

SFF/2023/95- EXPRESSION OF INTEREST (EOI) FOR THE ESTABLISHMENT OF A PANEL TO DO REFURBISHMENT, MAINTENANCE AND UPGRADING OF FIRE PROTECTION SYSTEMS. IT IS ESTIMATED THAT CONTRACTORS SHOULD HAVE A CIDB GRADING OF 1SF

EOI Number	SFF/2023/95
Issue date	Tuesday, 13 June 2023
EOI Contact Person	Lebogang Molefe (sffprocurement@strategicfuelfund.co.za)
Non-Compulsory briefing	Tuesday, 27 June 2023 at 10:h00 via Microsoft Teams. Interested parties to request a link for the meeting from sffprocurement@strategicfuelfund.co.za
Closing Date & Time	Thursday, 13 July 2023 @ 11:00
Bid Validity Period	12 weeks

Company Name:	
Trading as (if different from above)	
Contact Person:	
Contact Number:	
Email address:	
Physical Address:	

SUPPLIER TO NOTE:

- A. SFF conditions of purchase apply
- B. Late/incomplete quotations will not be considered

TENDER SERIAL NO.:
SIGNATURES OF SFF OFFICIALS AT TENDER OPENING
1.
2.
3.

SFF/2023/95- EXPRESSION OF INTEREST (EOI) FOR THE ESTABLISHMENT OF A PANEL TO DO REFURBISHMENT, MAINTENANCE AND UPGRADING OF FIRE PROTECTION SYSTEMS. IT IS ESTIMATED THAT CONTRACTORS SHOULD HAVE A CIDB GRADING OF 1SF

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LIST OF ACRONYMS

B-BBEE	Broad-Based Black Economic Empowerment
CEF	Central Energy Fund
EME	Exempted Micro Enterprise
GBC	General Tender Conditions
ID	Identity Document
JV	Joint Venture
LOA	Letter of Appointment
NDA	Non-Disclosure Agreement
PC	Procurement Committee
PPPFA	Preferential Procurement Policy Framework Act
PTN	Post-Tender Negotiations
QSE	Qualifying Small Enterprise
EOI	Expression of interest
SME	Small Medium Enterprise
SOC	State Owned Company
VAT	Value-Added Tax
ZAR	South African Rand

PART E1: INVITATION TO TENDER

Standard Notice and Invitation to submit an Expression of Interest

Expressions of interest are invited for the provision of Refurbishment, Maintenance and Upgrading of: ○ Fire protection systems.
The Employer is The Strategic Fuel Fund ("SFF")
1.1 ISSUE AND COLLECTION DATE DEADLINE This EOI may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge or from the CIDB website at www.cidb.org.za The EOI may also be downloaded from the Strategic Fuel Fund ("SFF") website at www.strategicfuelfund.co.za free of charge. No tender documents will be emailed and/or couriered to potential tenderers.
1.2 BRIEFING SESSION MEETING A non-compulsory virtual briefing session will be held via Microsoft Teams, on Tuesday, 27 June 2023 at 10h00. Potential tenderers can request a link for the meeting from sffprocurement@strategicfuelfund.co.za, (Attention: Lebogang Molefe) Despite the virtual briefing session being non-compulsory, SFF encourages all potential tenderers to attend. SFF will not be held responsible if any tenderer who did not attend the non-compulsory session subsequently feels disadvantaged as a result thereof.
1.3 PROPOSAL SUBMISSION Proposals must be submitted in two (2) sealed envelopes addressed as follows: Envelope 1: Technical Tender Proposal (Hard copy plus a copy of the submission on 1 USB Flash Drive); and Envelope 2: Commercial Tender Proposal (including administration documents and pricing schedule as well as a copy of the submission on 1 USB Flash Drive) to: Cnr Platteklouf and Tygerberg Valley Rd, Cape Town, South Africa 7441
1.4 CLOSING DATE The EOI will close on Thursday, 13 July 2023 Tenderers must ensure that tenders are delivered timeously to the correct physical. As a general rule, if a Tender is late or delivered to the incorrect address, it will not be accepted for consideration. Any additional information or clarification will be uploaded on the SFF website and the National Treasury e-tender publication portal.

1.5 ELIGIBILITY CRITERIA

The attention of respondents is drawn to the eligibility criteria listed below. Respondents are required to familiarise themselves thoroughly with the Standard Conditions for the calling for Expressions of Interest (Annexure D) which forms part of this document. Only respondents that are responsive to the eligibility criteria listed below are eligible to have their submissions prequalified:

Only those respondents who are registered with the Construction Industry Development Board, or are capable of being so registered within twenty-one (21) working days from the closing date for submission of tenders, in a contractor grading designation of **1SF or higher**, are eligible to have their submissions evaluated.

Joint ventures are eligible to submit tenders provided that:

1. every member of the joint venture is registered with the CIDB not later than twenty-one (21) working days from the closing date for tenders;
2. the lead partner has a contractor grading designation in the **1SF or higher** class of construction work;
3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than the required contractor grading designation they have a signed joint venture agreement

2 DELIVERY INSTRUCTIONS FOR EOI

2.2 Delivery by hand

If delivered by hand, the envelopes must be deposited in the SFF tender box which is located at the SFF facility, SFF Association,
Cnr Platteklouf and Tygerberg Valley Rd,
Cape Town,
South Africa
7441

It should also be noted that the above tender box is accessible to the public between office hours 08h00 to 16h00 weekdays only.

2.3 Dispatch by courier

- 2.2.1. If dispatched by courier, the envelope must be addressed as above and delivered to the above address. Couriered documents must be in the tender box by the closing date and time.
- 2.2.2. If tender responses are not delivered as stipulated herein, such tender will not be considered.
- 2.2.3. No email or faxed Submissions will be considered, unless otherwise stated herein.
- 2.2.4. The tender responses to this EOI will be opened as soon as possible after the closing date and time. SFF association shall not, at the opening of Submissions, disclose to any other company any confidential details pertaining to the Proposals / information received, i.e. pricing, delivery, etc. The names and locations of the Tenderers will be divulged to other Tenderers upon request.
- 2.2.5. Envelopes must not contain documents relating to any EOI other than that shown on the envelope.

3 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS

3,1 SFF Association fully endorses and supports the Government's objective of Broad-Based Black Economic Empowerment and it is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.

3.2 B-BBEE Joint Ventures or Consortiums

Tenderers who would wish to respond to this EOI as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their EOI submission. Such Tenderers must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by SFF association through this EOI process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to SFF Association.

3.3 Preference Points and Specific Goals

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and Preferential Procurement Regulations 2022, Tenderers are to note that the following preference point systems:

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

When SFF association invites prospective Service Providers to submit Proposals for its Specific Goals, it requires Tenderers to complete Annexure A [the B-BBEE Preference Point Claim Form] and submit it together with proof of their documents as stipulated in the Claim Form in order to obtain Specific Goal Points.

Note: Failure to submit a valid and certified copy B-BBEE certificate or Sworn Affidavit or any other documents specified (as evidence for Specific Goals) at the Closing Date of this EOI will result in a score of zero being allocated for Specific Goals.

4 **COMMUNICATION**

- 4.1 Specific queries relating to this EOI can be submitted at sffprocurement@strategicfuelfund.co.za specifying the reference number "**SFF/2023/095**" on the subject line. The last day for submitting queries is 3 (three) days before the closing date of tender. **It should be noted that this e-mail address is not to be used for submission of tender proposals.**
- 4.2 Any correspondence with regards to this EOI must be in writing to the provided email address only. In the interest of fairness and transparency SFF's response to such a query will be published on the SFF website and the National Treasury e-tender portal. Tenderers are required to check the e-tender portal and/or SFF website prior to finalizing their tender submission for any changes and/or clarifications to the EOI. SFF will not be held liable if Tenderers do not receive the latest information regarding this EOI with the possible consequence of either being disadvantaged and/or disqualified as a result thereof.

- 4.3 After the closing date of the EOI, a Tenderer may only communicate with the Procurement Unit, specific person for this EOI on any matter relating to its EOI.
- 4.4 Tenderers are to note that changes to its submission will not be considered after the closing date.
- 4.5 Tenderers are warned that a proposal will be liable to disqualification should any attempt be made by a Tenderer either directly or indirectly to canvass any officer or employee of SFF in respect of this EOI between the closing date and the date of the award of the business.
- 4.6 Furthermore, Tenderers found to be in collusion with one another will be automatically disqualified and restricted from doing business with SFF in the future.

5 INSTRUCTIONS FOR COMPLETING THE EOI

- 5.1. Proposals must be submitted as an original and 1 copy, unless an electronic submission is made.
- 5.2. Both sets of documents are to be submitted to the address specified above.
- 5.3. All returnable documents tabled in the Proposal Form [Part 5] must be returned with your proposal.
- 5.4. Unless otherwise expressly stated, all proposals furnished pursuant to this EOI shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.

6 COMPLIANCE

The successful Tenderer [hereinafter referred to as the Service Provider] shall be in full and complete compliance with any and all applicable laws and regulations.

7 DISCLAIMERS

Tenderers are hereby advised that SFF is not committed to any course of action as a result of its issuance of this EOI and/or its receipt of Proposals. In particular, please note that SFF reserves the right to:

- 7.1. modify the EOI's Scope of Work and request Tenderers to re-tender on any such changes;
- 7.2. reject any Proposal which does not conform to instructions and scope of work which are detailed herein;
- 7.3. disqualify Proposals submitted after the stated submission deadline [Closing Date];
- 7.4. not necessarily accept the lowest priced Proposal or an alternative Tender;
- 7.5. validate any information submitted by Tenderers in response to this tender. This would include but not limited to, requesting the Tenderer to provide supporting evidence. By submitting a tender, the Tenderer hereby irrevocable grant the necessary consent to SFF to do so;
- 7.6. request audited financial statement or other documentation for the purposes of a due diligence exercise;
- 7.7. award a contract in connection with this Proposal at any time after the EOI's closing date;
- 7.8. award a contract for only a portion of the proposed Services which are reflected in the scope of this EOI;
- 7.9. split the award of the contract between more than one Service Provider, should it at SFF's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- 7.10. cancel the tender process.

- 7.11 exclude any Tenderer from the Tendering process who has been found guilty of a serious breach of law during the preceding 5 [five] years, including but not limited to breaches of the Competition Act 89 of 1998. Tenderers are required to declare such serious breach of law during the past 5 [five] years in Part 10 [Breach of Law].
- 7.12 undertake post-tender negotiations [PTN] with selected Tenderers or any number of short-listed Tenderers, such PTN to include, at SFF's option, any evaluation criteria listed in this EOI document.
- 7.13 award the business to the highest scoring Tenderer/s unless objective criteria justify the award to another Tenderer.
- 7.14 award the business to the next ranked tenderer, provided that he/she is still prepared to provide the required Services at the quoted price, should the preferred tenderer fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the tenders of the next ranked tenderer(s) will be deemed to remain valid, irrespective of whether the next ranked tenderer(s) were issued with a Letter of Regret. Tenderers may therefore be requested to advise whether they would still be prepared to provide the required Services at their quoted price, even after they have been issued with a Letter of Regret.

Kindly note that SFF association will not reimburse any Tenderer for any preparatory costs or other work performed in connection with its Proposal, whether or not the Tenderer is awarded a contract.

8 LEGAL REVIEW

A Proposal submitted by a Tenderer will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by SFF Legal Advisor, prior to consideration for an award of business.

9 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Tenderers are required to self-register on National Treasury's Central Supplier Database ("CSD") which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Tenderers must register on the CSD prior to submitting their bids. Business may not be awarded to a Tenderer who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD.

For this purpose, the attached SBD1 form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid (Please see annexure E).

10 TAX COMPLIANCE

Tenderers must be compliant when submitting a proposal to SFF and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this tender that the tax matters of the successful Tenderer be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Tenderer's tax obligations.

The Tax Compliance status requirements are also applicable to foreign Tenderers who wish to submit tenders.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

For this purpose, the attached SBD1 form must be completed and submitted as a mandatory *returnable* document by the closing date and time of the bid (Please see ANNEXURE E).

11 PROTECTION OF PERSONAL INFORMATION ACT, NO.4 OF 2013

SFF association acknowledges that the Tenderer may be required to process the personal information of SFF association and other relevant data subjects in connection with and for the purposes of this EOI.

The Tenderer shall–

- (a) only process such personal information for the purpose connected with this EOI, except to the extent specifically requested to do otherwise by SFF association in writing or required by the Protection of Personal Information Act, No.4 of 2013 (POPI) or other applicable laws;
- (b) comply with all directions and instructions which may be given by SFF association regarding the processing of such personal information;
- (c) only process personal information strictly in compliance with POPI;
- (d) secure the integrity and confidentiality of the personal information it processes pursuant to this EOI by taking appropriate, reasonably technical and organisational measures to prevent –
 - (i) loss of, damage to, or unauthorised destruction of such personal information; and/or
 - (ii) unlawful access to or unlawful processing of such personal information.

The Tenderer shall be liable to SFF for its failure to comply with any of its obligations, and shall indemnify SFF against all claims, damages, costs or administrative fines arising from the Tenderer's failure to comply with POPI, except to the extent caused by SFF association.

In evaluating the Tenderer's tender submission, the SFF will process the personal information of the Tenderer and other relevant data subjects in connection with and for the purposes of this EOI. The SFF shall process personal information in accordance with SFF's Privacy Policy which is available on the SFF website – the Tenderer is expected to familiar itself with this Privacy Policy. The SFF reserves the right and the Tenderer is hereby informed that external service providers may be appointed by the SFF to assist SFF in evaluating tender responses and suitability for appointment.

PART E2: INDICATIVE SCOPE OF WORK

12 BACKGROUND AND SCOPE OF WORK

Background

SFF Strategy Infrastructure development requires support of Refurbishing, Maintenance and Upgrading Contractors that will capacitate its resources for Asset Management. The purpose of this EOI is for SFF to develop an SFF database of service providers that will be utilized to resource its Refurbishing, Maintenance and Upgrading requirements.

Scope of work

1.1 Refurbishment, Maintenance and Upgrading of:

- Fire protection systems.

The refurbish and maintenance work on the above category can be done by and qualified companies registered with the **CIDB** as follows:

Classifications: SF.

Minimum Grade: 1

13 EXCHANGE AND REMITTANCE

If SFF is requested by the Tenderer to effect payment overseas direct to the Tenderer's principal or service provider, which is not a registered South African Company please complete the details below, using the rate of exchange published by the South African Reserve Bank 7 [seven] calendar days before the closing date of this EOI:

ZAR 1.00 [South African currency] being equal to _____ [foreign currency] _____ % in relation to tendered price(s) to be remitted overseas by SFF.

Beneficiary details:

Name [Account holder] _____

Bank [Name and branch code] _____

Swift code _____

Country _____

[Applicable base date of Exchange Rate used]

Tenderers should note that SFF should receive fixed price offers expressed in South African Rand [ZAR].

14 SERVICE LEVELS

An experienced account representative(s) is required to work with SFF procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.

SFF will have reviews with the Service Provider's account representative on an on-going basis.

SFF reserves the right to request that any member of the Service Provider’s team involved on the SFF account be replaced if deemed not to be adding value for SFF.

The Service Provider guarantees that it will achieve a 95% [ninety-five per cent] service level on the following measures:

- a) Random checks on compliance scope of requirements
- b) On-time deliverables:
 - The Service Provider must provide a telephone number for customer service calls.
 - Failure of the Service Provider to comply with stated service level requirements will give SFF the right to cancel the contract in whole, without penalty to SFF, giving 30 [thirty] days’ notice to the Service Provider of its intention to do so.

Acceptance **of Service Levels:**

YES	
------------	--

NO	
-----------	--

15 RISK

Tenderers must elaborate on the control measures put in place by their entity, which would mitigate the risk to SFF pertaining to potential non-performance by a Service Provider, in relation to:

Quality of Services delivered:

Continuity of the provision of Services:

16 EVALUATION AND METHODOLOGY

SFF will utilise the following methodology and criteria in selecting a preferred Service Provider:

STAGE 1 (TEST FOR RESPONSIVENESS) :

Step 1 (Administrative responsiveness)

Step 2 (Eligibility Criteria)

STAGE 2 (FUNCTIONALITY / TECHNICAL EVALUATION)

Step 3 (Minimum thresholds for functionality) **Not applicable at this stage**

STAGE 3

The shortlisted service providers will form part of a panel of experts (for a period of three (3) years) and will provide services to SFF on an ad hoc basis. For every assignment, an EOI/ RFQ will be forwarded to the panel as per the category of expertise and responses will be evaluated accordingly

16.2 STAGE 1: TEST FOR RESPONSIVENESS

Step 1 - Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check
• Whether the Tender has been received on time
• Whether all Returnable Documents were completed and returned by the closing date and time
• Verify the validity of all returnable documents

The test for administrative responsiveness [Step One] must be passed for a Tenderer's Proposal to progress to Step Two for further pre-qualification

Step 2 - Test for Substantive Responsiveness

The test for substantive responsiveness to this EOI will include the following:

Check for substantive responsiveness	
• Whether the Tenderer meets the CIDB requirements (a CIDB grading of 1SF)	
• Whether the Tenderer is CSD registered	

Documents as detailed below are required as proof of experience. A minimum score of 1 out of 2 will enable a contractor to qualify to be listed on the SFF database.

It is important to note that RFQ issued to contractors that have been successfully listed to the SFF Database, for a specific Tender or Works, would be accompanied by a specific Evaluation Criteria that will be used to appoint a successful company to provide the service or works as per the RFQ.

Eligibility Criteria	Proof	Relevant supplied	Documents
Contractor Experience in the Refurbishment, Maintenance and Upgrading of Fire protection systems for Crude Oils and Petroleum Products.	Company Profile narrating years of experience of Contractor in the Maintenance and Upgrading of Fire protection systems for Crude Oils and Petroleum Products.	Yes	1
		No	0
Contractor Experience in the Maintenance and Upgrading of Fire protection systems for Crude Oils and Petroleum Products.	Confirmation of successful completion of project on a company letter head (from the company who hired bidder to execute works).	Yes	1
		No	0

The test for eligibility criteria [Step Two] must be passed for a Tenderer's Proposal to progress to Stage 2 for further evaluation

16.3 STAGE 2: Technical / Functionality Evaluation Criteria (Not applicable at this stage)

16.4 STAGE 3

The shortlisted service providers will form part of a panel of experts (for a period of three (3) years) and will provide services to SFF on an ad hoc basis. For every assignment, an EOI/ RFQ will be forwarded to the panel as per the category of expertise and responses will be evaluated accordingly

PART 5: PROPOSAL FORM

I/We

[name of entity, company, close corporation or
partnership]

Of

[full address]

carrying on business
trading/operating as

represented by _____
in my capacity _____
as _____

being duly authorized thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, as per Part 5 of this EOI (a certified copy of which is annexed hereto) hereby offer to provide the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of EOI documents.

I/We agree to be bound by those conditions in SFF Association's:

- (i) Terms and Conditions of Contract – Services; to be provided on contract conclusion
- (ii) Standard Conditions For the Calling For The Expressions of Interest (Annexure D); and
- (iii) any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless SFF association should otherwise decide and so inform me/us in the letter of appointment, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with SFF association's acceptance thereof shall constitute a binding contract between SFF association and me/us.

Should SFF association decide that a formal contract should be signed and so inform me/us in a letter of appointment [the Letter of Appointment], this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence] together with SFF Letter of appointment, shall constitute a binding contract between SFF and me/us until the formal contract is signed.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the provision of Services within 4 [four] weeks thereafter, SFF may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

I/We accept that any contract resulting from this offer will be for a period of only. Furthermore, I/we agree to a penalty clause/s to be negotiated with SFF, which will allow SFF to invoke a penalty against us for non-compliance with material terms of this EOI including the delayed provision of the Services due to non-performance by ourselves. In addition, I/we agree that noncompliance with any

of the material terms of this EOI, including those mentioned above, will constitute a material breach of contract and provide SFF with cause for cancellation.

I/We acknowledge that the SFF may be required to process my/our personal information (as such capitalised terms are defined in the Protection of Personal Information Act, No. 4 of 2013) in order to evaluate this EOI and facilitate my/our appointment as a service provider and that such processing shall be done in accordance with the SFF's Privacy Policy, which is available on its website or on request.

ADDRESS FOR NOTICES

The law of the Republic of South Africa shall govern any contract created by the acceptance of this EOI. The *domicilium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Tenderer hereunder, at which all legal documents may be served on the Tenderer who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Tenderers shall, therefore, state hereunder the name of their authorized representative in the Republic of South Africa who has the power of attorney to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract.

Tenderer to indicate the details of its *domicilium citandi et executandi* hereunder:

Name of Entity: _____

Facsimile: _____

Address: _____

NOTIFICATION OF AWARD OF EOI

As soon as possible after approval to award the contract(s), the successful Tenderer [**the Service Provider**] will be informed of the acceptance of its Proposal. Unsuccessful Tenderers will be advised in writing of the name of the successful Service Provider and the reason as to why their Proposals have been unsuccessful, for example, in the category of price, delivery period, quality, B-BBEE status or for any other reason.

VALIDITY PERIOD

SFF requires a validity period of **12 weeks** from the closing date of this EOI.

NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Tenderer must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [**C.C.**] on whose behalf the EOI is submitted.

(i) Registration number of company / C.C.

(ii) Registered name of company / C.C.

(iii) Full name(s) of
director/member(s)

Address/Addresses

ID Number(s)

CONFIDENTIALITY

All information related to this EOI is to be treated with strict confidence. In this regard Tenderers are required to complete and return a signed copy of Certificate of Acquaintance with the Non-Disclosure Agreement [Appendix (ii)]. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to SFF's business, written approval to divulge such information must be obtained from SFF association and such information must be disclosed in accordance with the provisions of the Protection of Personal Information Act, No 4 of 2013.

PART E3 RETURNABLE DOCUMENTS

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

Mandatory Returnable Documents	<i>Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this EOI <u>will</u> result in a Tenderer's disqualification.</i>
Returnable Documents Used for Scoring	<i>Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid <u>will not</u> result in a Tenderer's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.</i>
Essential Returnable Documents	<i>Failure to provide essential Returnable Documents <u>will</u> result in SFF affording Tenderers a further opportunity to submit by a set deadline. Should a Tenderer thereafter fail to submit the requested documents, this may result in a Tenderer's disqualification.</i>

(a) Mandatory Returnable Documents

Tenderers are urged to ensure that all these Documents are returned with their Proposal

Please confirm submission of the mandatory Returnable Documents detailed below by so indicating [Yes or No] in the table below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
CIDB grading of 1SF	
Proof of CSD Registration No.	
Annexure E: SBD1 Form	

(b) Returnable Documents Used for Scoring

In addition to the requirements of Part (a) above, Tenderers are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** as detailed below.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes/No]
Refer to Stage 2 Technical/Functional Evaluation which details the returnable documents to be used for the technical evaluation that will not result in disqualification but a score of zero for that aspect of the technical evaluation.	

Tenders must submit a copy of their B-BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim specific goal(s) points.	
---	--

(c) Essential Returnable Documents

In addition to the requirements of Part (a) and (b) above, Tenderers are further required to submit with their Proposals the following **essential Returnable Documents** as detailed below.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
PART 2: Background, Overview and Scope of Requirements	
PART 5: Proposal Form	
PART 6: Signing Power - Resolution of Board of Directors	
PART 7: Certificate of Acquaintance with EOI Documents	
PART 8: Certificate of Acquaintance with General Tender Conditions Services	
PART 9: EOI Declaration Form	
PART 10: Breach of Law Form	
PART 11: Certificate of Acquaintance with non-disclosure agreement	
List of Directors	
Annexure A: Preference Points Claim Form	
Annexure B: Declaration of Interest	
Annexure C: Declaration of bidder's past SCM practices	
Annexure D1: Certificate of independent bid determination	
Annexure D: Standard Conditions For the Calling Of Expressions of Interest	
APPENDIX (II): SAFETY ARRANGEMENTS AND PROCEDURAL COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT (ACT 85 OF 1993) AND APPLICABLE REGULATIONS	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Tenderer will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this EOI. Should the Tenderer be awarded the contract **[the Agreement]** and fail to present SFF with such renewals as and when they become due, SFF shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which SFF may have for damages against the Tenderer.

By signing these EOI documents, the Tenderer is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with all the conditions governing this EOI, including those contained in any printed form stated to form part hereof, and SFF will recognize no claim for relief based on an allegation that the Tenderer overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

SIGNATURE OF TENDERERS AUTHORISED REPRESENTATIVE:

NAME _____

WITNESS 1 _____ ADDRESS _____

NAME _____

WITNESS 2 _____ ADDRESS _____

NAME _____

PART 6: SIGNING POWER

SIGNING POWER – RESOLUTION OF BOARD OF DIRECTORS

NAME OF
ENTITY _____

It was resolved at a meeting of the Board of Directors held on _____ that

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In his/her capacity as indicated above is/are hereby authorised to enter into, sign, execute and complete any documents relating to this Proposal and any subsequent Agreement for the provision of Services. A list of those person(s) authorised to negotiate on behalf of the abovementioned entity [if not the authorised signatories] is also submitted along with this Proposal together with their contact details.

_____	_____
FULL NAME	SIGNATURE CHAIRPERSON

PART 7: CERTIFICATE OF ACQUAINTANCE WITH EOI DOCUMENTS

NAME OF
ENTITY: _____

1. I/We _____ do hereby certify that I/we acquainted myself/ourselves with all the documentation comprising this EOI and all conditions contained therein, as laid down by SFF association for the carrying out of the proposed supply/service/works for which I/we submitted my/our Proposal.
2. I/we furthermore agree that SFF shall recognise no claim from me/us for relief based on an allegation that I/we overlooked any EOI/contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.
3. I/We accept that an obligation rests on me/us to clarify any uncertainties regarding this Tender which I/we may have, before submitting the Tender. I/We agree that I/we will have no claim based on an allegation that any aspect of this EOI was unclear but in respect of which I/we failed to obtain clarity.
4. I/we understand that the accompanying Tender will be disqualified if this Certificate is found not to be true and complete in every respect.
5. For the purposes of this Certificate and the accompanying Tender, I/we understand that the word "competitor" shall include any individual or organisation, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a Tender in response to this Tender invitation;
 - b) Could potentially submit a Tender in response to this Tender invitation, based on their qualifications, abilities or experience; and
 - c) Provides the same Services as the Tenderer and/or is in the same line of business as the Tenderer
6. The Tenderer has arrived at the accompanying Tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive Tendering.
7. In particular, without limiting the generality of paragraph 5 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where Services 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 Tender;
 - e) the submission of a Tender which does not meet the specifications and conditions of the EOI; or
 - f) Tendering with the intention of not winning the Tender.
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 Services to which this EOI relates.
9. The terms of the accompanying Tender have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official Tender opening or of the awarding of the contract.

10. I/We am/are aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, Tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Part 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 10 [ten] years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

SIGNATURE OF WITNESS

SIGNATURE OF TENDERER

**PART 8: CERTIFICATE OF ACQUAINTANCE WITH THE
GENERAL TENDER CONDITIONS - SERVICES**

NAME OF ENTITY: _____

I/We _____ do hereby certify that I/we acquainted myself/ourselves with all the documentation comprising the General Tender Conditions - Services as received on _____ [insert date] from SFF association for the carrying out of the proposed Services for which I/we submitted my/our Proposal.

I/We furthermore agree that SFF association shall recognise no claim from me/us for relief based on an allegation that I/we overlooked any terms and conditions of the General Tender Conditions or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.

I/We confirm having been advised that a signed copy of this Schedule can be submitted in lieu of the entire General Tender Conditions as confirmation in terms of the Returnable Schedule.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

SIGNATURE OF WITNESS

SIGNATURE OF TENDERER

PART 9: DECLARATION FORM

NAME OF ENTITY: _____

We _____ do hereby certify that:

1. SFF has supplied and we have received appropriate Submissions to any/all questions [as applicable] which were submitted by ourselves for EOI Clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Proposal [EOI];
3. at no stage have we received additional information relating to the subject matter of this EOI from SFF association sources, other than information formally received from the designated SFF association contact(s) as nominated in the EOI documents;
4. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by SFF association in issuing this EOI and the requirements requested from Tenderers in responding to this EOI have been conducted in a fair and transparent manner; and
5. Furthermore, we declare that a family, business and/or social relationship exists / Does not exist [delete as applicable] between an owner / member / director / partner / Shareholder of our entity and an employee or board member of the SFF association Group including any person who may be involved in the evaluation and/or adjudication of this Tender.
6. In addition, we declare that an owner / member / director / partner / shareholder of our entity is / is not [delete as applicable] an employee or board member of the SFF association Group.
7. If such a relationship as indicated in paragraph 5 and/or 6 exists, the Tenderer is to complete the following Part:

FULL NAME OF OWNER/MEMBER/DIRECTOR/ PARTNER/SHAREHOLDER: ADDRESS:

Indicate nature of relationship with SFF association:

[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Tenderer from doing future business with SFF]

8. We declare, to the extent that we are aware or become aware of any relationship between ourselves and SFF [other than any existing and appropriate business relationship with SFF association] which

could unfairly advantage our entity in the forthcoming adjudication process, we shall notify SFF association immediately in writing of such circumstances.

9. We accept that any dispute pertaining to this Tender will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought.
10. We further accept that SFF reserves the right to reverse an award of business or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.
11. We declare that our particulars as provided to be true and correct, and undertake to keep SFF association informed of any changes thereto and acknowledge that the company may be required to Process our Personal Information (as such capitalised terms are defined in the Protection of Personal Information Act, No. 4 of 2013) in order to evaluate this EOI and facilitate our appointment as a service provider and that such Processing shall be done in accordance with SFF association's Privacy Policy, which is available on request.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	
Place:	

PART 10 : BREACH OF LAW FORM

NAME OF
ENTITY:

I/We

do hereby certify that I/we have/have not been [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Tenderer is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH:

Furthermore, I/we acknowledge that SFF association SOC Ltd reserves the right to exclude any Tenderer from the Tendering process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

SIGNATURE OF WITNESS

SIGNATURE OF TENDERER

PART 11: CERTIFICATE OF ACQUAINTANCE WITH NON-DISCLOSURE AGREEMENT

I/We _____ do hereby certify that I/we acquainted myself/ourselves with all the documentation comprising the Non-Disclosure Agreement [Appendix (ii)] for the carrying out of the proposed supply for which I/we submitted my/our Proposal.

I/We furthermore agree that SFF association shall recognise no claim from me/us for relief based on an allegation that I/we overlooked any provisions of the Non-Disclosure Agreement or failed to take it into account for the purpose of submitting my/our Tender.

I/We confirm having been advised that a signed copy of this Schedule can be submitted in lieu of the Non-Disclosure Agreement as confirmation in terms of the Returnable Schedule.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

SIGNATURE OF WITNESS

SIGNATURE OF TENDERER

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

SBD 6.1

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- i) Price; and
- ii) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

NOTE: NOT APPLICABLE AT THIS STAGE

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points

for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of

the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

ANNEXURE B: SBD 4 DECLARATION OF INTEREST

No bid will be accepted from persons in the service of the state*.

1. 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 and/or take an oath declaring his/her interest.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* **YES / NO**

3.6.1 If so, furnish particulars.

.....

.....

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

3.7.1 If so, furnish particulars.

.....

3.8 Do you, have any relationship (family, friend, other) with **YES/NO**
persons in the service of the state and who may be involved

* "State" means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

with the evaluation and or adjudication of this bid?

3.8.1 If so, furnish particulars.

.....

.....

3.9 Are you, aware of any relationship (family, friend, other) **YES/NO**

between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

.....

.....

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

3.10.1 If so, furnish particulars.

.....

.....

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

3.11.1 If so, furnish particulars.

.....

.....

CERTIFICATION

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

Declare that my particulars as provided herein are both true and correct, and undertake to keep SFF association informed of any changes hereto. I acknowledge that SFF is required to process my personal information (as such capitalised terms are defined in the Protection of Personal Information Act, No. 4 of 2013), in order to facilitate my appointment and service as a supplier, and that such processing shall be done in accordance with SFF's privacy policy, which is available on its website and on request.

I accept that the state may act against me should this declaration prove to be false.

.....
Signature

.....
Date

.....
Position

.....
Name of Tenderer

ANNEXURE C: SBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

BID NUMBER:

in response to the invitation for the bid made by the SFF 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/Tenderer)

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 consortium³ 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:
 - (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
9. 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.
10. 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.
11. 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.

SIGNED ON BEHALF OF TENDERER:

ANNEXURE D1: SBD 8 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

(Note that in this document, the words bid and tender, bidder and tenderer, bidder's and tenderer's should be used interchangeably)

1. The bid of any bidder may be disregarded if the bidder, or any of its directors have-
 - a. abused the Department's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system, or
 - c. failed to perform on any previous contract.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).		
2.1.1	If so, furnish particulars		
2.2	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 (No12 of 2004?) To assess this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445		
2.2.1	If so, furnish particulars		
2.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?		
2.3.1	If so, furnish particulars:		
2.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) -----CERTIFY THAT MY PARTICULARS AS PROVIDED HEREIN ARE BOTH TRUE AND CORRECT, AND UNDERTAKE TO KEEP SFF INFORMED OF ANY CHANGES HERETO. I ACKNOWLEDGE THAT SFF ASSOCIATION IS REQUIRED TO PROCESS MY PERSONAL INFORMATION (AS SUCH CAPITALISED TERMS ARE DEFINED IN THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF 2013), IN ORDER TO FACILITATE MY APPOINTMENT AND SERVICE AS A SERVICE PROVIDER, AND THAT SUCH PROCESSING SHALL BE DONE IN ACCORDANCE WITH SFF ASSOCIATION'S PRIVACY POLICY, WHICH IS AVAILABLE ON REQUEST.

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

ANNEXURE (E): SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE ESTABLISHMENT OF A PANEL TO DO REFURBISHMENT, MAINTENANCE AND UPGRADING OF FIRE PROTECTION SYSTEMS					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) 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]		16.4.1 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

		<u>OFFERED?</u>	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐
NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐
NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

ANNEXURE D: STANDARD CONDITIONS FOR THE CALLING FOR EXPRESSIONS OF INTEREST

D.1 GENERAL

D.1.1 Actions

D.1.1.1 The employer and each respondent submitting an EOI shall comply with these conditions for calling for expressions of interest. In their dealings with each other, they shall discharge their duties and obligations as set out in D.2 and D.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anti-competitive practices.

D.1.1.2 The employer and the respondent and all their agents and employees involved in the submission process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Respondents shall declare any potential conflict of interest in their submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note:

1. *A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*
2. *Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

D.1.1.3 The respondent shall not make a submission without having a firm intention and the capacity to proceed with the next stage of the procurement process.

D.1.2 Supporting documents

The documents issued by the employer for the purpose of obtaining expressions of interest are listed in the submission data.

D.1.3 Interpretation

D.1.3.1 The submission data and additional requirements contained in the submission schedules that are included in the returnable documents are deemed to be part of these conditions for the calling for expressions of interest.

D.1.3.2 For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

- a) conflict of interest means any situation in which:
 - i. someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially.
 - ii. an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.

iii. incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.

b) corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and

c) fraudulent practice means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels

D.1.4 Communication and employer's agent

Each communication between the employer and a respondent shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a respondent. The name and contact details of the employer's agent are stated in the submission data.

D.2 Respondent's obligations

D.2.1 Eligibility

Submit an EOI only if the respondent complies with the criteria stated in the submission data and the respondent, or any of his/her principals, is not under any restriction to do business with the employer.

D.2.2 Cost of submissions

Accept that the employer will not compensate the respondent for any costs incurred in the preparation and delivery of a submission.

D.2.3 Check documents

Check the submission documents on receipt, including pages within them, and notify the employer of any discrepancy or omission.

D.2.4 Acknowledge addenda

Acknowledge receipt of addenda to the submission documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the submission data, in order to take the addenda into account.

D.2.5 Clarification meeting

Attend the clarification meeting(s) at which respondents may familiarize themselves with the proposed work, services or supply (and location, etc.) and raise questions. Details of the meeting(s) are stated in the submission data.

D.2.6 Seek clarification

Request clarification of the submission documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the submission data.

D.2.7 Making a submission

D.2.7.1 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

D.2.7.2 Seal the original and each copy of the submission as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the submission data, as well as the respondent's name and contact address.

D.2.7.3 Accept that the employer shall not assume any responsibility for the misplacement or premature opening of the submission if the outer package is not sealed and marked as stated.

D.2.8 Information and data to be completed in all respects

Accept that submissions, 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.

D.2.9 Closing time

Ensure that the employer receives the submissions at the address specified in the submission data not later than the closing time stated in the submission data. Proof of posting shall not be accepted as proof of delivery. The employer shall not accept submissions submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the submission data.

Accept that, if the employer extends the closing time stated in the submission data for any reason, the requirements of these conditions for expressions of interest apply equally to the extended deadline.

D.2.10 Clarification of submission

Provide clarification of a submission in response to a request to do so from the employer during the evaluation of submissions.

D.3 Employer's undertakings

D.3.1 Respond to clarification

Respond to a request for clarification received up to five (5) working days before the submission closing time stated in the submission data and notify all respondents who attended the clarification meetings, if any, of those responses.

D.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the submission documents to each respondent during the period from the date of the calling for expressions of interest until seven (7) working days before the closing time for submissions stated in the submission data. If, as a result, a respondent applies for an extension to the closing time stated in the submission data, the employer may grant such extension and, shall then notify it to all respondents.

D.3.3 Late submissions

Unless otherwise stated in the submission data, return submissions received after the closing time stated in the submission data, unopened, (unless it is necessary to open a submission to obtain a forwarding address), to the respondent concerned.

D.3.4 Opening of submissions

D.3.4.1 Record the name of each respondent whose submission is opened and acknowledge receipt of each submission.

D.3.4.2 Make available the names of the respondents that made submissions prior to the closing time for submissions to all interested persons upon request.

D.3.5 Non-disclosure

Not disclose to respondents, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of submissions until after the evaluation process is complete.

D.3.6 Grounds for rejection and disqualification

Determine whether there has been any effort by a respondent to influence the processing of submissions and instantly disqualify a respondent if it is established that he/she engaged in corrupt or fraudulent practices.

D.3.7 Test for responsiveness

Determine, on opening and before detailed evaluation, whether each submission received:

- a) meets the requirements of these conditions for the calling for expressions of interest;
- b) has all the substantive provisions properly and fully completed and signed, and
- c) is responsive to the other requirements of the call for expressions of interest.

D.2.11 Non-responsive submissions

Reject all non-responsive submissions.

D.2.12 Evaluation of responsive submissions

D.3.7.1 Appoint an evaluation panel of not less than three persons. Evaluate submissions using the evaluation criteria established in the submission data.

D.3.7.2 Notify the respondents of the outcome of the evaluation process within two (2) weeks of the evaluation report being accepted by the employer.

D.3.10 Provide written reasons for actions taken

Provide upon request written reasons to respondents for any action that is taken in applying these conditions, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of respondents or might prejudice fair competition between respondents.

APPENDIX (II): SAFETY ARRANGEMENTS AND PROCEDURAL COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT (ACT 85 OF 1993) AND APPLICABLE REGULATIONS

1. General

- 1.1 The Contractor and SFF (hereinafter referred to as “the Client”) are individual employers, each in its own right, with their respective duties and obligations set out in the Occupational Health and Safety Act, Act 85 of 1993 (the Act) and applicable Regulations.
- 1.2 The Contractor accepts, in terms of the General Conditions of Contract and in terms of the Act, his obligations as an employer in respect of all persons in his employ, other persons on the premises or the Site or place of work or on the work to be executed by him, and under his control. He shall, before commencement with the execution of the contract work, comply with the provisions set out in the Act, and shall implement and maintain a Health and Safety Plan as described in the Construction Regulations, 2003 and as approved by SFF, on the Site and place of work for the duration of the Contract.
- 1.3 The Contractor accepts his obligation to complying fully with the Act and applicable Regulations notwithstanding the omission of some of the provisions of the Act and the Regulations from this document.
- 1.4 SFF accepts, in terms of the Act, its obligations as an employer of its own employees working on or associated with the site or place of work, and the Contractor and Procurement Manager / SHEQ Manager / Technical Manager or his deputy shall at all times, co-operate in respect of the health and safety management of the site, and shall agree on the practical arrangements and procedures to be implemented and maintained during execution of the Works.
- 1.5 In the event of any discrepancies between any legislation and this specification, the applicable legislation will take precedence.

2. Definitions

- 2.1 In this Specification any word or expression to which a meaning has been assigned in the Construction Regulations, shall have the meaning so assigned to it, unless the context otherwise indicates: -
- 2.2 **“competent person”** in relation to construction work, means any person having the knowledge, training and experience specific to the work or task being performed:
Provided that where appropriate qualifications and training are registered as per the South African Qualifications Authority Act, 1995 these qualifications and training shall be deemed to be the required qualifications and training;
- 2.4 **“contractor”** means principal contractor and **“subcontractor”** means contractor as defined by the Construction Regulations, 2003.
- 2.5 **“fall protection plan”** means a documented plan, of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods applied to eliminate the risk;⁴⁷

- 2.6 **“health and safety file”** means a file or other record in permanent form, containing the information required to be kept on site in accordance with the Act and applicable Regulations;
- 2.7 **“Health and Safety Plan”** means a documented plan which addresses the hazards identified and include safe work procedures to mitigate, reduce or control the hazards identified;
- 2.8 **“Risk Assessment”** means a programme to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard;
- 2.9 **“the Act”** means the Occupational Health and Safety Act No. 85 of 1993.
3. The Contractor shall, in accordance with the Act and applicable Regulations, make all the necessary appointments of competent persons in writing on a form similar to Annexure 2 of this Specification and deliver copies thereof to the Procurement Manager / SHEQ Manager / Technical Manager. Copies should also be retained on the health and safety file.
- 3.1 Subcontractors shall also make the above written appointments and the Contractor shall deliver copies thereof to the Procurement Manager / SHEQ Manager / Technical Manager.
- 3.2 In the case of a self-employed Contractor or any subcontractor who has the appropriate competencies and supervises the work himself, the appointment of a construction supervisor in terms of regulation 6.1 of the Construction Regulations, 2003 will not be necessary. The Contractor shall in such a case execute and sign a declaration, as in Annexure 3, by which he personally undertakes the duties and obligations of the "Chief Executive Officer" in terms of section 16(1) of the Act.
- 3.3 The Contractor shall, before commencing any work, obtain from the Procurement Manager / SHEQ Manager / Technical Manager an access certificate as in Annexure 4 executed and signed by him, permitting and limiting access to the designated site or place of work by the Contractor and any subcontractors under his control.
- 3.4 Procedural compliance with Act and Regulations, as above, shall also apply to any subcontractors as employers in their own right. The Contractor shall furnish the Procurement Manager / SHEQ Manager / Technical Manager with full particulars of such subcontractors and shall ensure that they comply with the Act and Regulations and safety requirements and procedures.

4. Special Permits

Where special permits are required before work may be carried out such as for hot work, isolation permits, work permits and occupations, the Contractor shall apply to the Procurement Manager / SHEQ Manager / Technical Manager or the relevant authority for such permits to be issued. The Contractor shall strictly comply with the conditions and requirements pertaining to the issue of such permits.

5. Health and Safety Programme

- 5.1 The Tenderer shall, with his tender, submit a Health and Safety Programme setting out the practical arrangements and procedures to be implemented by him to ensure compliance by him with the Act and Regulations and particularly in respect of: -
- (i) The provision, as far as is reasonably practical, of a working environment that is safe and without risk to the health of his employees and subcontractors in terms of section 8 of the Act;

- (ii) the execution of the contract work in such a manner as to ensure in terms of section 9 of the Act that persons other than those in the Contractor's employment, who may be directly affected by the contract work are not thereby exposed to hazards to their health and safety;
 - (iv) ensuring, as far as is reasonably practical, in terms of section 37 of the Act that no employee or subcontractor of the Contractor does or omits to do any act which would be an offence for the Contractor to do or omit to do.
- 5.2 The Contractor's Health and Safety Programme shall be based on a risk assessment in respect of the hazards to health and safety of his employees and other persons under his control that are associated with or directly affected by the Contractor's activities in performing the contract work and shall establish precautionary measures as are reasonable and practical in protecting the safety and health of such employees and persons.
- 5.3 The Contractor shall cause a risk assessment contemplated in clause 5.2 above to be performed by a competent person, appointed in writing, before commencement of any **Construction Work** and reviewed during construction. The Risk Assessments shall form part of the Health and Safety programme to be applied on the site and shall include at least the following:
- The identification of the risks and hazards that persons may be exposed to;
 - the analysis and evaluation of the hazards identified;
 - a documented Health and Safety Plan, including safe work procedures to mitigate, reduce or control the risks identified;
 - a monitoring and review plan.
- 5.4 The Health and Safety Plan shall include full particulars in respect of: -
- The safety management structure to be instituted on site or place of work and the names of the Contractor's health and safety representatives and members of safety committees where applicable;
 - the safe working methods and procedures to be implemented to ensure the work is performed in compliance with the Act and Regulations;
 - the safety equipment, devices and clothing to be made available by the Contractor to his employees;
 - the site access control measures pertaining to health and safety to be implemented;
- The introduction of control measures for ensuring that the Safety Plan is maintained and monitored for the duration of the Contract.
- 5.5 The Health and Safety programme shall be subject to the Procurement Manager / SHEQ Manager / Technical Manager's approval and he may, in consultation with the Contractor, order that additional and/or supplementary practical arrangements and procedures be implemented and maintained by the Contractor or that different working methods or safety equipment be used or safety clothes be issued which, in the Procurement Manager / SHEQ Manager / Technical Manager's opinion, are necessary to ensure full compliance by the Contractor with his obligations as an employer in terms

of the Act and Regulations. The Procurement Manager / SHEQ Manager / Technical Manager or his deputy shall be allowed to attend meetings of the Contractor's safety committee as an observer.

- 5.6 The Contractor shall take reasonable steps to ensure that each subcontractor's Health and Safety Plan is implemented and maintained on the construction site: Provided that the steps taken shall include periodic audits at intervals mutually agreed to between the them, but at least once every month.
- 5.7 The Contractor shall stop any subcontractor from executing any construction work, which is not in accordance with the Contractor's, and/or subcontractor's Health and Safety Plan for the site or which poses a threat to the health and safety of persons.
- 5.8 The Contractor shall ensure that a copy of the Health and Safety Plan is available on site for inspection by an inspector, Procurement Manager / SHEQ Manager / Technical Manager, agent, subcontractor, employee, registered employee organization, health and safety representative or any member of the health and safety committee.
- 5.9 The Contractor shall consult with the health and safety committee or, if no health and safety committee exists, with a representative group of employees, on the development, monitoring and review of the Risk Assessment.
- 5.10 The Contractor shall ensure that all employees under his control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the Risk Assessment.
- 5.11 The Contractor shall ensure that all subcontractors are informed regarding any hazard as stipulated in the Risk Assessment before any work commences, and thereafter at such times as may be determined in the Risk Assessment.
- 5.12 The Contractor shall ensure that all visitors to a construction site undergoes health and safety induction pertaining to the hazards prevalent on the site and shall be provided with the necessary personal protective equipment.

6. Fall Protection Plan

- 6.1 In the event of the risk and hazard identification, as required in terms of clause 5.3 of this Specification, revealing risks relating to working from an elevated position the contractor shall cause the designation of a competent person, responsible for the preparation of a fall protection plan;
- 6.2 The Contractor shall implement, maintain and monitor the fall protection plan for the duration of Contract. The Contractor shall also take such steps to ensure the continued adherence to the fall protection plan.
- 6.3 The fall protection plan shall include: -
 - A Risk Assessment of all work carried out from an elevated position;
 - The procedures and methods to address all the identified risks per location;
 - The evaluation of the employees' physical and psychological fitness necessary to work at elevated positions;
 - The training of employees working from elevated positions; and

- The procedure addressing the inspection, testing and maintenance of all fall protection equipment.

7. Hazards and Potential Hazardous Situations

The Contractor and the Procurement Manager / SHEQ Manager / Technical Manager shall immediately notify one another of any hazardous or potentially hazardous situations which may arise during performance of the Contract by the Contractor or any subcontractor and, in particular, of such hazards as may be caused by the design, execution and/or location and any other aspect pertaining to the contract work.

8. Health and Safety File

- 8.1 The Contractor shall ensure that a health and safety file is opened and kept on site and shall include all documentation required as per the Act and applicable regulations, and made available to an inspector, the Procurement Manager / SHEQ Manager / Technical Manager, or subcontractor upon request.
- 8.2 The Contractor shall ensure that a copy of the both his Health and Safety Plan as well as any subcontractor's Health and Safety Plan is available on request to an employee, inspector, contractor or the Procurement Manager / SHEQ Manager / Technical Manager.
- 8.3 The Contractor shall hand over a consolidated health and safety file to the Procurement Manager / SHEQ Manager / Technical Manager upon completion of the **Works** and shall in addition to documentation mentioned in the Act and applicable Regulations include a record of all drawings, designs, materials used and other similar information concerning the completed structure.

Item	Deliverable
a	HSE philosophy
b	Emission, effluents and waste materials register
c	Environmental impact assessment support as required
d	Preliminary Material Safety Data Sheets (especially for hazardous substances).
e	Qualitative risk analysis
f	Hazard identification study

HSE philosophy

Inherent safety and protection of the environment is a prerequisite from the beginning of the design process. The HSE philosophy must be included in the design premise document, and should include considerations on waste reduction, minimisation of fugitive emissions, ground water pollution prevention, minimisation of manning levels for hazardous processes, hazardous materials handling, early detection systems and specific measures to reduce risks to ALARP levels.

Hazard identification study

A systematic evaluation of all hazards shall be performed in the hazard study. The hazard study is the basis for the area classification drawings and may alter the location of for example buildings, process units on the plot plan or may lead to additional preventive measures (firewalls, other material types etc) being required.