp; 34, 35 &amp; 36, 37 &amp; 38, 39 &amp; 40, 41 &amp; 42, 43 &amp; 44, 45 &amp; 46, 47 &amp; 48, 49 &amp; 50, 51 &amp; 52, 53 &amp; 54, 55 &amp; 56, 57 &amp; 58, 59 &amp; 60, 61 &amp; 62, 63 &amp; 64, 65 &amp; 66, 67 &amp; 68, 69 &amp; 70, 71 &amp; 72, 73 &amp; 74, 75 &amp; 76, 77 &amp; 78, 79 &amp; 80, 81 &amp; 82, 83 &amp; 84, 85 &amp; 86, 87 &amp; 88, 89 &amp; 90, 91 &amp; 92, 93 &amp; 94, 95 &amp; 96, 97 &amp; 98, 99 &amp; 100, 101 &amp; 102, 103 &amp; 104, 105 &amp; 106, 107 &amp; 108, 109 &amp; 110, 111 &amp; 112, 113 &amp; 114, 115 &amp; 116, 117 &amp; 118, 119 &amp; 120, 121 &amp; 122, 123 &amp; 124, 125 &amp; 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