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PAGE NO.	
CLOSING DATE AND TIME	
31/03/2026	16:00
Date of Issue	
23/03/2026	
QUOTATION DATE	VALIDITY
60 DAYS	16 DAYS

INITIATING DEPARTMENT	INITIATOR
Scientific Services - Facilities Management	Kippie Ncube
QUOTATION REFERENCE	COLLECTIVE NO.
RFQJW074TN26	

QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR SPECIFIC GOALS AS PER PPPFA 2022
ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD)

JW Contact Person : Tlangelani Nkuna
Telephone Number : 011 688 1925

ITEM NO.	DESCRIPTION	DESCRIPTION OF ITEM OFFERED	UOM	QTY REQUIRED	PRICE QUOTED EXCL. OF V.A.T.	DISCOUNT	PRICE QUOTED INCL. OF V.A.T.
	***** COMPULSORY SITE BRIEFING *****						
	Qualified CIDB registered contractors are hereby invited to attend a compulsory briefing and compulsory site inspection for the supply and installation of certified fire doors,door closurers and emergency exit push button devices as specified in the scope of works						
1	Supply and install certified fire doors,door closurers and emergency exit push bars in compliance with the Occupational Health and Safety Act (OHS Act), SANS 10400-T, and all applicable fire safety regulations and standard						
	Specifications for Tenderers						
	Have a CIDB contractor grading of 1GB or Higher - (General buildings)						
	A Qualified Civil Artisan with a valid Trade Test Certificate						
	Tenderers are required to submit a certified copy of the Trade Certificate, together with a certified copy of the ID of the certificate holder						
	Failure to comply with or submit any of the above requirements will result in disqualification from the evaluation process.						
	Date: 31 March 2026 (Tuesday)						
	Venue: Cydna Laboratories, 75 4th Street, Houghton, 2198						
	Time: 10h00am						
	Contact person: Kippie Ncube or Xolani Ngwenya @ 011 483 9500						
	Send All quotations to: SUBMISSIONS MUST BE MADE ON THE E-TENDER PORTAL (https://www.etenders.gov.za/) NO EMAIL SUBMISSIONS.						
	SPECIFIC GOALS	POINTS					
	Businesses located in a Region within COJ, COJ Municipality or Gauteng Province	20					
	NB: All suppliers responding to RFQs should use their own company letter head not JW RFQ Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION.						
	NB: A copy of valid lease agreement or municipal account(not older than 3 months)should be submitted with a quote						
	NB: MBD forms attached should be completed and submitted with the quote						
	NB: All Quotes should be on PDF (MS WORD, MS EXCEL, PICTURES ARE NOT ALLOWED)						
	NB: Copy of valid BBBEE CERTIFICATE or SWORN AFFIDAVIT to be submitted with the quote						
	Quotation should be valid for 60 days						
	OFFICIAL STAMP	AUTHORISED BY:	CONDITIONS				
		SIGNATURE:.....	1. QUOTATIONS RECEIVED AFTER CLOSING DATE AND TIME WILL NOT BE ACCEPTED.				
			2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED				
			3. TOTAL QUOTATION VALUE TO INCLUDE V.A.T. FOR BOTH V.A.T AND NON V.A.T VENDORS.				
		DATE:.....	4. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY				
			5. ALL QUOTATIONS MUST BE ON COMPANY LETTERHEADS				



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

1. SCOPE OF WORK

Supply and installation of certified fire doors and emergency exit push button devices

2. PURPOSE

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

3. APPLICABILITY

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

4. APPOINTMENTS

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

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

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

5. INSURANCE

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


6. COSTING FOR SHE REQUIREMENTS

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

7. INDUCTION

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

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

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8. SUBMISSION OF SAFETY FILE

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

9. RISK ASSESSMENT

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

10. SAFE WORKING PROCEDURES / METHOD STATEMENTS

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

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

11. WORKING IN ELEVATED POSITIONS

- The principal contractor shall not be required or permitted to work in an elevated position unless such work is performed safely from a ladder or scaffolding, or from a position where such person has been made safe as if he were working from scaffolding.

12. MEDICAL SCREENING REQUIREMENTS

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



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- A review of previous medical history.
- Blood pressure tests
- Glucose tests
- Vaccinations (Hepatitis A & Typhoid)

13. TOOLBOX TALKS

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

14. PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

15. WORKPLACE SIGNAGE

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

16. INCIDENT REPORTING AND INVESTIGATION

- All incidents shall be reported to the Client before the end of the shift or within 24hrs of occurrence.
- Section 24 incidents shall be reported to DOL using the prescribed format.



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- The contractor shall develop an incident management procedure and communicate with all employees.

17. NOTIFICATION OF CONSTRUCTION WORK

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

18. COMPLIANCE MONITORING

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

19. PROJECT COMPLETION

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



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Project details

Project Scope: Supply and installation of certified fire doors and emergency exit push button devices

Depot / Site / Department: Cydna Laboratory

Estimated duration: TBC

Documents required

Letter of Good Standing	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
SHE plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Risk Assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Safe working Procedures	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Notification of Construction work	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Inspection registers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Items required before starting

Medicals	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Vaccinations	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
PPE (boots, hard hats, overall)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Induction	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Approval from OHS	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

APPOINTMENTS AND COMPETENCIES

Construction Supervisor

Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Safety Officer

Appointment	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
CV (and/ certificates)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

NB* Other appointments will be based on the number of employees on site as required by law.



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RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES

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

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

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

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



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

PROJECT NUMBER:	Johannesburg Water
PROJECT LOCATION:	Cydna Laboratories
PROJECT DESCR:	Supply and installation of certified fire doors and emergency exit push button devices

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
Compliance with applicable legislation for safety, health and environment	Contractor processes and/or procedures not developed according to legislation requirements.	Not complying with applicable legislation and client SHE specifications.	Litigation, multiple injuries and death. Work stoppages	E	<ul style="list-style-type: none"> ✓ Planning, design and implementation to comply with legislative requirements, especially for Health, Safety and Environment together with Quality. ✓ Appointment of a qualified person to assist with the development of legislative guided processes and procedures.
Conducting SHE Induction training	Employees, contractors, suppliers, and visitors not aware of applicable legislating for the project and policies.	Non-compliance to legislation.	Work stoppages Multiple injuries	E	<ul style="list-style-type: none"> ✓ Every new employee or visitor must be inducted before entering company premises or starting work. ✓ All employees absent from work or on leave for a period of 14days must be inducted. ✓ Inducted visitors must always be accompanied when walking around company premises.
Arranging Medical surveillance or examination	Employees not medically fit for work appointed for. No proof of medical fitness certificate.	Non-compliance to statutory requirements. Exposure to unidentified contagious diseases carriers.	Work stoppages. Incidents resulting to injuries	E	<ul style="list-style-type: none"> ✓ Medical examination or assessments must be conducted prior to start of work and annually by an Occupational Medical Practitioner. ✓ Every person must be declared medically fit for the type of work they perform and copies of employees' medical certificates to be kept on site.
Gate access to site premises - by people	Walking on the vehicle's driveways Lack of observation Intoxicated pedestrian employee or visitor entering security gate Employees, visitors or contractors entering with firearm Unauthorized entry	Personal injuries due to vehicles driving over people. Personal fight due to arrogant intoxicated people. Theft due to unauthorized entry.	Personal fight due to arrogant intoxicated people. Work stoppages resulting in delay to production Theft due to unauthorized entry.	H	<ul style="list-style-type: none"> ✓ Only Authorised entry on JW premises ✓ Zero alcohol tolerance ✓ All Employees, contractors, suppliers and visitors to walk only on designated walkways in and around site/client premises.

Gate access to site / client premises – by motorists	Speeding Intoxicated drivers. Unlicensed drivers Inexperienced drivers Vehicles not roadworthy	Vehicle accidents.	Fatalities and Injuries Death	E	<ul style="list-style-type: none"> ✓ Security guards at the gate to explain the access control procedure to all motorists entering site /client premises. ✓ All motorists to adhere to all access control procedures explained to them at the gate. ✓ Only roadworthy and licensed vehicles are allowed to drive into site/client premises. ✓ All motorists to be sober ✓ All vehicles must be searched when entering and leaving the premises. ✓ Indemnity declaration to be used for all items/equipment entering with the vehicle in the premises (laptops,)
Driving from home to work	Driving under the influence of alcohol	Vehicle accident	Fatalities and Injuries Death	E	<ul style="list-style-type: none"> ✓ Terminate - Stop any distractions such as cell phone usage while driving. Stop anyone that has consumed alcohol or taken non-prescription drugs from driving and working on site
Obtain necessary JW documentation and JW approvals	Working without authorization from JW	JW removing Contractor from site	Delay in production	H	<ul style="list-style-type: none"> ✓ No work is allowed to start without the necessary documentation and approvals in place. ✓ Occupational notices must be available on site kept on site in the Health and Safety File
Emergency planning	No procedure for emergency response. No trained persons on emergencies responses. No emergency numbers available.	Employees, contractors, suppliers and visitors will not know how to react to any emergency situation which could result in further injuries.	Employees, contractors, suppliers and visitors will not know how to react to any emergency situation which could result in further injuries.	H	<ul style="list-style-type: none"> ✓ Emergency preparedness and response procedure must be developed and communicated to all employees and visitors. ✓ An emergency response team must be established and be introduced to anyone in the project. ✓
Loading, and offloading of material	Heavy loads Falling objects Improper loading Transporting the material by use of a vehicle	Obstruction Lifting heavy material Uncontrollably swinging the equipment Unsafe road Un-road worthy vehicles Incompetent drivers Equipment & material not secured-falling of material	Back pain/ injuries Damage to property Injury to employees Damage to equipment Falling from heights Injury from falling tools Personal injuries Injury to surrounding personnel	M	<ul style="list-style-type: none"> ✓ Ensure training on proper lifting technique ✓ Competent crane operator to be appointed ✓ Adherence to the speed limit ✓ Only competent or authorized person to drive the vehicles ✓ Inspection of vehicles before use ✓ Wear a safety harness when working at heights ✓ Worker to be trained for working at heights ✓ Use a safety harness ✓ Use of all adequate PPE.

					<ul style="list-style-type: none"> ✓ Using the correct tools and properly packing tools inside
Employees use of hand tools	Defective Hand tools	Unserviceable tools, damaged tools. The use of wrong tool for the job Hand tools not identified or pre-used inspected.	Hand injuries	M	<ul style="list-style-type: none"> ✓ Hand tools shall be assessed before the project/construction commences and at frequent intervals thereafter. ✓ All hand tools must be identified and entered on a register/checklist. ✓ All hand tools must be inspected. Records of such inspections must be kept on site in the Health & Safety File.
Installing hinges on doors and emergency exit push button devices	Cuts and abrasions, pinch injuries from tool use	Hand tools	Body injuries Back pains	L	<ul style="list-style-type: none"> ✓ Ensure that ladders are secure always ✓ Follow proper handling techniques ✓ Obey sensible sharp ends
	Not conducting DSTI	Site hazards not identified	Personal injury	L	<ul style="list-style-type: none"> ✓ Task planning is done prior commencement of work ✓ Conduct DSTI daily
	Manual handling issues, strains	Strip and fall	Personal Injuries	L	<ul style="list-style-type: none"> ✓ Task planning is done prior commencement of work ✓ Conduct DSTI daily
Doors Installation	Handling glass door	Unsafe handling of door	Cuts	M	<ul style="list-style-type: none"> ✓ Use hand gloves ✓ Follow safe working procedure ✓ Inspect the glass for damages/ rough edges before you handle it.
	Cuts and abrasions, pinch injuries from tool use	Unsafe tools	Hand injuries	L	<ul style="list-style-type: none"> ✓ Inspect tools prior use. ✓ All defective tools must be removed from working area
	Manual handling of doors	Poor ergonomics	Back injuries	M	<ul style="list-style-type: none"> ✓ Train employees on the correct lifting technique
Replace of aluminum doors	Eye & Hand Injuries	Unsafe handling of pipes	Pinch injuries, caught between injuries	M	<ul style="list-style-type: none"> ✓ Wear hand gloves ✓ Handle window and doors with care, proper communication between fellow colleagues when handling doors and windows
Removal of existing swollen emergency wooden doors	Flying objects/debris	Contact with objects may cause injuries to unprotected skin or eyes.	Body injuries	L	<ul style="list-style-type: none"> ✓ Full time supervision ✓ Wear PPE at all times ✓ Toolbox talks

Doors and handles Installation	Site risk assessment not conducted prior commencement of work	Task specific risks and hazards not identified, and control measures not known	Injuries	L	<ul style="list-style-type: none"> ✓ Full time supervision ✓ Toolbox talks
Site woks	Lack of experienced and qualified workers	Substandard performances Decrease in time management	Injuries Delay in production Difficulties in fault findings	M	<ul style="list-style-type: none"> ✓ Appoint qualified and certified employees for the job ✓ Supervision
	Unauthorised persons entering work area.	Unauthorised person entering construction area	Injuries resulting in Liability for medical expenses	L	<ul style="list-style-type: none"> ✓ Allow only authorised persons to enter site ✓ Place warning signs where work is taking place ✓ Full time supervision
	Uneven surfaces	Trip and falling	Body injuries	L	<ul style="list-style-type: none"> ✓ Focus at the task on hand ✓ Wear PPE
	Slippery surfaces	Slip and falling	Body injuries	M	<ul style="list-style-type: none"> ✓ Focus at the task on hand ✓ Wear PPE ✓ Ensure floors are dry from water
	Floors openings	Falling in the opening	Body Injuries	M	<ul style="list-style-type: none"> ✓ Always barricade or cover openings when work is in progress
Cutting & Drilling	Live electricity Drilling Drill pit Drill sharp metal fibres High Noise Levels Cutting Grinder/Disc	Vibration Cutting edges Eye penetration Finger cuts Expose to high noise level area Uncontrolled disc Electrical equipment failure Sharp window edges No insulation of grinding machine cables. Grinding machines not inspected. Electrical shock. Not competent to perform tasks. Poor supervision. Cuts	Property damage. Damaged hearing Carpal tunnel syndrome Cuts/ injuries Eye irritation/blindness Eye injuries	M	<ul style="list-style-type: none"> ✓ Use hearing protection when exposed to excessive noise levels (greater than 85 dB over an 8-hour work period) ✓ Only a competent person to perform the task. ✓ direct supervision. ✓ Insulate grinding machine cables. ✓ Inspect grinding machines before use and fill checklist. ✓ Assess noise level with a sound level meter if the possibility exists that level may exceed 85dB ✓ Rotate drilling tasks to minimize worker exposure to equipment vibration ✓ Use the right size of drill-to-drill different layers of the ground ✓ Assess the manual guide carefully to ensure the correct usage of portable electrical devices. ✓ All Grinders and discs are to be inspected before use ✓ Safety Sheen guards shall be worn by employees when cutting steel

Housekeeping	Poor housekeeping	Trip and fall	Trip and fall injuries	L	<ul style="list-style-type: none"> ✓ Remove all equipment's/ tools that will not be needed for the tasks ✓ Clean all the areas after each task ✓ Dispose all the waste material at an approved landfill site and provide the disposal certificate.
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RISK ASSESSMENT MATRIX

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

LEGENDS							
LOW	L	MODERATE	M	HIGH	H	EXTREME	E