



public works & infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTHAFRICA

BID DOCUMENT

PROJECT DESCRIPTION: LEJWELEPUTSWA **DISTRICT:** 36 Months Preventative Maintenance of Air Conditioners in State buildings

BID NO: BL25/006

Closing Date: 25 March 2025
Closing Time: 11H00

Bid Briefing Meeting Date: N/A

Bid Briefing Meeting time: N/A

Tenderers CSD No:

Name of the Tenderer:

Bid Box Address
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE
18 PRESIDENT BRAND STREET
BLOEMFONTEIN
FREE STATE
9300

SCM SPECIFIC ENQUIRIES:
Enquires: **MAKHOSAZANA KHUMALO**
Tel No: **051 408 7471** during office hours
Cell No: **N/A**
Email Address:
Makhosazana.Khumalo@dpw.gov.za

TECHNICAL / PROJECT SPECIFIC ENQUIRIES
Enquires: **MASHAILE MOKHATLA**
Tel No: **051 408 7361** during office hours
Cell No: **063 699 4046**
Email Address: Mashaile.Mokhatla@dpw.gov.za

Table of Bid Documents

Page

SUMMARY OF BID INFORMATION	3
PA-04 (EC): NOTICE AND INVITATION TO TENDER	4
1. REQUIRED CIDB GRADING	4
2. FUNCTIONALITY CRITERIA APPLICABLE	4
3. EVALUATION METHOD FOR RESPONSIVE BIDS	5
4. RESPONSIVENESS CRITERIA	5
5. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS	7
6. BID EVALUATION METHOD	7
7. ELIGIBILITY IN RESPECT OF RISK TO THE EMPLOYER:	7
8. CONTRACT PARTICIPATION GOAL TARGETS AND CIDB B.U.I.L.D. PROGRAMME	9
9. COLLECTION OF TENDER DOCUMENTS	10
10. SITE INSPECTION MEETING	10
11. ENQUIRIES	10
12. DEPOSIT / RETURN OF TENDER DOCUMENTS	11
EVALUATION ON FUNCTIONALITY	12
DPW-07: FORM OF OFFER AND ACCEPTANCE	13
TERMS OF REFERENCE/ SPECIFICATIONS	17
PRICING SCHEDULE/ BILL OF QUANTITIES	49
DRPW – 03 (EC) TENDER DATA	54
PA-11: BIDDER'S DISCLOSURE	56
PA-15.1: RESOLUTION OF BOARD OF DIRECTORS	59
PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES	61
PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES	63
DPW-16. TENDER BRIEFING MEETING CERTIFICATE	66
DPW-21: RECORD OF ADDENDA TO TENDER DOCUMENTS	67
PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT	68
DPW-09 PARTICULARS OF TENDERER'S PROJECTS	70
PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022	72
SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL	77
SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE – GENERAL	79
B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES	81
(ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE)	81
FACILITIES MANAGEMENT CONDITIONS OF CONTRACT (DPW)	83

SUMMARY OF BID INFORMATION

Bid Number	BL25/006	
Bid/ Project Description	LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings	
Bid Closing date & Time	Tuesday, 25 March 2025	Closing Time: 11H00
Bid Briefing Date & Time (If applicable)	<i>Date of Bid Briefing (if any)</i> N/A	<i>Time of Bid Briefing (if any)</i> N/A
Venue	N/A	
SCM SPECIFIC ENQUIRIES:	MAKHOSAZANA KHUMALO	Makhosazana.Khumalo@dpw.gov.za
	051 408 7471	N/A
TECHNICAL / PROJECT SPECIFIC ENQUIRIES	MASHAILE MOKHATLA	Mashaile.Mokhatla@dpw.gov.za
	051 408 7361	063 699 4046
Bid Validity Period	84 calendar days	
Bid Document Price	R 200.00	
Procurement Plan Reference Number	BLM-68	



PA-04 (EC): NOTICE AND INVITATION TO TENDER

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

Project title:	LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings		
Bid no:	BL25/006	Procurement Plan Reference no:	BLM-68
Advertising date:	Friday, 28 February 2025	Closing date:	Tuesday, 25 March 2025
Closing time:	11H00	Validity period:	84 calendar days

1. REQUIRED CIDB GRADING

It is estimated that tenderers should have a CIDB contractor grading designation of **2 ME** or **2 ME*** or higher.

** Delete "or select tender value range select class of construction works" where only one class of construction works is applicable*

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of **select tender value range select class of construction works PE** or **select tender value range select class of construction works PE*** or higher.

** Delete "or select tender value range select class of construction works PE" where only one class of construction works is applicable*

2. FUNCTIONALITY CRITERIA APPLICABLE

2.1 The Bid will not be evaluated on Functionality

Functionality criteria ¹ :		Weighting factor:
1.	N/A	N/A
2.		
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL		N/A

(Weights for functionality must add up to 100. Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

Minimum functionality score to qualify for further evaluation:	N/A
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(Total minimum qualifying score for functionality is 50 Percent, any deviation below or above the 50 Percent, provide motivation below)

¹The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

3. EVALUATION METHOD FOR RESPONSIVE BIDS

3.1. The following Evaluation Method for responsive bids will be applicable:

☐ Method 1 (Financial offer)	☒ Method 2 (Financial and Preference offer)
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3.2. The 80/20 Preference points scoring system will be applicable for this bid

4. RESPONSIVENESS CRITERIA

4.1 Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

1.	☒	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2.	☒	Tender offer must be properly received on the tender closing date and time specified on the invitation, completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3.	☒	Use of correction fluid is prohibited. Corrections to be crossed out and initialled.
4.	☒	Submission of a signed bid offer as per the DPW-07 (EC).
5.	☒	Submission of DPW-09 (EC): Particulars of Tenderer's Projects. RM
6.	☒	Bidders must comply with DPW-21 (EC): Record of Addenda to tender documents, if any.
7.	☒	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
8.	☐	There will be a compulsory bid briefing meeting and all potential bidders must attend.
9.	☐	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
10.	☒	Submission of registration letter as an electrical contractor for bidder issued by the Department of Labour (DOL), permitting to issue a Certificate of compliance (CCC's) RM
11.	☐	Bidders will be evaluated as per special conditions of bid (SCB-1)
12.	☒	Submission of Accreditation of refrigeration/ air conditioning Artisan Certificates to perform maintenance and repair of air conditioners/ refrigeration systems approved by SARACCA/ SAQCC according to the specification laid in SANS (certified copies).
13.	☒	Submission of Electrical Artisan and Mechanical Artisan trade test certificates with Electrical Installation card, or Millwright trade test certificates with Electrical Installation card (certified copies).
14.	☒	Tenderer must submit copy of Electrical Artisan Installation Regulation registration 6(4) of Electrical Installation regulation 2009 issued by Department of Labour.

3.3. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1.	☒	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's.
2.	☒	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3.	☒	Submission of (PA-11): Bidder's disclosure
4.	☐	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).
5.	☒	All parts of tender documents submitted must be fully completed in ink and signed where required.
6.	☒	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
7.	☒	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
8.	☒	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement
9.	☐	Bidders will be evaluated as per special conditions of bid (SCB-1)
10.	☐	Submission of DPW-09 (EC): Particular of Tenderer's Projects: Bidders may use 'own form' - the details of all the tenderers current and previous projects must however be similar to the DPW-09 (EC) forms details. Bidders are required to sign and date the DPW09 / 'own form' and cross-reference the documents if 'own form' is used.
11.	☐	Submission of DPW-21 (EC): Record of addenda to tender documents: Bidder maybe requested to confirm receipt and or compliance with the "Record of Addenda" if the record of Addenda" was not submitted with the bid at the closing date.
12.	☒	Submission of documentation relating to risk assessment criteria as contained in PA04 bullet number 7 (Eligibility in respect of risk to the employer).
13.	☒	Submission of a valid, original or certified copy of BBBEE Certificate/ Sworn affidavit or DTI Certificate together with the bidding documents at closure.
14.	☒	Submission of Registration on National Treasury's Central Supplier Database (CSD). Insert the Supplier Registration Number on the form of offer, including proposed sub-contractors if any.

3.4. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.

1	☒	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	☒	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

5. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

5.1. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory) .	10	SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory). LEJWELEPUTSWA DISTRICT	2	- Official Municipal Rates Statement which is in the name of the bidder. - Or - Any Account or statement which is in the name of the Bidder. - Or - Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. - Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory) .	4	SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory) .	2	- SANAS Accredited BBBEE Certificate or sworn affidavit where applicable. - and - Medical Certificate indicating that the disability is permanent - or - South African Social Security Agency (SASSA) registration indicating that the disability is permanent - Or - National Council for Persons with Physical Disability in South Africa registration (NCPDSA)
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory) .	2	ID Copy and SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.

6. BID EVALUATION METHOD

This bid will be evaluated according to the preferential procurement model in the PPPFA and the 80/20 preference point scoring system will be applicable

7. ELIGIBILITY IN RESPECT OF RISK TO THE EMPLOYER:

Standard risk management assessment criteria in respect of tenders received for routine projects in the engineering and construction works environments:

Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight / importance and will be evaluated individually based on reports presented to the Bid Evaluation Committee by the Professional Team appointed on the project. A tender offer will be declared non-responsive and removed from any further evaluation if any one criterion is found to present an unacceptable risk to the Employer.



In order for the evaluation reports to be prepared by the Professional Team, the Tenderer is obliged to provide comprehensive information on form DPW-09 (EC).

Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. The Employer reserves the right to request additional information over and above that which is provided by the Tenderer on said form. The information must be provided by the Tenderer within the stipulated time as determined by the Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

7.1 Technical risks:

Criterion 1: Experience on comparable projects during the past 5 years.

The tendering Service Provider's experience on comparable projects during the past 5 years. The number of current and previous comparable projects performed by the Tenderer as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer will be *mutatis mutandis* declared non-responsive. Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.

Criterion 2: Contractual commitment and quality of performance on comparable projects during the past 5 years.

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer during the past 5 years as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer be *mutatis mutandis* declared non-responsive.

Aspects to be considered include, but are not limited to the following:

1. The level of progress on current projects in relation to the project programme or, if such is not available/applicable, to the contractual construction period in general;
2. The degree to which previous projects have been completed within the contractual completion periods and/or extensions thereto, and the extend of penalties imposed;
3. Project performance: time management & programming of works, timeous ordering of materials and appointment of subcontractors;
4. Financial management: payment to suppliers and cash flow problems;
5. Quality of workmanship: extent of reworks and timeous attention to remedial works;
6. Personnel resources: suitably qualified and experienced, turnover in site staff and labour force, specifically site manager and foreman;
7. Personnel management: extent of labour disputes and ability to resolving labour disputes amicably;
8. Sub-contractors: extent of turnover in subcontractors, general liaison and payment problems experienced;
9. Contract administration: contractual aspects such as complying to laws and regulations, insurances, security, submission of required documentation timeously, reaction to written contract instructions, appointments of subcontractors, etc. as can generally be expected in standard/normal conditions of contract.
10. Health & Safety: adherence to regulations and compliance, and number of transgressions & serious incidents.
11. Plant & equipment: sufficient resources on site and in time.
12. Delays: extent of causing delays, submission of claims timeously, and abuse of or exaggerated delay claims.
13. Final account: extent to which the contractor assisted in finalising the final account.

Criterion 3: Suitably qualified and appropriately experienced human resources

Allocation of suitably qualified and appropriately experienced human resources, both in respect of principals and/or other staff (contract manager, site agent, site foreman including other professional, technical and/or administrative) of the tendering Service Provider to the project, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein. The Company Organogram with CV's and certified ID's of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications and -competence in relation to the scope of work and work to be undertaken.

Criterion 4: Attendance of compulsory bid clarification meeting, if applicable

If applicable, submission of confirmation of DPW-16.1 (PSB) attendance of compulsory bid clarification meeting or proof of attending the compulsory virtual meeting by a suitably qualified and experienced representative of the tenderer in terms of PA-04 (EC): Notice and Invitation to Tender.

7.2 Commercial risks:

The financial viability assessment evaluates the risk over the life of the construction period, as to whether the tenderer will be able to deliver the goods and services which are specified in the contract and / or be able to fulfil guarantees or warranties provided for in the contract in order to complete the project successfully for the amount tendered.

Aspects to be considered include but are not limited to, the respective rates tendered, bank rating, financial capability and capacity whether the tenderer has or has access to sufficient financial resources to deliver the goods or services described in the tender documentation (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or the delivery of the goods or services, financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.

8. CONTRACT PARTICIPATION GOAL TARGETS AND CIDB B.U.I.L.D. PROGRAMME

The contractor shall achieve in the performance of the contract the following Contract Participation Goals (CPGs) as described in PG-01.2 (EC): Scope of Work and PG-02.2 (EC): Pricing Assumptions and in accordance with the feasibility study, which forms part of the specifications in the CPG Section of the Specification of this contract.

(a)	Minimum Targeted Local Manufacturers of Material Contract Participation Goal, in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(b)	Minimum Targeted Local Building Material Suppliers Contract Participation Goal in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(c)	Minimum Targeted Local Labour Skills Development Contract Participation Goal in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable

(d)	CIDB BUILD Programme: Minimum Targeted Enterprise Development Contract Participation Goal in accordance with the cidb Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts, No 36190 Government Gazette, 25 February 2013, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(e)	cidb BUILD Programme: Minimum Targeted Contract Skills Development Goal in accordance with the cidb Standard for Developing Skills through Infrastructure Contracts as published in the Government Gazette Notice No. 43495 of 3 July 2020, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(f)	DPWI National Youth Service training and development programme (NYS) – Condition of Contract.	Not applicable
(g)	Labour Intensive Works – Condition of Contract.	Not applicable

9. COLLECTION OF TENDER DOCUMENTS

☒ Bid documents are available for free download on e-Tender portal www.etenders.gov.za

☒ Alternatively; Bid documents may be collected during working hours at the following address NDPWI, ~~Eben Dongoe Building, Onr Robert and Hancock street, Capetown, 8056~~ 18 President Brand Street, Bloemfontein, 9300 RM
A non-refundable bid deposit of **R 200.00** is payable (cash only) on collection of the bid documents.

10. SITE INSPECTION MEETING

Details of Bid Briefing meeting (if any)

There will be no bid briefing meeting.

Venue:	N/A		
Virtual meeting link:	("N/A")		
Date:	<i>Date of Bid Briefing (if any)</i> N/A	Starting time:	<i>Time of Bid Briefing (if any)</i> N/A

11. ENQUIRIES

11.1 Technical enquiries may be addressed to:

DPWI Project Manager	MASHAILE MOKHATLA	Telephone no:	051 408 7361
Cellular phone no	063 699 4046	Fax no:	N/A
E-mail	Mashaile.Mokhatla@dpw.gov.za		

11.2 SCM enquiries may be addressed to:

SCM Official	MAKHOSAZANA KHUMALO	Telephone no:	Indicate
Cellular phone no	0514087438	Fax no:	N/A
E-mail	Makhosazana.Khumalo@dpw.gov.za		



12. DEPOSIT / RETURN OF TENDER DOCUMENTS

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

All tenders must be completed in non-erasable ink and submitted on the official forms – (forms not to be re-typed).

Closing Date: Tuesday, 25 March 2025

Closing Time: 11H00

Tender documents may be posted to: The Director-General Department of Public Works and Infrastructure Private Bag X 20605 BLOEMFONTEIN 9300 Documents must be deposited in The Bid Box before the closing date of the bid	OR	Deposited in the tender box at: The Bid Box Department of Public Works & Infrastructure 18 PRESIDENT BRAND STREET BLOEMFONTEIN
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EVALUATION ON FUNCTIONALITY

Paste Functionality here or Indicate "N/A"

DPW-07: FORM OF OFFER AND ACCEPTANCE

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

Bid no: BL25/006

Bid/ Project Description: LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and responsibilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX (All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies) IS:

Rand (in words):	
Rand in figures:	R

The award of the tender may be subjected to price negotiation with the preferred tender(s). The negotiated and agreed price will be considered for acceptance as **a firm and final offer**.

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

Company or Close Corporation: And: Whose Registration Number is: And: Whose Income Tax Reference Number is: CSD supplier number:	OR	Natural Person or Partnership: Whose Identity Number(s) is/are: Whose Income Tax Reference Number is/are: CSD supplier number:
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AND WHO IS (if applicable):

Trading under the name and style of:
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AND WHO IS:

Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: In his/her capacity as: 	Note: A Resolution / Power of Attorney, signed by all the Directors / Member / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.
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Bid No: BL25/006

Bid/ Project Description: LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings

SIGNED FOR THE TENDERER:

Name of representative	Signature	Date

WITNESSED BY:

Name of witness	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)

The official documents ☐

The official alternative ☐

Own alternative (only if documentation makes provision therefore) ☐

SECURITY OFFERED: (Not required for this quotation/ bid)

The Service Provider will provide one of the following forms of security:

- | | | |
|---|------------------------------|--|
| (1) Cash deposit of 2.5% of the Contract Sum (excl. VAT) | Yes ☐ | No ☒ |
| (2) Variable guarantee of 2.5% of the Contract Sum (excl. VAT) (DPW-10.5: FM) | Yes ☐ | No ☒ |
| (3) Retention of 2.5% of the Contract Sum (excl. VAT) | Yes ☐ | No ☒ |
| (4) 1.25% cash deposit and 1.25% retention of the Contract Sum (excl. VAT) | Yes ☐ | No ☒ |

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

The Tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

Other Contact Details of the Tenderer are:

Telephone No. Cellular Phone No.

Fax No.

Postal address.....

Banker Branch.....

Bank Account No. Branch Code

Registration No of Tenderer at Department of Labour.....

ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Bid No: BL25/006

Bid/ Project Description: LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings

The terms of the contract, are contained in:

- Part 1 Agreements and contract data, (which includes this agreement)
- Part 2 Pricing data
- Part 3 Scope of work.
- Part 4 Site information

and drawings (where applicable) and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if delivered by hand on the day of delivery, or if delivered by courier within two working days after submission by the Employer to the courier services for a door-to door delivery to the tenderer, provided that the Employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of the schedule of deviation to this agreement if applicable), this agreement shall constitute a binding contract between the parties.

For the Employer:

Name of signatory	Signature	Date

Name of Organisation:	Department of Public Works
Address of Organisation:	

WITNESSED BY:

Name of witness	Signature	Date

SCHEDULE OF DEVIATIONS

Bid no: BL25/006

Bid/ Project Description: LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings

1.1.1. Subject:
Detail:
1.1.2. Subject:
Detail:
1.1.3. Subject:
Detail:
1.1.4. Subject:
Detail:
1.1.5. Subject:
Detail:
1.1.6. Subject:
Detail:

By the duly authorised representatives signing this agreement, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

TERMS OF REFERENCE/ SPECIFICATIONS

Bid no: BL25/006

Bid/ Project Description: LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings

SPECIAL CONDITIONS OF CONTRACT (SCC)

1. SCOPE OF CONTRACT

- 1.1 This contract caters for the maintenance, services and repairs of all mechanical and electrical equipment for the **air conditioning installations at Lejweleputswa District** run by National Department of Public Works & Infrastructure (NDPWI), Bloemfontein Regional Office, for a period of thirty-six (36) months.
- 1.2 List of facilities applicable to this contract will be found in the tender document.
- 1.3 The principle of this contract shall be that, on average, all the equipment will be serviced and maintained on a regular basis as specified in the **MECHANICAL MAINTENANCE SPECIFICATIONS (MMS)** which forms part of the tender document. The contractor will provide qualified personnel for the maintenance, service and repairs of both mechanical and electrical equipment.
- 1.4 There are no P&Gs in this term contract.
- 1.5 The contractor must make sure that before he/she performs any work he/she has received complaint form (Work Request Form/ ID Number) from the National Department of Public Works & Infrastructure (NDPWI), Regional Office Bloemfontein. An exception is made as stated in item 7.1 (b) page 4.
- 1.6 The contractor shall liaise with the designated official of the National Department of Public Works & Infrastructure (NDPWI); regarding his intended visit of the facilities to perform the maintenance tasks as specified in the **MECHANICAL MAINTENANCE SPECIFICATIONS (MMS)**.
- 1.7 The contractor must register on the Client Department register whenever he/she worked on the system. This register will serve as a proof of attendance to the site whenever required. Therefore, the contractor must submit proof of attendance register signed by both the contractor and the Client Department; be attached to the invoice.
- 1.8 As this is day to day maintenance, unplanned and unpredictable, the final offer of the acceptable contractor is therefore an estimate and will vary meaning that the collective/total pay-outs at the end of the three years, it may exceed or be less than the offered amount on the term contracted.
- 1.9 National Department of Public Works & Infrastructure (NDPWI), Regional Office Bloemfontein, cannot be held accountable should the collective/total pay-outs at the end of the term contract be less than the form of offer of acceptance.
- 1.10 **All the quantities in this tender document are provisional and inserted to obtain competitive tenders. The National Department of Public Works & Infrastructure (NDPWI), Regional Office Bloemfontein, reserves the right to increase or decrease quantities and exclude equipment during the progress of the contract and such increase or decrease shall not alter the rates for any item.**
- 1.11 The contractor will be expected to attend to the equipment that are not mentioned or included in item 1.12 below, if requested so by the designated official of the National Department of Public Works & Infrastructure (NDPWI). **Rates shall be similar and comparable to those tendered in the bill of quantities.**

1.12. Particulars of the Equipment to be serviced/maintained:

No	Main Equipment
1.	Chilled water central air conditioning plants with air cooled condenser unit.
2.	Chilled water central air conditioning plants with water cooled condenser unit and cooling tower or water pipeline system.
3.	Packaged air conditioning systems with air cooled condenser unit.
4.	Packaged air conditioning systems with humidification system and air-cooled condenser unit.
5.	Single split air conditioning units such as window, wall mounted, cassette, under ceiling and floor mounted.

2. THE TENDER

- 2.1. The tenderer shall, before submitting his/her tender, check the numbers of the pages and should any be missing or duplicated, or the reproduction be indistinct, or if any doubt exists as to the full intent of meaning of any description, or this tender contains any obvious errors, the tenderer shall obtain a directive in writing from the National Department of Public Works (NDPW) Regional Office Bloemfontein.
- 2.2. The text of this tender and other document as prepared by the National Department of Public Works (NDPW) Regional Office Bloemfontein will be adhered to and no alteration, erasure, omission or addition thereto by the tenderer will be recognised. No alternative offer will be accepted.

3. DOCUMENTS

- 3.1. Should there be any contradiction between these, the Special Conditions of Contract and the General Conditions of Contract (PA 10 (FM)), then the **Special Conditions of Contract** shall normally take precedence. However, the contradiction must be brought to the attention of the designated official of National Department of Public Works Regional Office Bloemfontein for clarification and a final ruling.
- 3.2. The following documents are deemed to form part of this tender and the contractor must ensure compliance:
 - a. The Code of Practice for the application of the National Building Regulations (SANS 10400)
 - b. Occupational Health and Safety Act, 1993 (Act 85 of 1993).
 - c. Machinery and Occupational Safety Act No. 6 of 1983.
 - d. Municipal By-laws and any special requirements of the local Authority.
 - e. General Conditions of Contract Facilities Management (PA 10 (FM) GCC 2010).
 - f. Special Conditions of Contract.
 - g. State Tender Board General Conditions and Procedures (ST 36).
 - h. Health and Safety Specifications.

N.B: The tenderer must study these documents and acquaint him/herself with the contents thereof as no claims in this regard will be entertained.

*The above-mentioned documents are available from the office of the **Regional Manager, 18 President Brand Street, BLOEMFONTEIN, 9300.***

4. CONTRACT PERIOD

- 4.1. This contract will be valid for a period of thirty-six (36) months, commencing from the date of the letter of acceptance of the tender.

5. SERVICES APPLICABLE TO THIS TENDER

- 5.1. This tender involves maintenance of **AIR CONDITIONING SYSTEMS** which needs to be serviced and maintained, which falls under the control of the National Department of Public Works Regional Office Bloemfontein.
- 5.2. Upgrading of equipment and/or additions of any nature whatsoever are excluded in this tender.
- 5.3. The National Department of Public Works reserves the right to enter into new contracts for major Repairs and Renovations and New Works in any complex or building covered in the area of this contract, which will then exclude day to day maintenance for the duration of this new contract.
- 5.4. Work undertaken under this contract, shall comply with the requirements described in the **AIR CONDITIONING SYSTEMS SCOPE OF WORKS**.

6. MANAGEMENT

- 6.1. The contractor undertakes to:
 - a. Arrange with the relevant Client Department regarding access to the premises to execute the required work.
 - b. Take adequate precautions to prevent damage to structures, buildings, fittings and furnishing inside the premises and elsewhere on site.
 - c. **ACCEPT THE LIABILITY TO ANY INCIDENTS THAT MAY OCCUR ON THE EQUIPMENT BEEN ATTENDED TO. SHE/HE WILL BE LIABLE FOR ALL THE COSTS. THE CONTRACTOR MUST REFER TO CLAUSE 11 OF PA-10 (FM).**
 - d. Accept liability and to indemnify the National Department of Public Works against any claims whatsoever arising from his conduct and/or the conduct of his employees.
 - e. Safeguard all his employees in accordance with the regulations of the Unemployment Insurance Act 1966, (Act No. 30 of 1966) and any amendments thereof.
 - f. Comply with all By-laws and requirements of the local authority.
 - g. Provide appropriately qualified technicians and personnel to carry out any mechanical and electrical works, also on weekends and public holidays.

7. EXECUTION OF BREAKDOWN AND CORRECTIVE MAINTENANCE

- 7.1. Generally, upon the instruction or request to render any work, the client must determine the urgency of the service, and report this to the designated official of the National Department of Public Works Regional Office Bloemfontein. For this purpose, the call outs will be classed as follows:
 - a. **An Emergency:** such as breakdown of a crucial piece of electrical or mechanical equipment or a total failure. Such an emergency must be attended to with minimum delay, and in any event, within 24 hours of receipt of the call.
 - b. Emergency services after hours may be executed without receipt of an official Complaint number solely on the telephonic request from a designated official of National Department of Public Works Regional Office Bloemfontein. The contractor must also ensure that he obtains the official complaint number from the National Department of Public Works Regional Office Bloemfontein on the following working day. No payment will be made without a complaint number. **The contractor must not take any instructions from the Client Department whenever there are any emergency services required.**
 - c. **All other services/repairs:** Shall be attended to within one week of the call. The work must be completed within the time stipulated by the designated official of the National Department of Public Works Regional Office Bloemfontein.

7.2. If the contractor fails to respond within the time limits as stated in 7.1(a) (b) and (c) hereof, the National Department of Public Works Regional Office Bloemfontein shall have the right to appoint any other contractor to do the work without further notification to the contractor. **The additional costs, if any, of such work, executed by another contractor, will be for the account of the contractor.**

8. ASCERTAINING THE EXTENT OR SCOPE OF A REPAIR/EMERGENCY TASK

8.1. It is the duty of the contractor, when called out for a repair or emergency task, to telephonically find out and ascertain as far as possible the precise situation on site and whether the problem is mechanical or electrical to be properly prepared for addressing the problem when arriving on site.

9. CONTRACTOR'S ABILITY

9.1. The work is to be carried out by competent technicians/artisans, all in accordance with the Basic Conditions of Employment Act (Act No. 3 of 1983) with Regulations and Occupational Health and Safety (Act 85/1993).

9.2. Tenderers are to note, that the equipment to be serviced/ maintained/ repaired under this contract are of the most strategic importance to the National Department of Public Works & Infrastructure and full proof of the tenderer's ability to satisfactorily perform that specified services will be required. To this end, tenderer's premises will be inspected for tools, equipment and general good management before tenders are awarded.

9.3. Of particular importance also, is the location of the contractor's premises related to the facilities to be serviced/maintained/repared, because travelling time may become an issue under certain circumstances. Therefore, the contractor's premises must be local and near the facilities to be serviced/maintained/repared to avoid any delays.

9.4. **THE TENDERERS MUST SUBMIT COMPANY PROFILE, CERTIFICATES OF QUALIFICATIONS, APPRENTICESHIP AS WELL AS EXPERIENCE FOR EACH TECHNICIAN/ARTISAN EMPLOYED FOR EVALUATION PURPOSES BY THIS DEPARTMENT. BEFORE COMMENCEMENT WORK.**

9.5. **Tenderers will also have to satisfy the National Department of Public Works that:**

- (a) Their ability to obtain parts without delay for the equipment that may be required.
- (b) Their mechanics/technicians are properly qualified to carry out the specified servicing/maintenance/repairs to the equipment contemplated under this contract.
- (c) Their technicians doing the electrical services are fully qualified electricians and have knowledge of H.V. and L.V. switching in order to test the equipment on load.
- (d) Their technicians have knowledge of electronics and the operation sequence of automatic panels as well as the protection interlocks on the alternators. **Drawings of the circuits are not available.**
- (e) Their technicians are fully conversant with the working of various air conditioning systems, mechanical and electrical equipment as well as protection devices and able to carry out minor and major repairs on site.
- (f) Only Technicians with approved by SARACCA/ SAQCC Certificate may perform maintenance and repairs on air conditioning systems.
- (g) They will use competent trained staff directly employed and supervised by themselves and shall take all the necessary steps to maintain the installations and keep it in perfect working condition for the full period of this Service Maintenance and Repair contract.

- (h) **All electrical work shall be carried out by, or under the supervision of a Three Phase Licensed Electrician only**, and all work done shall comply with the Standard Wiring Regulations, SANS 0142, as well as the National Department of Public Works' Standard Specification for Electrical Equipment and The Occupational Health and Safety Act (Act No 85 of 1993). **It should be noted that the tendered amount in (item 1.3) of the bill of quantities will be paid whenever an approval is granted by the responsible official of the Department, to issue a (certificate of compliance: electrical) COC whereby the electrical installation has been altered or modified.**

10. MATERIAL OF EQUAL QUALITY

- 10.1. Replacement parts, spares and materials used must be of equal specification to the component that is being replaced and must where possible carry the SABS OR SANS mark of approval. If such equivalent component is not available, then the alternative component must be approved by the designated official of the National Department of Public Works Regional Office Bloemfontein, prior to installation.
- 10.2. The serial numbers of original and new components shall be entered on job cards and invoices presented for payment. The guarantee cards and O&M manuals for new items must also be attached to job cards.
- 10.3. Defective parts must be handed to the responsible Client Department on site. During the handover of defective parts both the contractor and the Client Department must sign the handover agreement.

11. PRICES

- 11.1. All prices quoted by the tenderer for items in this document must include for additional costs, if any, that may occur as a result of these "Special Conditions" as well as for the supply of all tools, spares, miscellaneous such as ladders, scaffolding etc. and all expendable/consumables material such as oil, grease and cleaning material etc., necessary for the proper execution of maintenance, servicing and repair work, and everything necessary for the proper performance of the work as well as for operation of the plant.
- 11.2. All minor and incidental repairs such as replacement of nuts, bolts, washers, self-tapping screws, pop rivets, fixing of loose electrical wires, cleaning off dirt and cobwebs from equipment, etc. shall form part of service. The contractor shall allow for such repairs, (material, labour overheads, administration cost, profit etc.), in his price for servicing and for his operation.

12. TARIFFS (UNIT RATES)

- 12.1. Each item in the bill of quantities as listed must be priced. **"NO COST", "R0.00", "FREE", "N/A" OR UNFAIR OR UNREASONABLE TARIFFS (UNIT RATES)** shall not be accepted, and this may lead to disqualification of the tender.
- 12.2. The National Department of Public Works reserves the right to adjust rates in agreement with the contractor, before awarding the contract.

13. SCHEDULED MAINTENANCE SERVICES RATES

- 13.1. The **UNIT PRICE** tendered for in the bill of quantities (item 2) shall **INCLUDE** the below mentioned in 13.2, 13.3
- 13.2. **Labour rates** shall be deemed to include statutory minimum labour rates for artisans and assistants, as well as overheads such as contribution to bonus, holiday, pension and medical funds, etc.

13.3. **Transport rates** shall include fuel, as well as overheads. The following shall be considered when determining rates:

- a. The Rate per kilometre shall be the rate approved in the bill of quantities in contract document.
- b. The Distance travelled shall be determined as follows:
 - i) The distance shall be from the Main Post Office of the listed town for the District Municipality in which the service is applicable, to where the service is provided.
 - ii) The following towns are listed for the various District Municipalities for purposes of calculating the distance travelled:

DISTRICT MUNICIPALITY	DISTANCE CALCULATED FROM
LEJWELEPUTSWA	WELKOM

13.4. The distance travelled will be limited to a maximum of two proven trips for each complaint registered. Additional trips may only be undertaken upon written approval from the designated official of National Department of Public Works Regional Office Bloemfontein.

14. **NON - SCHEDULED REPAIRS RATES**

- 14.1. Before commencement of any non-schedule repairs, the contractor must submit the quotation to the designated official of the National Department of Public Works.
- 14.2. Should the material prices of the Contractor's supplier be abnormally high, the National Department of Public Works Regional Office Bloemfontein reserves the right to obtain a written quotation for similar items and the rates of lowest quotation shall then become applicable in this contract.
- 14.3. Exceptions will be made with emergency services that occur after-hours; the contractor shall render the service without providing the quotation and will be paid based on the rates as indicated in the bill of quantities item 3.
- 14.4. The contractor must note that by referring to **normal hours** the National Department of Public Works & Infrastructure is expecting the contractor to work from **07H30 to 16H00 during weekdays**.
- 14.5. The contractor must note that by referring to **after-hours** the National Department of Public Works is expecting the contractor to work from **16H00 during weekdays, weekends as well as Public holidays**.
- 14.6. **Labour rates** shall be deemed to include statutory minimum labour rates for artisans and assistants, as well as overheads such as contribution to bonus, holiday, pension and medical funds, etc.
- 14.7. **Transport rates** shall include fuel, as well as overheads. The following shall be considered when determining rates:

- a. The Rate per kilometre shall be the rate approved in the contract document.
- b. The Distance travelled shall be determined as follows:
 - i. The distance shall be from the Post Office of the listed town for the District Municipality in which the service is applicable, to where the service is provided.
 - ii. The following towns are listed for the various District Municipalities for purposes of calculating the distance travelled:

DISTRICT MUNICIPALITY	DISTANCE CALCULATED FROM
LEJWELEPUTSWA	WELKOM

- 14.8. The distance travelled will be limited to a maximum of two proven trips for each complaint registered. Additional trips may only be undertaken upon written approval from the official of National Department of Public Works Regional Office Bloemfontein.
- 14.9. The percentage material mark-up shall be as priced in the Bills of Quantities (**item 5.2**)
- 14.10. It should be noted that the tendered amount in (**item 5.1**) of bill of quantities **will not be paid as once off**. It will be paid whenever the contractor claim for any work done and material replaced and proof of perchance must be attached on the invoice.

15. FIXED RATES CONTRACT AND SUB-CONTRACTING

- 15.1. This term contract is a fixed rate contract, and no adjustments shall be made for any increases or decreases of rates for the duration of thirty-six (36) months period.
- 15.2. Should the contractor wish to make use of sub-contractors, he shall apply to the designated official of National Department of Public Works & Infrastructure Regional Office Bloemfontein for a written approval before making use of their services.
- 15.3. The National Department of Public Works Regional Office Bloemfontein shall not accept the invoice from the sub-contractor.

16. JOB CARDS

- 16.1. The contractor must obtain National Department of Public Works Job Card from the designated official of the National Department of Public Works Regional Office Bloemfontein at the commencement of this contract.
- 16.2. The Job Card must be completed legibly in ink after completion of each service. The contractor must submit completed job card with valid order number and complaint number written on it, together with the invoice, whenever work is done. **It should be noted that no work will be paid without a completed job card and tax invoice.**
- 16.3. The unit rates for items on the Job Card must be cross referenced to the applicable rates for similar items in the tender document by means of the page and item numbers e.g. (bill of quantities page 1, item 1.1).

17. OFFICIAL ORDER FORM

- 17.1. An official order number for this contract will be issued to the contractor at the commencement of this contract.

18. PAYMENT

- 18.1. Invoices for services rendered, must be accompanied by the following:
 - a. Completed Job Card.
 - b. Proof of attendance register (signed by the relevant official of Client Department and the contractor).
 - c. Schedule report whenever scheduled maintenance services are applicable.
 - d. Material invoices of suppliers for non - scheduled repairs.

Note: It should be noted that no work will be paid if the above-mentioned documents stated in clause 18.1a to 18.1d are not attached to the invoice.

19. RUBBLE AND WASTE

- 19.1. All rubble and waste arising from the work must be removed. The site and buildings must be left clean and tidy.

20. ACCESS CARDS TO SECURITY AREAS

- 20.1. Should the work fall within a security area, the contractor may obtain access for his employees who work within such an area from S.A. National Defence Force, S.A. Police Services, Department of Correctional Services and any other Department.
- 20.2. The contractor must comply with any regulations or instructions issued from time to time, concerning the safety of persons and property, by the S.A. National Defence Force, S.A. Police Services, Department of Correctional Services and any other Department.

21. SECURITY CHECK ON PERSONNEL

- 21.1. The Department or the Chief of the S.A. National Defence Force, or the Commissioner of the SA Police Services, or any other Department, may require the contractor to have his personnel or a certain number of them, security classified.
- 21.2. In the event of either the Department, the Chief of S.A. National Defence Force or the Commissioner of the S.A. Police Services, or any other Department requesting the removal of a person or persons from the site for security reasons, the contractor shall do so forthwith and the contractor shall thereafter ensure that such person or persons are denied access to the site and/or to any documents or information relating to the work.

22. CONTRACTOR AND CLIENT DEPARTMENT SHALL NOT NEGOTIATE, DISPUTES

- 22.1. The contractor and the Client Department, on whose behalf the work is being done, are not permitted to enter negotiations about any matter whatsoever relating to the rates and conditions of the contract.

23. GUARANTEE AND MANUALS

- 23.1. The contractor must give **three (03) months written guarantee** on workmanship. The guarantee will commence immediately from the date of certification of work done.
- 23.2. The contractor must give **one (01) year written guarantee** on all new components and also obtain the relevant Operational & Maintenance manuals from the supplier. Should the contractor install any equipment which offers manufacturers guarantee more than the 12 months referred to above, shall be responsible for liaising with the manufacturer/supplier for the repair/replacement thereof (in the event of faulty equipment) at no extra cost to the National Department of Public Works & Infrastructure.

24. WORK PROGRAM FOR SCHEDULED MAINTENANCE SERVICES

- 24.1. The contractor shall within 60 days from commencement date, submit to the designated official of the National Department of Public Works a detailed work program for the execution of Scheduled Maintenance Services as stated in the Mechanical Maintenance Specifications, listing each equipment name/model and capacity, its location and recommended dates of future maintenance services.

25. REPORTS & CHECK LISTS

- 25.1. The check list for the maintenance to the installations is contained in the Mechanical Maintenance Specification (MMS). On each visit to an installation the contractor must attend to all the items listed in the check list.

26. SECURITY CLEARANCE

- 26.1. In compliance with the Department's Internal Security Policy drafted in terms of the Minimum Information Security Standards (MISS) and other security legislation, no service provider shall render any service to the National Department of Public Works without the necessary security clearance.

- 26.2. Bidders will thus be subjected to and must pass a Security Clearance check undertaken by the National Department of Public Works prior to the award of bids.
- 26.3. The National Department of Public Works reserves the right to terminate a quote should the bidder fail to pass the Security Clearance check.

27. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (COIDA)

- 27.1. In compliance with the Compensation for Occupational Injuries and Diseases Act (COIDA), site handover to the successful bidder will only take place once he/she has provided a valid "Proof of Registration" or "letter of Good Standing" issued by the Compensation Commissioner, clearly specifying the nature of business which must be within the relevant category.

28. COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT NUMBER 85 OF 1993

- 28.1. The contractor must ensure compliance with health and safety act no. 85 of 1993.
- 28.2. The contractor must make sure that before he/ she performs any activity related to Health and Safety, he/ she has received complaint form (Work request form/ ID number) from the National Department of Public Works Regional Office Bloemfontein.
- 28.3. It is expected that the **contractor submits the Health and Safety plan** before the commencement of the work, **within 21 working days after the award**. The file will be verified and approved by the National Department of Public Works Health and Safety officer.
- 28.4. The contractor will then submit the invoice for the file once it is approved. The contractor will be paid the tendered amount as stated in (item 6.1) of bill of quantities.
- 28.5. The contractor must submit his/ her invoice together with a completed job card with valid order number, complaint number written on it and approved Health and Safety plan. It should be noted that no work will be paid without the hereof mentioned documents. It should be noted that the tender amount in (item 6.1) of bill of quantity will be a once off payment.

END OF SPECIAL CONDITIONS OF CONTRACT

MECHANICAL MAINTENANCE SPECIFICATION (MMS)

1. SCOPE

This specification covers the general maintenance of air-conditioning installations, which apply to most types and sizes, mounted inside or outside buildings, and which provide both cooling and heating and may control humidification or dehumidification. Both the condensing and air handler units are included. Below is the list of types of air conditioners covered in the scope of works:

- 1.1. Chilled water central air conditioning plants with air cooled condenser unit,
- 1.2. Chilled water central air conditioning plants with water cooled condenser unit and cooling tower or water pipeline system,
- 1.3. Packaged air conditioning systems with air cooled condenser unit,
- 1.4. Packaged air conditioning systems with humidification system and air-cooled condenser unit,
- 1.5. Single split air conditioning units such as window, wall mounted, cassette, under ceiling and floor mounted.

This specification covers maintenance for a period of 36 months. The Contractor shall always adhere to this specification, unless otherwise specified.

2. STANDARD SPECIFICATIONS

2.1 GENERAL STANDARD SPECIFICATIONS, REGULATIONS AND CODES

The latest edition, including all amendments up to date of tender, of the following specifications, publications and codes of practice shall be read in conjunction with this specification and shall be deemed to form part thereof.

Where a specification or standard is not specifically referred to, it will be assumed that the relevant SANS, ISO, BSS, DIN or equivalent American standard, listed in order of preference will apply:

2.2 SABS AND OTHER SPECIFICATIONS AND CODES:

SANS 10400	-	The application of the building regulations
SANS 10142	-	Code of practice for the wiring of premises
SANS 10103	-	The measurement and rating of environmental noise with respect to annoyance and speech communications
SANS 10147	-	Refrigeration
CKS 332	-	Specifications for industrial V-belts
SABS 044	-	Parts I to IV (Welding)
SABS 1238	-	Air-conditioning duct work
SABS 1287	-	Ventilation brattices and ducting
SABS 1424	-	Filters for use in air-conditioning and general ventilation
SABS 1530	-	Part 1, 1991 (Panels with two impervious facing sheets)

SABS/SANS Specifications listed in the Department of Public Works Specifications PW 371

2.3 DEPARTMENT OF PUBLIC WORKS SPECIFICATIONS

Specifications listed in the Department of Public Works Specifications PW 371.

PW 371	-	Specification of materials and methods to be used
PW 379	-	Standard Conditions in Respect of the Supply, Delivery and Installation of electrical, Mechanical Plant and Materials
STS 1	-	Standard Specification for Air Conditioning and Ventilation Installations

STS 5 - The Electrical Installations and Electrical Equipment pertaining to
Mechanical Services

2.4 OCCUPATIONAL HEALTH AND SAFETY ACT

All regulations and statutory requirements as laid down in the latest edition of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) shall be adhered to.

Manufacturers' specifications, codes of practice and installation instructions

All equipment and materials shall be installed, serviced and repaired strictly in accordance with the manufacturers' specifications, instructions and codes of practice.

2.5 MUNICIPAL REGULATIONS, LAWS AND BY-LAWS

All municipal regulations, laws, by-laws and special requirements of the Local Authority shall be adhered to unless otherwise specified.

3. VARIATIONS AND ADDITIONS TO STANDARD SPECIFICATIONS

The following additional general specifications and requirements shall be read in conjunction with this specification and shall be adhered to unless otherwise specified in the specification.

3.1 GENERAL

- a) All materials and equipment supplied and installed shall be new and of high quality and manufactured to the relevant specifications, suitable for providing efficient, reliable and trouble-free service.
- b) All work shall be executed in a first-class workman-like manner by qualified tradesmen.
- c) All equipment, component parts, fittings and materials supplied and/or installed, shall conform in respect of quality, manufacture, test and performance to the requirements of the applicable current SABS specifications and codes
- d) All materials and workmanship which are inferior to that specified for the work will be condemned. All condemned material and workmanship shall be replaced or rectified as directed and approved by the responsible official of the DPW.
- e) The Contractor shall submit a detailed list of the equipment and materials to be used to the responsible official of the DPW for approval before placing orders or commencing installation.
- f) All new equipment, materials and systems shall be installed and positioned in such as not to impede on access routes, entrances and other services. The Contractor shall coordinate these items taking other services and equipment into account.
- g) All control equipment and serviceable items shall be installed and positioned such that they will be accessible and maintainable.
- h) The Contractor shall make sure that all safety regulations and measures are applied and enforced during the repair and construction periods to ensure the safety of the public and User Client.

3.2 TESTING OF REFRIGERATION PIPING AND EQUIPMENT

- a) All new refrigerant pipe installations and equipment under the maintenance contract shall be vacuum pumped until dry, before taken into use. This vacuum and dryness test shall be witnessed by the qualified personnel.
- b) The system shall be vacuum pumped by means of a suitable vacuum pump.
- c) The dryness of the refrigeration system shall be indicated by an approved moisture indicator.
- d) Should moisture be present, the system shall be leak tested and the leak repaired. Should no leak be present, the system shall be flushed with dry nitrogen, vacuum pumped again and rechecked for dryness.
- e) If the completed system complies with all specifications and passes the tests and inspection, it can be approved, and the Contractor may be instructed to recharge the system with the correct refrigerant and refrigerant charge.
- f) Under no circumstances shall refrigerant piping/installation be purged.

3.3 REFRIGERANTS

Note: This section does not apply to systems that use water as a coolant.

- a) No chlorofluorocarbon (CFC) refrigerant shall be used in installations.
- b) Equipment still running on CFC's shall be maintained with the CFC until such time that a leak occurs, or the refrigerant must be discharged.
- c) The system shall then be converted to a HFC or compatible refrigerant as prescribed in the Montreal Protocol.
- d) Any CFC refrigerant that must be discharged shall be decanted by means of an approved reclaiming system and not discharged to the atmosphere.
- e) Should the Contractor not comply with this requirement, full action against him shall be taken contractually and statutory.
- f) Any refrigerant system not supplied with three-way servicing valves shall be provided with Schreuder type service valves. These valves shall be installed on both the suction and discharge valves of the compressors. Tap-o-line valves shall not be fitted or used on the systems.
- g) In the event of an electrical motor burn-out in a hermetic or semi-hermetic compressor, a burn-out dryer shall be used. Purging only is prohibited. The burn-out dryer shall be installed and removed in accordance with the manufacturer's instructions.
- h) No synthetic components or solutions shall be used to repair leaks in refrigeration piping, on coils or evaporators. Only approved gas welding shall be used.

4. LOGGING AND RECORDING PROCEDURES

The Contractor shall under this maintenance contract institute a logging and recording system as part of his maintenance control plan as required by the Occupational Health and Safety Act. This shall consist of a log and record book which shall be utilised to log and record all operations, faults, system checks, breakdowns, maintenance visits, inspections, etc.

The logbook shall be kept in a safe place as agreed with the responsible official of the DPW and User Client and shall only be utilised by the Contractor. Copies of the monthly entries and recordings into the logbook shall be submitted by the Contractor together with his monthly report to the responsible official of the DPW. This logbook shall be structured to include at least the following:

- a) Monthly inspection and maintenance actions,
- b) Six-monthly inspection and maintenance actions,
- c) Breakdown reports,
- d) Statutory inspection and test comments and reports.

5. RECOMMISSIONING PLANT AND INSTALLATION

5.1 GENERAL

On completion of the maintenance work the plant and equipment shall be put into operation after all tests and adjustments have been carried out to the satisfaction of the DPW. Logging of the operation of the installation shall commence immediately upon start-up. The Contractor shall submit a full commissioning report.

5.2 RE-COMMISSIONING OF PLANT AND ANCILLARY EQUIPMENT

On completion of maintenance the Contractor shall re-commission the plant and its ancillary equipment. This operation shall be done strictly in accordance with the manufacturer's specification and shall be witnessed by the official of the DPW. The operation shall include, but not be limited to the following:

a) All required pre-commissioning mechanical checks

- i) Check all pipe couplings.
- ii) Check system for leaks.
- iii) Check rotation of all fans.
- iv) Check mountings of all equipment.

b) All required pre-commissioning electrical checks

- a) Check all wiring connections for tightness and repair any hot connections.
- ii) Check that all electrical equipment has been properly reconnected in accordance with the manufacturer's specification.
- iii) Perform and record all required electrical insulation tests on equipment.
- iv) Check and test all controls with main circuits isolated.
- v) Check all motor-driven equipment for correct rotational directions.
- vi) Check and test the operation of all indications and warning lights.
- vii) Check, set, record and readjust all equipment control and set points in accordance with manufacturer's specification.
- viii) Run all motor-driven equipment for a period to ensure free movement and correct operation, feed pumps only to be operated for a short interval to check rotation.

c) Commissioning

On completion of the pre-commissioning checks the Contractor shall proceed with the commissioning. This shall be done strictly in accordance with the manufacturer's specifications and shall include, but not be limited to the following:

- i) Start the plant and check the suction and discharge pressures.
- ii) Check the running amps of the compressor(s) and fan(s).
- iii) Check operation of all fans.
- iv) After one hour, recheck the suction and discharge pressures and running amps.
- v) Check the inlet and outlet temperatures and blower unit.
- vi) Complete the commissioning data sheets.

The Contractor shall visit, inspect, test and readjust the plant over the 30-day period following the re-commissioning to ensure the correct functioning of the plant and its associated equipment.

6. GUARANTEE OF INSTALLATION AND EQUIPMENT

The Contractor shall provide guarantees obtained from the manufacturer(s) and/or supplier(s) to the effect that each piece of new equipment, supplied and installed under the repair contract, complies with the required performance and will function as part of the complete system.

All new equipment, including completely new installations and the systems, shall be guaranteed for a period of twelve (12) months commencing on the day of issue of a certificate of completion for repair work of the installation.

7. MAINTENANCE TOOLS AND SPARES

The Contractor shall stock all maintenance tools needed to maintain the installation in a good working order. It is the responsibility of the Contractor to stock all the spares needed for breakdown and emergency maintenance to ensure minimum downtime.

Spares that are easily and quickly obtained from suppliers such as bearings etc. need not be kept in stock. The Contractor however will be responsible to ensure they can obtain these spares within a maximum time limit of 2 working days.

In the case of irregular parts needed due to unforeseen breakdowns the Contractor will Endeavour to obtain the unique part as quickly as is practically possible.

All replacement tools and spares shall be as specified by the equipment manufacturers.

The tools and spares to be carried shall include but not be limited to at least the following:

a) Tools

Oxi-acetylene welding set
Soldering iron
Analyzing gauges
Pipe cutter
Pipe benders
Swaging tool set
Flaring tool set
Leak detector (electronic, leak torch or Spectro light)
Tung tester
Air-flow meter
Voltage tester
Anne temperature measuring set
Full set of screwdrivers, spanners and shifting spanners
Service valve ratchet
Vacuum pump
Refrigerant reclaiming set
Core comb

b) Spares

Valves
Refrigeration compressor oil
Refrigerants
Filter dryers
Expansion valves
V-belts
Bearings
Service valve seals
Refrigerant piping
Copper piping (all sizes installed in the systems).

8. MAINTENANCE TO INSTALLATIONS AND EQUIPMENT

8.1 GENERAL

Monthly maintenance responsibilities for each installation including all units and components as specified shall commence with access to the site. A difference shall be made in payment for the maintenance prior to and after practical completion of repair work.

This part of the contract shall include:

a) Routine preventative maintenance

This entails the rendering of services and servicing of equipment according to a predetermined maintenance control plan to:

- i) Replace and service components of equipment, units or parts thereof for each installation at prescheduled moments regardless of condition.
- ii) Readjust, reset, clean, corrosion protect all components of equipment, units or parts thereof for each installation; and
- iii) Carry out all implied actions to maintain installations in their present functional condition.

PREVENTATIVE MAINTENANCE SHALL BE AIMED AT MINIMIZATION OF BREAKDOWNS.

b) Corrective maintenance

This entails regular observation of the equipment, identifying pending breakdowns, maladjustment or anomalies of equipment, units or parts of installations and subsequent action to restore installations to the functional condition as before the breakdown.

c) Breakdown maintenance

This entails repair and/or replacement of defective equipment, units or parts of installations following a breakdown that leaves the installation inoperable or unsafe, and subsequent action to restore installations to their normal functional condition, within the maximum downtime allowed. Response time: Same day if call is received before 15H00, otherwise next day.

d) Emergency maintenance repairs

These repairs are defined as any work required by rectifying an emergency breakdown that disables a complete installation and prevents it from functioning to its designed service level. Response time: 2 hours.

e) Ordinary maintenance repairs

These repairs are defined as all maintenance work required other than emergency maintenance repairs. Response time: Same day if call is received before 12H00, otherwise next day.

f) Fatal breakdown

Fatal breakdown is defined as an occurrence when an installation or a specified part thereof fails to operate for any period other than during the execution of routine preventative and corrective maintenance activities. Response time: 2 hours.

All the above-mentioned maintenance work shall be executed in accordance with the relevant codes of practice, statutory regulations, standards, regulations, municipal laws and by-laws and the manufacturers' specifications and codes of practice.

All new equipment, components and materials supplied and installed under the maintenance contract shall be furnished with a prescribed manufacturer's guarantee. The maintenance work and items are to be categorized by the Contractor for each maintenance activity.

Annexure A – Monthly preventative maintenance for Chilled Water Central air conditioning plants with air-cooled condenser unit,

..... CLIENT USERS NAME:	 COMPLAINT NUMBER
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TABLE 1: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	AIR CONDITIONING UNITS		
1.1	Inspect equipment for any obvious faults like leaks, noise, abnormal performance, dirty filters etc.	Check/Adjust/Repair/ Clean /Record	
1.2	Clean up the outside of the compressor, electric motors and water-cooled condenser if provided, removing all dirt, dust, grease or oil. Inspect the air-cooled condenser and evaporator coils and remove all foreign matter from the finned surfaces.	Clean/Record	
1.3	Observe the operation of the compressor capacity control, if fitted, during start up and changing load and make any adjustments necessary.	Check/Adjust/Record	
1.4	Check the compressor control system for correct operating temperatures and pressures and also the safety controls.	Check/Adjust/Repair/ Record	
1.5	Check solenoid, regulator or expansion valve for correct operation and adjust, repair or replace if necessary.	Check/Adjust/Repair/ Record	
1.6	Check the tension of V-belts and adjust if necessary. Frayed or worn belts should be replaced.	Check/Adjust/Replace/ Record	
1.7	Check that all terminal connections are tight. Examine all relays and contactors for wear or fusion and service as necessary. Make sure all overloads are correctly set and adjust as required.	Check/Repair/Record	
1.8	Check the heater battery and operation of the controls. If electric, inspect the high temperature cut out, interlock and step controller. If steam or hot water, inspect for leaks and rectify.	Check/Adjust/Repair/ Record	
1.9	Inspect all air filters for damage and condition. Clean or replace as required.	Check/Clean/Replace/ Record	
1.10	Inspect the evaporator condensate collection pan and drainage piping. Clean if necessary and make sure that water drains away freely and that there are no leaks.	Check/Clean/Repair/ Record	
1.11	If water cooled condenser, inspect and clean strainers or filters fitted to the cooling water circuit. Check that the cooling water flow rate, leaving and entering temperatures are as designed.	Check/Clean/Repair/ Record	
1.12	Check that the air flow rate over the evaporator and condenser coils is as designed. Adjust, or remove obstructions as necessary.	Check/Adjust/Repair/ Record	
1.13	Check ducted connections, if provided and also thermal insulation for damage and repaired as required.	Check/Repair/Record	
1.14	Check that the humidifier, if fitted, is operating properly and carry out the recommended tasks depending on type in accordance with manufacturer's specifications.	Check/Adjust/Repair/ Record	
1.15	If water treatment is provided for the cooling circuit of the water-cooled condenser or spray system of evaporative condenser, check its condition and that there is an adequate supply of chemicals. Make sure the water bleed rate is correctly adjusted.	Check/Supply/Adjust/ Repair/Record	
2	CHILLER UNITS		
	Warning – Never run pump without water in it and/or with valves closed. If any electrical maintenance is carried out, the system should be capable of electrical insulation in accordance with H&S.		
2.1	Motor and pump: Report any abnormal conditions immediately.	Check/Record	



2.2	Connection: Check for leaks.	Check/Repair/ Record	
2.3	Bearings: Check that the bearings are not running excessively hot. Normally, bearing temperatures should be between 15°C and 45°C but up to 65°C is still acceptable.	Check/Adjust/Replace/ Record	
2.4	Noisy running: Report any abnormal conditions immediately.	Clean/Record	
2.5	Isolation valves, strainers and flexible connections: Check for leaks	Check/Adjust/Repair/ Record	
2.6	Pump lubrication: Check and lubricate as necessary Refer to manufacturer's literature and only use recommended lubricants.	Check/Repair/ Record	
2.7	Pump and motor casings: Inspect and clean the casing.	Clean/Repair/Record	
2.8	Electrical terminals: Inspect and tighten as required.	Clean/Repair/Record	
2.9	Motor running current: Check and record the current.	Check and record	
2.10	Wiring, insulation and flexible connections: Check condition	Clean/Repair/Record	
3	AIR COOLED CONDENSER		
3.1	Operating pressure: Check pressure and pressure switches using gauges.	Check/Adjust/Record	
3.2	Solenoid valves: Ensure that they do not bypass Compressor should not cycle on low pressure switch.	Check/Adjust/Repair/ Record	
3.3	Head pressure control devices (fan speed and sequencing): Check operation, NB . These could be three phase.	Check/Adjust/Repair/ Record	
3.4	Condenser coil: Check for damage to fins, comb out and chemically clean if necessary. Blow out with dry, oxygen free nitrogen.	Check/Adjust/Repair/Clean/ Record	
3.5	Casing: Remove any rust spots and treat. Check fan guards. Ensure all bolts/screws etc. are in place and tight.	Check/Repair/Clean/Record	
3.6	Sediment: Remove, if substantial build up has occurred, investigate because substantial build up may indicate significant corrosion and the cause should be identified.	Clean/Repair/Record	
3.7	Alignment and wear of belt drives, where applicable: Check pulley alignment and belt wear Drive belt replacement intervals need to be established.	Check/Adjust/Repair/ Record	
REMARKS			
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CONTRACTORS' SIGNATURE		DATE	

Annexure B – MONTHLY preventative maintenance for Chilled Water Central air conditioning plants with air cooled condenser unit

..... CLIENT USERS NAME:	 COMPLAINT NUMBER
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TABLE 2: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	AIR CONDITIONING UNITS		
1.1	Check the compressor suction and delivery pressures with service gauges. Thoroughly examine the compressor and motor for condition and wear of bearings, change the oil and replace the oil filter. Check that motor current does not exceed the name plate full load rating.	Check/Adjust/Replace/Repair/Record	
1.2	Check the oil heater for proper operation. It should be warm to the touch.	Check/Repair/Record	
1.3	Check for refrigerant piping for any leaks.	Check/Repair/Record	
1.4	Inspect the compressor, control panel and wiring. Make sure all the connections are tight. Also check the earth continuity and the insulation resistance. Examine contacts and replace if burnt or pitted. Ensure that interior of controls and panels are free of oil and dust.	Check/Repair/Replace/Clean/Record	
1.5	Service the evaporator and condenser fans and motors. Clean fan casings and impellers. Check bearings for wear and replace if necessary and lubricate. Check direction of rotation and ensure that fans and pulleys are securely fixed to their shafts; pulleys are correctly aligned and adjust, replace belt drives if necessary.	Check/Repair/Replace/Adjust/Lubricate/Record	
1.6	Carefully inspect the extended surfaces of the evaporator, condenser and heater coils (steam or hot water type) for damage. Straighten the fins or plates as much as possible, i.e. comb out the fins.	Check/Repair/Record	
1.7	If regular cleaning of the extended surfaces has not been completely successful and the dirt or sticky substances still remains, seek manufacturer's advice in order to restore original performance.	Clean/Record	
1.8	Examine the extended surfaces for deterioration or corrosion. Investigate the cause and treat accordingly.	Check/Repair/Record	
1.9	If heater battery is electric, clean, check for damage, inspect controls and step controller, interlocks and cutouts, make sure connections are tight, check current consumption and that the insulation is sound. These electrical checks should be carried out by a qualified electrician. If steam or hot water type heater battery, check for leaks and make sure the controls and interlocks are functioning correctly.	Check/Clean/Repair/Record	
1.10	If water cooled condenser, it should be opened up and cleaned, removing soft deposits with a soft nylon brush attached to a plastic or nylon draw through and flushing with a stream of water while cleaning. If there are hard deposits or scale, chemical cleaning should be carried out in accordance with manufacturers' instructions. The condition after operation for one year will indicate the future cleaning pattern and the possible need for water treatment if not already provided.	Check/Clean/Repair/Record	
1.11	If evaporative condenser, overhaul pump, motor and pipework as per manufacturers' instructions.	Check/Repair/Record	
1.12	Carefully examine the complete air filter assembly. Replace any damaged clips or other parts. Make sure that all the air must pass through the filter medium.	Check/Replace/Repair/Record	
1.13	Check the operation of the humidifier if fitted. Depending on the type, clean the unit, removing all deposits, inspects for damage or worn parts and replace as necessary in accordance with manufacturers' instructions.	Check/Clean/Repair/Record	

1.14	Thoroughly clean the exterior of the components and also inside and outside the casing. Inspect for air leaks and repair. Check for corrosion and apply protective paint to rusted surfaces.	Check/Repair/Record	
2	CHILLER UNITS Warning – Chiller units may be operated remotely, and it is essential that the equipment be isolated at source before commencing any maintenance work. These notes should be read in conjunction with the manufacturer's recommended maintenance procedure and in particular supplementary work may be required in the case of larger units above 50kW. Many packaged water chillers have microprocessor controls that can be interrogated using passwords. The password is usually at two levels: level one for interrogation and level two for alterations. For service work access to level, one is required. These processors can be used for diagnostic purposes and coupled to pressure transducers can also give pressure readings.		
2.1	For chiller units Status: Check operating status note with computer room chilling units always check with computer staff before service or maintenance. Do not only rely on the microprocessor read outs, always check against calibrated equipment if in any doubt.	Check/Record	
2.2	Refrigeration circuits: Check circuit pressures and superheat temperatures. Check alarm and run lights and remote alarm lights associated with packs. Refrigeration circuits should be alternated at least every three months by means of the 'lead/leg' selector switch. Where operating information is displayed on central console, check that no discrepancies exist between display and master gauges, if these do occur report and change transducer(s). For non-electronic systems check installed gauges against master gauges.	Check/Adjust/Record	
2.3	Refrigerant: Check for refrigerant and all leaks.	Check/Repair/Refill/Record	
2.4	Expansion valves: Adjust, if necessary. Only by a competent technician.	Check/Adjust/Record	
2.5	Chilled water supply Check supply and return water temperatures. If closed system, check for presence of water.	Check/Adjust/Repair/Record	
2.6	Glycol: Check glycol concentration in chilled water. If concentration has fallen check pipe work for leaks as per item 2.5.	Check/Adjust/Record	
2.7	Chiller water flow rate: Check that this is in accordance with the manufacturer's recommended figure.	Check/Adjust/Record	
2.8	Leakages: Check all pumps and pipe work for leaks and rectify. Do not overlook remote condensers and pay particular attention to bolted joints, sight glass stands and atmospheric relief valve vent.	Check/Adjust/Repair/Record	
2.9	Refrigerant pipe work: Inspect and check for vibration, chaffing security and leakage. Vibration is usually the result of loose or inadequate fixing of pipe supports and can give rise to leakage of refrigerant.	Check/Adjust/Repair/Clean/Record	
2.10	Standby circuits: Check operation.	Check/Adjust/Record	
2.11	Flood alarm: If servicing computer facilities, check that the alarm is not connected to the computer shut-down system.	Check/Adjust/Record	
2.12	Digital readouts: check operation	Check/Adjust/Record	
2.13	Electrical: Check for damage to flexible conduits. Tighten all terminal connections. Isolate control panel and inspect for signs of overheating. Check the integrity of electrical insulation. Include pump motors.	Check/Adjust/Repair/Record	
2.14	Safety cut-outs: Check all safety cut-outs including high- and low-pressure safety cut-outs and the antifreeze thermostat cut-out for operation and correct calibration. Individual machines vary, cut outs could include: I. oil differential switches II. oil, high and low temperature III. water temperature differential IV. switches on chillers and evaporators.	Check/Adjust/Repair/Record	
2.15	Check the waterside pressure drop across the heat exchanger(s) for fouling.	Check/Adjust/Repair/Record	
2.16	Controls: Check operation of temperature control thermostats. Inspect the electrical panel and components for wear especially the compressor contactor(s). Check the operation of safety thermostats and timers.	Check operation of temperature control thermostats. Inspect	

	Calibration Interrogation Control adjustment	by Control Specialist		
2.17	Check the hours run by the meter and record.		Check /record	
2.18	Insulation: Check the condition and any defects. Poor or faulty insulation can lead to ice build up, loss of efficiency and energy wastage.		Check/Repair/ Record	
3	FOR CHILLER WATER CIRCULATING PUMPS			
3.1	Seals and bearings: Check condition, adjust or replace as necessary.		Check/Replace/ Record	
3.2	Electrical starter maintenance: - a) circuit breakers b) enclosures, switches and push buttons, c) wiring & connections & flexible conduits Look out for broken wire strands, pinched or damaged insulation. Inspect and clean up all contact surfaces. Check and clean Check condition, secure and tighten as required.		Check/Adjust/Repair/ Record	
4	FOR WATER PIPE SYSTEMS CONDENSATE TRAYS AND PIPELINES IN CHILLER UNIT Warning: On the System, isolate electrically and hydraulically: Isolation of electrical supply should be in accordance with H&S requirements.			
4.1	Loose debris: Remove using wet and dry vacuum cleaner. Ensure that an adequate air-break exists between condensate trap and drain to prevent siphoning.		Check/Adjust/Repair/ Record	
4.2	Condensate Tray: Check condition and repaint as necessary. Close condensate trap and fill tray to maximum with clean fresh water.		Check/Repair/Clean/ Record	
4.3	Disinfection: Disinfect tray and trap with addition of sodium hypochlorite solution to achieve free residual chlorine reserve of 15mg/litre. Note: Free chlorine reserve should be maintained at a level of 15mg/litre for four hours.		Check/Clean/Repair/ Record	
4.4	Drain and thoroughly flush tray and trap until no water remains in condensate tray. Refill trap with fresh water.		Check/Clean/Repair/ Record	
5	FOR PRESSURISATION UNIT IN CHILLER UNIT Warning: Actions on pressurization equipment should only be carried out by competent personnel.			
5.1	Diaphragm expansion tank: Isolate and drain, check cushion pressure. Check internal surfaces, report on condition, remove any sharp edges, Re-assemble, re-charge to correct cushion pressure. Ensure diaphragm is in good condition, if necessary, remove diaphragm for inspection and report condition. Repair diaphragm.		Check/Adjust/Repair/ Clean/Record	
5.2	Pressurisation unit: Check closed valve pressure and pump capacity, Remove and clean pressure reducing valve filter. Check pressure setting, Dismantle and clean suction non-return valve, Clean any debris from the mains break tank and if necessary, clean and lubricate ball valve Check and if necessary, adjust hydraulic accumulator cushion pressure. If necessary, dismantle, clean internal passages, inspect mechanical seal and renew any parts as necessary. Inspect set thoroughly for general condition; report any signs of rusting, damage or other defects.		Check/Adjust/Repair/ Clean/Record	
5.3	External controls: Check setting of high- and low-pressure cut-out switches. Ensure high- and low-pressure cut-out switches interrupt boiler(s) control circuits.		Check/Adjust/Repair/ Record	
5.4	Re-commissioning: Adjust setting of all cushion pressures, pressure switch and pressure reducing valve settings.		Check/Adjust/Record	
6	AIR COOLED CONDENSER UNIT			
6.1	Head pressure control: Lubricate control damper bearings.		Check/Adjust/Repair/ Record	
6.2	Air Filters: Check and replace if necessary.		Check/Clean/Replace/	



		Record	
6.3	Motor mountings: Check for security and tightness.	Check/Clean/Repair/ Record	
6.4	Condenser coil: Test for refrigerant leak and oil staining on the end of the coils. Check for damage to fins, comb out and chemically clean if necessary. Blow out with dry, oxygen free nitrogen.	Check/Adjust/Repair/ Clean/Record	
6.5	Flexible Connections: Check and repair as necessary.	Check/Repair/ Record	
6.6	Electrical connections: Check and tighten as necessary. Check the condition of flexible conduits, wiring and insulation.	Check/Adjust/Repair/ Record	
6.7	Pipe works: Inspect connections, pipes and support for damage, lose or missing fittings. Repair as necessary.	Check/Adjust/Repair/ Clean/Record	

REMARKS.....
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CONTRACTORS' SIGNATURE

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DATE

Annexure C – Monthly preventative maintenance for Chilled Water Central air conditioning plants with water cooled condenser unit and cooling tower or water pipelines SYSTEM

..... CLIENT USERS NAME:	 COMPLAINT NUMBER
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TABLE 3: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	AIR CONDITIONING UNITS		
1.1	Inspect equipment for any obvious faults like leaks, noise, abnormal performance, dirty filters etc.	Check/Adjust/Repair/ Clean /Record	
1.2	Clean up the outside of the compressor, electric motors and water-cooled condenser if provided, removing all dirt, dust, grease or oil. Inspect the air-cooled condenser and evaporator coils and remove all foreign matter from the fined surfaces.	Clean/Record	
1.3	Observe the operation of the compressor capacity control, if fitted, during start up and changing load and make any adjustments necessary.	Check/Adjust/Record	
1.4	Check the compressor control system for correct operating temperatures and pressures and safety controls.	Check/Adjust/Repair/ Record	
1.5	Check solenoid, regulator or expansion valve for correct operation and adjust, repair or replace if necessary.	Check/Adjust/Repair/ Record	
1.6	Check the tension of V-belts and adjust if necessary. Frayed or worn belts should be replaced.	Check/Adjust/Replace/ Record	
1.7	Check that all terminal connections are tight. Examine all relays and contactors for wear or fusion and service as necessary. Make sure all overloads are correctly set and adjust as required.	Check/Repair/Record	
1.8	Check the heater battery and operation of the controls. If electric, inspect the high temperature cut out, interlock and step controller. If steam or hot water, inspect for leaks and rectify.	Check/Adjust/Repair/ Record	
1.9	Inspect all air filters for damage and condition. Clean or replace as required.	Check/Clean/Replace/ Record	
1.10	Inspect the evaporator condensate collection pan and drainage piping. Clean if necessary and make sure that water drains away freely and that there are no leaks.	Check/Clean/Repair/ Record	
1.11	If water cooled condenser, inspect and clean strainers or filters fitted to the cooling water circuit. Check that the cooling water flow rate, leaving and entering temperatures are as designed.	Check/Clean/Repair/ Record	
1.12	Check that the air flow rate over the evaporator and condenser coils is as designed. Adjust, or remove obstructions as necessary.	Check/Adjust/Repair/ Record	
1.13	Check ducted connections, if provided and also thermal insulation for damage and repaired as required.	Check/Repair/Record	
1.14	Check that the humidifier, if fitted, is operating properly and carry out the recommended tasks depending on type in accordance with manufacturer's specifications.	Check/Adjust/Repair/ Record	
1.15	If water treatment is provided for the cooling circuit of the water-cooled condenser or spray system of evaporative condenser, check its condition and that there is an adequate supply of chemicals. Make sure the water bleed rate is correctly adjusted.	Check/Supply/Adjust/ Repair/Record	
2	CHILLER UNITS		
	Warning – Never run pump without water in it and/or with valves closed. If any electrical maintenance is carried out, the system should be capable of electrical isolation in accordance with H&S.		
2.1	Motor and pump: Report any abnormal conditions immediately.	Check/Record	
2.2	Connection: Check for leaks.	Check/Repair/ Record	



2.3	Bearings: Check that the bearings are not running excessively hot. Normally, bearing temperatures should be between 15°C and 45°C but up to 65°C is still acceptable.	Check/Adjust/Replace/Record	
2.4	Noisy running: Report any abnormal conditions immediately.	Clean/Record	
2.5	Isolation valves, strainers and flexible connections: Check for leaks	Check/Adjust/Repair/Record	
2.6	Pump lubrication: Check and lubricate as necessary Refer to manufacturer's literature and only use recommended lubricants.	Check/Repair/Record	
2.7	Pump and motor casings: Inspect and clean the casing.	Clean/Repair/Record	
2.8	Electrical terminals: Inspect and tighten as required.	Clean/Repair/Record	
2.9	Motor running current: Check and record the current.	Check and record	
2.10	Wiring, insulation and flexible connections: Check condition	Clean/Repair/Record	
3	WATER COOLED CONDENSER		
3.1	Compressor full load operation: Record inlet and outlet temperature on water side. Pressure drops across condenser, head pressure and condensing temperature. Any marked difference to the design figures could indicate internal fouling of the condenser and may require additional work	Check/Adjust/Record	
3.2	Flow protection devices: check all the devices, and record.	Check/Record	
3.3	Pump: Check and record pressure drop across pump. Check for leakage, bearing noise and unusual bearing temperature. Lubricate according to manufacturer's instructions. Check motor current.	Check/Adjust/Repair/Record	
3.4	Water strainers: On open systems more frequent cleaning will be necessary. Check that condenser water is sterile before opening any drains and valves. Note: System could contain legionella bacterium. Technicians should take suitable precautions.	Check/Clean/Repair/Record	
3.5	Condenser tubes: Check the condition if dirty open. If necessary, clean up with acid treatment. Inspect for alkaline deposits and/or corrosion. If tubes are heavily scaled, refer to the water treatment contractor for explanation as to why the system is not effective. Acid can be used for scale removal by specialists if necessary.	Check/Clean/Repair/Record	
3.6	Condenser Shell: Check for presence of non-condensable gases, purge or vent if necessary. Presence of non-condensable gases will indicate a possible leak on the vacuum side of the refrigerant circuit. Take care not to release CFCs.	Check/Clean/Repair/Record	
3.7	Isolating valves: Check external condition, leak tightness of glands and seats, operational spindles and hand wheels. Repack as necessary	Check/Clean/Repair/Record	
3.8	Winter shutdown: Isolate condensers and drain down Seek advice from water treatment specialist to protect from freezing.	Check/Adjust/Repair/Record	
REMARKS.....			
CONTRACTORS' SIGNATURE		DATE	

Annexure D – Monthly preventative maintenance for Packaged air conditioning systems with air cooled condenser unit

..... CLIENT USERS NAME:	 COMPLAINT NUMBER
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TABLE 5: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	AIR CONDITIONING UNITS		
1.1	Inspect equipment for any obvious faults like leaks, noise, abnormal performance, dirty filters etc.	Check/Adjust/Repair/Clean /Record	
1.2	Clean up the outside of the compressor, electric motors and water-cooled condenser if provided, removing all dirt, dust, grease or oil. Inspect the air-cooled condenser and evaporator coils and remove all foreign matter from the finned surfaces.	Clean/Record	
1.3	Observe the operation of the compressor capacity control, if fitted, during start up and changing load and make any adjustments necessary.	Check/Adjust/Record	
1.4	Check the compressor control system for correct operating temperatures and pressures and also the safety controls.	Check/Adjust/Repair/Record	
1.5	Check solenoid, regulator or expansion valve for correct operation and adjust, repair or replace if necessary.	Check/Adjust/Repair/Record	
1.6	Check the tension of V-belts and adjust if necessary. Frayed or worn belts should be replaced.	Check/Adjust/Replace/Record	
1.7	Check that all terminal connections are tight. Examine all relays and contactors for wear or fusion and service as necessary. Make sure all overloads are correctly set and adjust as required.	Check/Repair/Record	
1.8	Check the heater battery and operation of the controls. If electric, inspect the high temperature cut out, interlock and step controller. If steam or hot water, inspect for leaks and rectify.	Check/Adjust/Repair/Record	
1.9	Inspect all air filters for damage and condition. Clean or replace as required.	Check/Clean/Replace/Record	
1.10	Inspect the evaporator condensate collection pan and drainage piping. Clean if necessary and make sure that water drains away freely and that there are no leaks.	Check/Clean/Repair/Record	
1.11	If water cooled condenser, inspect and clean strainers or filters fitted to the cooling water circuit. Check that the cooling water flow rate, leaving and entering temperatures are as designed.	Check/Clean/Repair/Record	
1.12	Check that the air flow rate over the evaporator and condenser coils is as designed. Adjust, or remove obstructions as necessary.	Check/Adjust/Repair/Record	
1.13	Check ducted connections, if provided and thermal insulation for damage and repaired as required.	Check/Repair/Record	
1.14	Check that the humidifier, if fitted, is operating properly and carry out the recommended tasks depending on type in accordance with manufacturer's specifications.	Check/Adjust/Repair/Record	
1.15	If water treatment is provided for the cooling circuit of the water-cooled condenser or spray system of evaporative condenser, check its condition and that there is an adequate supply of chemicals. Make sure the water bleed rate is correctly adjusted.	Check/Supply/Adjust/Repair/Record	
2	AIR COOLED CONDENSER		
2.1	Operating pressure: Check pressure and pressure switches using gauges.	Check/Adjust/Record	
2.2	Solenoid valves: Ensure that they do not bypass Compressor should not cycle on low pressure switch.	Check/Adjust/Repair/Record	



2.3	Head pressure control devices (fan speed and sequencing): Check operation, <u>NB</u> . These could be three phase.	Check/Adjust/Repair/ Record	
2.4	Condenser coil: Check for damage to fins, comb out and chemically clean if necessary. Blow out with dry, oxygen free nitrogen.	Check/Adjust/Repair/Clean/ Record	
2.5	Casing: Remove any rust spots and treat. Check fan guards. Ensure all bolts/screws etc. are in place and tight.	Check/Repair/Clean/ Record	
2.6	Sediment: Remove, if substantial build up has occurred, investigate because substantial build up may indicate significant corrosion and the cause should be identified.	Clean/Repair/Record	
REMARKS.....			
..... CONTRACTORS' SIGNATURE		 DATE	

Annexure E – MONTHLY preventative maintenance for Packaged air conditioning systems with air-cooled condenser unit

..... CLIENT USERS NAME:	 COMPLAINT NUMBER
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TABLE 6: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	AIR CONDITIONING UNITS		
1.1	Check the compressor suction and delivery pressures with service gauges. Thoroughly examine the compressor and motor for condition and wear of bearings, change the oil and replace the oil filter. Check that motor current does not exceed the name plate full load rating.	Check/Adjust/Replace/Repair/Record	
1.2	Check the oil heater for proper operation. It should be warm to the touch.	Check/Repair/Record	
1.3	Check for refrigerant piping for any leaks.	Check/Repair/Record	
1.4	Inspect the compressor, control panel and wiring. Make sure all the connections are tight. Also check the earth continuity and the insulation resistance. Examine contacts and replace if burnt or pitted. Ensure that interior of controls and panels are free of oil and dust.	Check/Repair/Replace/Clean/Record	
1.5	Service the evaporator and condenser fans and motors. Clean fan casings and impellers. Check bearings for wear and replace if necessary and lubricate. Check direction of rotation and ensure that fans and pulleys are securely fixed to their shafts; pulleys are correctly aligned and adjust, replace belt drives if necessary.	Check/Repair/Replace/Adjust/Lubricate/Record	
1.6	Carefully inspect the extended surfaces of the evaporator, condenser and heater coils (steam or hot water type) for damage. Straighten the fins or plates as much as possible, i.e. comb out the fins.	Check/Repair/Record	
1.7	If regular cleaning of the extended surfaces has not been completely successful and the dirt or sticky substances still remains, seek manufacturer's advice in order to restore original performance.	Clean/Record	
1.8	Examine the extended surfaces for deterioration or corrosion. Investigate the cause and treat accordingly.	Check/Repair/Record	
1.9	If heater battery is electric, clean, check for damage, inspect controls and step controller, interlocks and cutouts, make sure connections are tight, check current consumption and that the insulation is sound. These electrical checks should be carried out by a qualified electrician. If steam or hot water type heater battery, check for leaks and make sure the controls and interlocks are functioning correctly.	Check/Clean/Repair/Record	
1.10	If water cooled condenser, it should be opened up and cleaned, removing soft deposits with a soft nylon brush attached to a plastic or nylon draw through and flushing with a stream of water while cleaning. If there are hard deposits or scale, chemical cleaning should be carried out in accordance with manufacturers' instructions. The condition after operation for one year will indicate the future cleaning pattern and the possible need for water treatment if not already provided.	Check/Clean/Repair/Record	
1.11	If evaporative condenser, overhaul pump, motor and pipework as per manufacturers' instructions.	Check/Repair/Record	
1.12	Carefully examine the complete air filter assembly. Replace any damaged clips or other parts. Make sure that all the air must pass through the filter medium.	Check/Replace/Repair/Record	
1.13	Check the operation of the humidifier if it fitted. Depending on the type, clean the unit, removing all deposits, inspecting damage or worn parts and replace as necessary in accordance with manufacturers' instructions.	Check/Clean/Repair/Record	



1.14	Thoroughly clean the exterior of the components and also inside and outside the casing. Inspect for air leaks and repair. Check for corrosion and apply protective paint to rusted surfaces.	Check/Repair/Record	
2	AIR COOLED CONDENSER UNIT		
2.1	Head pressure control: Lubricate control damper bearings.	Check/Adjust/ Repair/ Record	
2.2	Air Filters: Check and replace if necessary.	Check/Clean/ Replace/ Record	
2.3	Motor mountings: Check for security and tightness.	Check/Clean/ Repair/ Record	
2.4	Condenser coil: Test for refrigerant leak and oil staining on the end of the coils. Check for damage to fins, comb out and chemically clean if necessary. Blow out with dry, oxygen free nitrogen.	Check/Adjust/ Repair/ Clean/Record	
2.5	Flexible Connections: Check and repair as necessary.	Check/Repair/ Record	
2.6	Electrical connections: Check and tighten as necessary. Check the condition of flexible conduits, wiring and insulation.	Check/Adjust/ Repair/ Record	
2.7	Pipe works: Inspect connections, pipes and support for damage, loose or missing fittings. Repair as necessary.	Check/Adjust/ Repair/ Clean/Record	
REMARKS.....			
..... CONTRACTORS' SIGNATURE		 DATE	

Annexure F – BI-ANNUAL preventative maintenance for Packaged/multi-split air conditioning systems with humidification system and air-cooled condenser unit

..... CLIENT USERS NAME:	 COMPLAINT NUMBER
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TABLE 7: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	AIR CONDITIONING UNITS		
1.1	Inspect equipment for any obvious faults like leaks, noise, abnormal performance, dirty filters etc.	Check/Adjust/Repair/Clean /Record	
1.2	Clean up the outside of the compressor, electric motors and water-cooled condenser if provided, removing all dirt, dust, grease or oil. Inspect the air-cooled condenser and evaporator coils and remove all foreign matter from the fined surfaces.	Clean/Record	
1.3	Observe the operation of the compressor capacity control, if fitted, during start up and changing load and make any adjustments necessary.	Check/Adjust/Record	
1.4	Check the compressor control system for correct operating temperatures and pressures and also the safety controls.	Check/Adjust/Repair/Record	
1.5	Check solenoid, regulator or expansion valve for correct operation and adjust, repair or replace if necessary.	Check/Adjust/Repair/Record	
1.6	Check the tension of V-belts and adjust if necessary. Frayed or worn belts should be replaced.	Check/Adjust/Replace/Record	
1.7	Check that all terminal connections are tight. Examine all relays and contactors for wear or fusion and service as necessary. Make sure all overloads are correctly set and adjust as required.	Check/Repair/Record	
1.8	Check the heater battery and operation of the controls. If electric, inspect the high temperature cut out, interlocks and step controller. If steam or hot water, inspect for leaks and rectify.	Check/Adjust/Repair/Record	
1.9	Inspect all air filters for damage and condition. Clean or replace as required.	Check/Clean/Replace/Record	
1.10	Inspect the evaporator condensate collection pan and drainage piping. Clean if necessary and make sure that water drains away freely and that there are no leaks.	Check/Clean/Repair/Record	
1.11	If water cooled condenser, inspect and clean strainers or filters fitted to the cooling water circuit. Check that the cooling water flow rate, leaving and entering temperatures are as designed.	Check/Clean/Repair/Record	
1.12	Check that the air flow rate over the evaporator and condenser coils is as designed. Adjust, or remove obstructions as necessary.	Check/Adjust/Repair/Record	
1.13	Check ducted connections, if provided and also thermal insulation for damage and repaired as required.	Check/Repair/Record	
1.14	Check that the humidifier, if fitted, is operating properly and carry out the recommended tasks depending on type in accordance with manufacturer's specifications.	Check/Adjust/Repair/Record	
1.15	If water treatment is provided for the cooling circuit of the water-cooled condenser or spray system of evaporative condenser, check its condition and that there is an adequate supply of chemicals. Make sure the water bleed rate is correctly adjusted.	Check/Supply/Adjust/Repair/Record	
2	AIR COOLED CONDENSER		
2.1	Operating pressure: Check pressure and pressure switches using gauges.	Check/Adjust/Record	
2.2	Solenoid valves: Ensure that they do not bypass Compressor should not cycle on low pressure switch.	Check/Adjust/Repair/Record	



2.3	Head pressure control devices (fan speed and sequencing): Check operation, NB . These could be three phase.	Check/Adjust/Repair/Record	
2.4	Condenser coil: Check for damage to fins, comb out and chemically clean if necessary. Blow out with dry, oxygen free nitrogen.	Check/Adjust/Repair/Clean / Record	
2.5	Casing: Remove any rust spots and treat. Check fan guards. Ensure all bolts/screws etc. are in place and tight.	Check/Repair/Clean/Record	
2.6	Sediment: Remove, if substantial build up has occurred, investigate because substantial build up may indicate significant corrosion and the cause should be identified.	Clean/Repair/Record	
3	HUMIDIFICATION SYSTEM		
3.1	Switch the humidifier off and allow the tank to empty completely. The tank must be manually drained before switching off.	Check/Clean/Repair/Record	
3.2	Remove the power leads. Loosen the hose clamps and remove the tank.	Check/Clean/Repair/Record	
3.3	Remove the stainless-steel clips from the tank and open it. Clean out the collected scale.	Check/Clean/Repair/Record	
3.4	If the electrodes are scaled-u, this scale can be removed by scraping collected scale.	Check/Clean/Repair/Record	
3.5	Clean the drain screen. See that no scale build-up remains	Check/Clean/Repair/Record	
3.6	Reassembling the tank internals. See that the electrode terminal nuts are tightened firmly, even if the electrodes have not been removed except for welded pin electrodes. See that the drain screen is properly positioned.	Check/Clean/Repair/Record	
3.7	Before reassembling the tank halves, all grit must be removed from the o-ring groove and from the o-ring.	Check/Clean/Repair/Record	
3.8	Before replacing the tank wipe off grit from the drain adapter o-ring (the socket inside the bottom of the humidifier).	Check/Clean/Repair/Record	
3.9	After reassembling and replacing the tank check that the power terminals have been fastened firmly.	Check/Adjust/Repair/Record	
3.10	Switch the humidifier on and allow it to generate steam. Check that there are no water or steam leaks before putting the humidifier back in service. Also check that the tank drains properly.	Check/Adjust/Repair/Record	
3.11	Check filters on the main water supply of the humidifiers. Clean them.	Check/Adjust/Replace/Record	
3.12	Check the water pipeline for leaks and blockages, repair if there are leakages.	Check/Clean/Repair/Record	
REMARKS.....			
..... CONTRACTORS' SIGNATURE		 DATE	

Annexure G – BI-ANNUAL preventative maintenance for Packaged/multi-split air conditioning systems with humidification system and air-cooled condenser unit

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CLIENT USERS NAME:	COMPLAINT NUMBER

TABLE 8: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	AIR CONDITIONING UNITS		
1.1	Check the compressor suction and delivery pressures with service gauges. Thoroughly examine the compressor and motor for condition and wear of bearings, change the oil and replace the oil filter. Check that motor current does not exceed the name plate full load rating.	Check/Adjust/Replace/Repair/Record	
1.2	Check the oil heater for proper operation. It should be warm to the touch.	Check/Repair/Record	
1.3	Check for refrigerant piping for any leaks.	Check/Repair/Record	
1.4	Inspect the compressor, control panel and wiring. Make sure all the connections are tight. Also check the earth continuity and the insulation resistance. Examine contacts and replace if burnt or pitted. Ensure that interior of controls and panels are free of oil and dust.	Check/Repair/Replace/Clean/Record	
1.5	Service the evaporator and condenser fans and motors. Clean fan casings and impellers. Check bearings for wear and replace if necessary and lubricate. Check direction of rotation and ensure that fans and pulleys are securely fixed to their shafts; pulleys are correctly aligned and adjust, replace belt drives if necessary.	Check/Repair/Replace/Adjust/Lubricate/Record	
1.6	Carefully inspect the extended surfaces of the evaporator, condenser and heater coils (steam or hot water type) for damage. Straighten the fins or plates as much as possible, i.e. comb out the fins.	Check/Repair/Record	
1.7	If regular cleaning of the extended surfaces has not been completely successful and the dirt or sticky substances still remains, seek manufacturer's advice in order to restore original performance.	Clean/Record	
1.8	Examine the extended surfaces for deterioration or corrosion. Investigate the cause and treat accordingly.	Check/Repair/Record	
1.9	If heater battery is electric, clean, check for damage, inspect controls and step controller, interlocks and cutouts, make sure connections are tight, check current consumption and that the insulation is sound. These electrical checks should be carried out by a qualified electrician. If steam or hot water type heater battery, check for leaks and make sure the controls and interlocks are functioning correctly.	Check/Clean/Repair/Record	
1.10	If water cooled condenser, it should be opened up and cleaned, removing soft deposits with a soft nylon brush attached to a plastic or nylon draw through and flushing with a stream of water while cleaning. If there are hard deposits or scale, chemical cleaning should be carried out in accordance with manufacturers' instructions. The condition after operation for one year will indicate the future cleaning pattern and the possible need for water treatment if not already provided.	Check/Clean/Repair/Record	
1.11	If evaporative condenser, overhaul pump, motor and pipework as per manufacturers' instructions.	Check/Repair/Record	
1.12	Carefully examine the complete air filter assembly. Replace any damaged clips or other parts. Make sure that all the air must pass through the filter medium.	Check/Replace/Repair/Record	
1.13	Check the operation of the humidifier if fitted. Depending on the type, clean the unit, removing all deposits, inspects for damage or worn parts and replace as necessary in accordance with manufacturers' instructions.	Check/Clean/Repair/Record	

Page 47 of 101

LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings

8.9 Annexure H – BI-ANNUAL preventative maintenance for single split air conditioning units such as window, wall mounted, cassette, under ceiling and floor mounted.

..... CLIENT USERS NAME:		 COMPLAINT NUMBER
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TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	AIR CONDITIONING UNITS		
1.1	Loosen and remove covers.	Check/Clean/Repair/ Record	
1.2	Brush and clean fan drum, blades and blowers.	Check/Clean/Repair/ Record	
1.3	Clean and blow out condenser and evaporator coil.	Check/Clean/Repair/ Record	
1.4	Ensure that the evaporator drainpipe is clean and unblocked.	Check/Clean/Repair/ Record	
1.5	Clean out condensate pan and drainpipe.	Check/Clean/Repair/ Record	
1.6	Blow out and clean the whole unit.	Check/Clean/Repair/ Record	
1.7	Check and service the compressor and if faulty repair.	Check/Clean/Repair/ Record	
1.8	Check all electrical connections, fan motor and repair if faulty.	Check/Clean/Repair/ Record	
1.9	Check all the electronic sensors and repair.	Check/Clean/Repair/ Record	
1.10	Check for gas leaks and repair if necessary and re-gas the unit.	Check/Clean/Repair/ Refill/Record	
1.11	Assemble unit and clean.	Check/Assemble/Record	
1.12	Check the electrical supply from the distribution board to the unit, repair if faulty.	Check/Clean/Repair/ Record	
1.13	Check the distribution board unit repair electrical components if faulty.	Check/Clean/Repair/ Record	
1.14	On completion, ensure that the system is operating properly. Commission the air conditioner unit.	Check/Adjust/Record	

REMARKS.....
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..... CONTRACTORS' SIGNATURE		 DATE
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PRICING SCHEDULE/ BILL OF QUANTITIES

Bid no: BL25/006

Bid/ Project Description: LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings

LEJWELEPUTSWA DISTRICT
36 MONTHS PREVENTATIVE MAINTENANCE OF AIR CONDITIONING SYSTEMS IN STATE BUILDINGS

BILL OF QUANTITIES 1 (YEAR-1)

IMPORTANT NOTES TO CONTRACTOR

In addition to the General Conditions of Contract Facilities Management (PA-10 FM) and Special Conditions of Contract, the following notes will be applicable:

1. The contractor must refer and read clauses of both Special Conditions of Contract (SCC), Mechanical Maintenance Specifications (MMS) Health and Safety Specifications (H&SS) as indicated in the bill of quantities before pricing.

ITEM	REF:	DESCRIPTION	PERIOD	QTY	UNIT PRICE	AMOUNT
1.	Scheduled Maintenance Services Refer to MMS 8 & SCC 13					
	Perform preventative maintenance actions as specified, inclusive of items in clause 13 of SPECIAL CONDITIONS of contract (inclusive of Transport)					
1.1	Servicing of air conditioning systems in LEJWELEPUTSWA DISTRICT (Year-1)					
1.1.1	MMS 8.4 & 8.5 Table 1&2; SCC 13	Chilled water central air conditioning plants with air cooled condenser unit.	02	05	R	R
1.1.2	MMS 8.6 & 8.7 Table 3&4; SCC 13	Chilled water central air conditioning plants with water cooled condenser unit and cooling tower or water pipeline system.	02	05	R	R
1.1.3	MMS 8.8 & 8.9 Table 5&6; SCC 13	Packaged air conditioning systems with air cooled condenser unit.	01	45	R	R
1.1.4	MMS 8.10 & 8.11 Table 7&8; SCC 13	Packaged air conditioning systems with humidification system and air-cooled condenser unit.	01	05	R	R
1.1.5	MMS 8.12 Table 9; SCC 13	Single split air conditioning units such as window, wall mounted, cassette, under ceiling and floor mounted.	01	850	R	R
A.	TOTAL: The sum of items (1.1.1 – 1.1.5) Carry forward to final summary					R

**LEJWELEPUTSWA DISTRICT
36 MONTHS PREVENTATIVE MAINTENANCE OF AIR CONDITIONING SYSTEMS IN STATE BUILDINGS**

BILL OF QUANTITIES 2 (YEAR-2)

IMPORTANT NOTES TO CONTRACTOR

In addition to the General Conditions of Contract Facilities Management (PA-10 FM) and Special Conditions of Contract, the following notes will be applicable:

1. The contractor must refer and read clauses of both Special Conditions of Contract (SCC), Mechanical Maintenance Specifications (MMS) Health and Safety Specifications (H&SS) as indicated in the bill of quantities before pricing.

ITEM	REF:	DESCRIPTION	PERIOD	QTY	UNIT PRICE	AMOUNT
1.	Scheduled Maintenance Services Refer to MMS 8 & SCC 13					
	Perform preventative maintenance actions as specified, inclusive of items in clause 13 of SPECIAL CONDITIONS of contract (inclusive of Transport)					
1.2	Servicing of air conditioning systems in LEJWELEPUTSWA DISTRICT (Year-2)					
1.2.1	MMS 8.4 & 8.5 Table 1&2; SCC 13	Chilled water central air conditioning plants with air cooled condenser unit.	02	05	R	R
1.2.2	MMS 8.6 & 8.7 Table 3&4; SCC 13	Chilled water central air conditioning plants with water cooled condenser unit and water pipeline system.	02	05	R	R
1.2.3	MMS 8.8 & 8.9 Table 5&6; SCC 13	Packaged air conditioning systems with air cooled condenser unit.	01	45	R	R
1.2.4	MMS 8.10 & 8.11 Table 7&8; SCC 13	Packaged air conditioning systems with humidification system and air-cooled condenser unit.	01	05	R	R
1.2.5	MMS 8.12 Table 9; SCC 13	Single split air conditioning units such as window, wall mounted, cassette, under ceiling and floor mounted.	01	850	R	R
B.	TOTAL: The sum of items (1.2.1 – 1.2.5) Carry forward to final summary					R

**LEJWELEPUTSWA DISTRICT
36 MONTHS PREVENTATIVE MAINTENANCE OF AIR CONDITIONING SYSTEMS IN STATE BUILDINGS**

BILL OF QUANTITIES 3 (YEAR-3)

IMPORTANT NOTES TO CONTRACTOR

In addition to the General Conditions of Contract Facilities Management (PA-10 FM) and Special Conditions of Contract, the following notes will be applicable:

1. The contractor must refer and read clauses of both Special Conditions of Contract (SCC), Mechanical Maintenance Specifications (MMS) Health and Safety Specifications (H&SS) as indicated in the bill of quantities before pricing.

ITEM	REF:	DESCRIPTION	PERIOD	QTY	UNIT PRICE	AMOUNT
1.	Scheduled Maintenance Services Refer to MMS 8 & SCC 13					
	Perform preventative maintenance actions as specified, inclusive of items in clause 13 of SPECIAL CONDITIONS of contract (inclusive of Transport)					
1.3	Servicing of air conditioning systems in LEJWELEPUTSWA DISTRICT (Year-3)					
1.3.1	MMS 8.4 & 8.5 Table 1&2; SCC 13	Chilled water central air conditioning plants with air cooled condenser unit.	02	05	R	R
1.3.2	MMS 8.6 & 8.7 Table 3&4; SCC 13	Chilled water central air conditioning plants with water cooled condenser unit and water pipeline system.	02	05	R	R
1.3.3	MMS 8.8 & 8.9 Table 5&6; SCC 13	Packaged air conditioning systems with air cooled condenser unit.	01	45	R	R
1.3.4	MMS 8.10 & 8.11 Table 7&8; SCC 13	Packaged air conditioning systems with humidification system and air-cooled condenser unit.	01	05	R	R
1.3.5	MMS 8.12 Table 9; SCC 13	Single split air conditioning units such as window, wall mounted, cassette, under ceiling and floor mounted.	01	850	R	R
C.	TOTAL: The sum of items (1.3.1 – 1.3.5) Carry forward to final summary					R

**LEJWELEPUTSWA DISTRICT
36 MONTHS PREVENTATIVE MAINTENANCE OF AIR CONDITIONING SYSTEMS IN STATE BUILDINGS**

BILL OF QUANTITIES 4

IMPORTANT NOTES TO CONTRACTOR

In addition to the General Conditions of Contract Facilities Management (PA-10 FM) and Special Conditions of Contract, the following notes will be applicable:

1. The contractor must refer and read clauses of both Special Conditions of Contract (SCC), Mechanical Maintenance Specifications (MMS) Health and Safety Specifications (H&SS) as indicated in the bill of quantities before pricing.

ITEM	REF:	DESCRIPTION	UNIT/ RATE/ Period	UNIT PRICE YEAR 1	UNIT PRICE YEAR 2	UNIT PRICE YEAR 3	AMOUNT
2.	Non-Scheduled Maintenance Services (Refer to SCC 14)						
2.1	SCC 14.4 & 14.6	Labour rates (Normal hours)					
2.1.1		Labour for Refrigeration Technician/ Electrician	R/Hr	R	R	R	
2.1.3		Labour for Assistant/ General Worker	R/Hr	R	R	R	
2.2	SCC 14.5 & 14.6	Labour rates (After hours)					
2.2.1		Labour for Refrigeration Technician/ Electrician	R/Hr	R	R	R	
2.2.2		Labour for Assistant/ General Worker	R/Hr	R	R	R	
3.	Travelling Rates						
3.1	SCC 14.7; 14.8	Transport Rate	R/Km	R	R	R	
4.	Electrical Certificate of Compliance						
4.1	SCC 9.5(h)	Supply electrical certificate of compliance per work carried out.	01	R	R	R	
ITEM	REF:	DESCRIPTION	PERIOD	QTY	UNIT PRICE	AMOUNT	
5.	Provision for Unscheduled Maintenance Works (Labour, Material and Transport)						
5.1	MMS 6; SCC 14	Provisional amount for Labour, Material and Transport	03		R515 848.55	R 1 547 545.65	
5.2	SCC 14.10	Material Mark-up		25%			
6.	Health and Safety Costs refer to SCC 27						
6.1	SCC 27	Health and Safety plan/ file		01		R	
6.2	SCC 27	Tenderers to allow for all costs associated with complying with requirements of the Occupational Health and Safety Act no. 85 of 1993 as well as the Health and Safety Specifications (H&SS).		Items		R	
D.	TOTAL: The sum of items (5.1; 6.1 and 6.2) Carry forward to final summary						R

**LEJWELEPUTSWA DISTRICT
36 MONTHS PREVENTATIVE MAINTENANCE OF AIR CONDITIONING SYSTEMS IN STATE BUILDINGS**

BILL OF QUANTITIES (FINAL SUMMARY)

IMPORTANT NOTES TO CONTRACTOR

In addition to the General Conditions of Contract Facilities Management (PA-10 FM) and Special Conditions of Contract, the following notes will be applicable:

1. The contractor must refer and read clauses of both Special Conditions of Contract (SCC), Mechanical Maintenance Specifications (MMS) Health and Safety Specifications (H&SS) as indicated in the bill of quantities before pricing.

NB: The Sub Total must be equal to sum of Items (A, B, C and D)

ITEM	DESCRIPTION	AMOUNT
A.	BILL OF QUANTITIES 1 (YEAR-1): Total brought forward	R
B.	BILL OF QUANTITIES 2 (YEAR-2): Total brought forward	R
C.	BILL OF QUANTITIES 3 (YEAR-3): Total brought forward	R
D.	BILL OF QUANTITIES 4: Total brought forward	R
SUM OF ITEMS (A, B, C and D) above		SUB TOTAL R
(If registered as VAT vender)		VAT @ 15% R
SUM OF ITEMS (SUB TOTAL and VAT)		TOTAL OFFER R

DRPW – 03 (EC) TENDER DATA

Bid no: BL25/006

Bid/ Project Description: LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings

LEJEWLEPUTSWA DISTRICT: LIST OF FACILITIES			
ITEM	CITY - TOWN	USER DEPARTMENT	ACCOMMODATION TYPE
1.	BOSHOF	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Station
2.	BRANDFORT	Department OF Justice & Constitutional Development	Magistrate Court
3.	HENNENMAN	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Station
4.	HOOPSTAD	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Station
5.	ODENDAALSRUS	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Station
6.	VENTERSBURG	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Stations
7.	VIRGINIA	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Stations
8.	WINBURG	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Station
9.	WELKOM	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Stations, Police Garage Police Detectives
10.	THABONG	South African Police Services	Police Station Police Detectives Police Training Centre
11.	THEUNISSEN	Department OF Justice & Constitutional Development	Magistrate Court

LEJEWLEPUTSWA DISTRICT: LIST OF FACILITIES			
ITEM	CITY - TOWN	USER DEPARTMENT	ACCOMMODATION TYPE
12.	VERKEERDEVLEI	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Station
13.	SOUTPAN	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Station
14.	HERTZOGVILLE	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Station
15.	DEALESVILLE	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Station
16.	WESSELSBRON	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Station
17.	BOTHAVILLE	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Station
18.	BULTFONTEIN	Department OF Justice & Constitutional Development	Magistrate Court
		South African Police Services	Police Station

Paste Tender Data here

PA-11: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest³ in the enterprise, employed by the state? ☐ YES ☐ NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

(³) the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".
For External Use

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

☐ YES ☐ NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

☐ YES ☐ NO

2.3.1 If so, furnish particulars:

.....
.....

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I declare to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium⁴ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

⁴ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".
For External Use

- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I DECLARE THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Name of Bidder	Signature	Date	Position

This form is aligned to SBD 4.

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ *(Tender Number as per Tender Document)*

- 2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ *(Position in the Enterprise)*

and who will sign as follows:

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.



	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Tendering Enterprise may alternatively appoint a person to sign this document on behalf of the Tendering Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- 1 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows:

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

- 2 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
- 3 The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

Postal Code _____



Postal Address:

Postal Code

Telephone number: Fax number:

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

The tendering enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Tendering Enterprise may alternatively appoint a person to sign this document on behalf of the Tendering Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

1	
2	
3	
4	
5	
6	
7	
8	

Held at _____ (place)

on _____ (date)

RESOLVED that:

- A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works & Infrastructure in respect of the following project:

_____ (project description as per Tender Document)

Tender Number: _____ (tender number as per Tender Document)

B. Mr/Mrs/Ms: _____



in *his/her Capacity as: _____
(position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

- C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

- D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

- E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days' written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

- F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

- G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ Postal Code _____

Postal Address: _____

_____ Postal Code _____

Telephone number _____ Fax number: _____

E-mail address: _____

	Name	Capacity	Signature
1			

	Name	Capacity	Signature
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

The tendering enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).



DPW-16. TENDER BRIEFING MEETING CERTIFICATE

Project title:	LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings		
Tender / Quotation no:	BL25/006	Reference no:	BLM-68

Date Bid Briefing Meeting: N/A

Time of Bid Briefing Meeting: N/A

Venue: N/A

This is to certify that I, _____

representing _____

attended the tender clarification meeting on: _____

I further certify that I am satisfied with the description of the work and explanations given at the tender clarification meeting and that I understand the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date

DPW-21: RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title:	LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings		
Tender / Quotation no:	BL25/006	Reference no:	BLM-68

1. I / We confirm that the following communications received from the Department of Public Works before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Name of Tenderer	Signature	Date

2. I / We confirm that no communications were received from the Department of Public Works before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender Number: BL25/006

Name of Tenderer

☐ EME² ☐ QSE³ ☐ Non EME/QSE (tick applicable box)

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/township	Indicate if military veteran
1.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
2.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
3.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
4.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
5.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
6.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
7.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
8.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
9.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
10.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Where Owners are themselves a Company, Close Corporation, Partnership etc., identify the ownership of the Holding Company, together with Registration number
State date of South African citizenship obtained (not applicable to persons born in South Africa)

² EME: Exempted Micro Enterprise

³ QSE: Qualifying Small Business Enterprise

1. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2022, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date

DPW-09 PARTICULARS OF TENDERER'S PROJECTS

Project title:	LEJWELEPUTSWA DISTRICT: 36 Months Preventative Maintenance of Air Conditioners in State buildings		
Tender / Quotation no:	BL25/006	Closing date: Tuesday, 25 March 2025	Time: 11H00

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required.

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – eg 1 to 6)	Work stages completed	Work stages in progress
1.						
2.						
3.						
4.						
5.						
6.						
7.						

1.2. Completed projects

Projects completed in the last 5 (five) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – eg 1 to 6)	Date of appointment	Date of completion
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Name of Tenderer	Signature
	Date

PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

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

1.2 Preference Points System to be applied

☒ The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender shall be awarded for:

1.3.1 Price: Maximum 80 points

1.3.2 Specific Goals: Maximum 20 points

1.4 The maximum points for this tender are allocated as follows:

Preference Points System to be applied	80/20
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5 Breakdown Allocation of Specific Goals Points

1.5.1 For procurement transactions with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals as listed in the table below are applicable:

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by black people	10	• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area LEJWELEPUTSWA DISTRICT	2	• Official Municipal Rates Statement which is in the name of the bidder. - Or • Any Account or statement which is in the name of the Bidder. - Or • Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. - Or

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
			Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women	4	SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability	2	- SANAS Accredited BBBEE Certificate or sworn affidavit where applicable. and - Medical Certificate indicating that the disability is permanent or - South African Social Security Agency (SASSA) registration indicating that the disability is permanent Or - National Council for Persons with Physical Disability in South Africa registration (NCPDPA)
5.	An EME or QSE or any entity which is at least 51% owned by black youth	2	ID Copy and SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.

1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.

1.7 The organ of state reserves the right to require of a service provider/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

- “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;
- “price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- “rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- “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
- “the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = 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:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	10	
2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	
3. An EME or QSE or any entity which is at least 51% owned by women	4	
4. An EME or QSE or any entity which is at least 51% owned by people with disability	2	
5. An EME or QSE or any entity which is at least 51% owned by youth.*	2	

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:

.....

.....

.....

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

This affidavit **must not** be used for Construction/ CIDB related projects/ services

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Construction Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"



3. I hereby declare under Oath that:

- ☐ The Enterprise is _____ % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = _____ %
- Black Disabled % = _____ %
- Black Unemployed % = _____ %
- Black People living in Rural areas % = _____ %
- Black Military Veterans % = _____ %

☐ Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ / _____ / _____ the annual Total
Date/ month / year

Revenue was R10, 000,000.00 (Ten Million Rands) or less

☐ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature _____

Date: _____

Commissioner of Oaths
Signature & stamp

Stamp Commissioner of Oaths

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE – GENERAL

This affidavit **must not** be used for Construction/ CIDB related projects/ services

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Construction Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups”	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

I hereby declare under Oath that:

- ☐ The Enterprise is _____ % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = _____ %
- Black Disabled % = _____ %
- Black Unemployed % = _____ %
- Black People living in Rural areas % = _____ %
- Black Military Veterans % = _____ %

☐ Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____ / _____ / _____
Day/ month / year

(the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

☐ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

3. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
4. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature _____

Date: _____

 Commissioner of Oaths
 Signature & stamp

Stamp Commissioner of Oath

B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES (ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE)

(Gazette Vol. 630 No. 41287)

Issued in terms of paragraph 3.6.2.4.1 (B)

I, the undersigned,

This affidavit
must be used
for Construction/
CIDB related
projects/ service
only

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

- 1) The contents of this statement are to the best of my knowledge a true reflection of the facts.
- 2) I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Enterprise Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business:	BEP (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"		
Definition of "Black Designated Groups"	"Black Designated Groups" means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"		

3) I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____ % Black Owned
- The Enterprise is _____ % Black Female Owned
- The Enterprise is _____ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)

- o Black Youth % _____ %
- o Black Disabled % _____ %
- o Black Unemployed % _____ %
- o Black People living in Rural areas % _____ %

o Black Military Veterans % _____ %

4) Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____ / _____ / _____, the annual Total Revenue was less than the applicable amount confirmed by ticking the applicable box below.

BEP	R1.8 million	
Contractor	R3.0 million	
Supplier	R3.0 million	

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

• Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box below.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

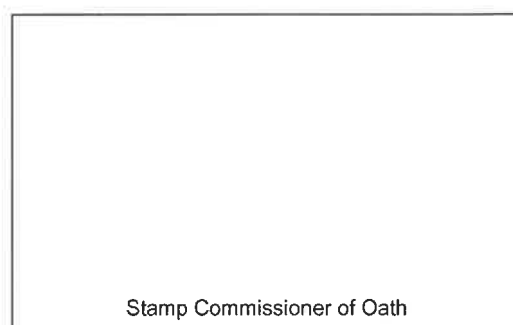
5) I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

6) The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature _____

Date: _____

Commissioner of Oaths
Signature & stamp





FACILITIES MANAGEMENT CONDITIONS OF CONTRACT (DPW)

SEPT. 2005 VERSION 1

PA-10 (FM): CONDITIONS OF CONTRACT

1. DEFINITIONS

- 1.1. *The following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:*
- 1.1.1. *"Additional Services" are increases in the quantity of the routine Services detailed in the Scope of Works.*
- 1.1.2. *"Bill of Quantities" means the document so designated in the Pricing Data that describes the Services and indicates the quantities and rates associated with each item which the Employer agrees to pay the Service Provider for the Services completed;*
- 1.1.3. *"Certificate of Completion" means the certificate issued by the Service Manager signifying that the Contract has expired;*
- 1.1.4. *"Commencement Date" means the date on when the Service Provider is notified of the Employer's acceptance of its offer;*
- 1.1.5. *"Contract" means the Contract signed by the Parties and of which these Conditions of Contract form part of, and such amendments and additions to the Contract as may be agreed in writing between the Parties;*
- 1.1.6. *"Contract Data" means the specific data, which together with these Conditions of Contract, Scope of Works and Pricing Data collectively describe the risks, liabilities and obligations of the contracting Parties and the procedures for the administration of the Contract;*
- 1.1.7. *"Contract Period" is from Commencement Date for the period stated in the Contract Data;*
- 1.1.8. *"Contract Price" means the price to be paid for the Services in accordance with the Pricing Data, subject to such additions thereto or deductions there from as may be made from time to time under the provisions of the Contract;*
- 1.1.9. *"Contract Sum" refers to the amount stated by the Service Provider in the Form of Offer and Acceptance;*
- 1.1.10. *"CPAP" means contract price adjustment provisions used for the adjustment of fluctuations in the cost of labour, plant and materials and goods as stated in the Contract Data;*
- 1.1.11. *"Day" means a calendar day;*
- 1.1.12. *"Drawings" means all drawings, calculations and technical information which are made available to the Service Provider for inspection at a venue and time to be announced by the Service Manager and any modifications thereof or additions thereto from time to time approved in writing by the Employer or delivered to the Service Provider by the Employer;*
- 1.1.13. *"Employer" means the contracting Party named in the Contract Data who appoints the Service Provider;*
- 1.1.14. *"Equipment" includes all appliances, tools implements, machinery, articles and things of whatsoever nature required in or for the rendering, completion or defects correction of the Services but does not include materials;*
- 1.1.15. *"Facilities" means the land and buildings, detailed in the Scope of Works, and any additions, or omission thereto, made available by the Employer for the purposes of the Contract, on, under, over, in or through which the Services are to be rendered or carried out;*

- 1.1.16. *"Form of Offer and Acceptance" means the written communication by the Employer to the Service Provider recording the acceptance of the Service Provider's offer;*
- 1.1.17. *"Identified Projects" means any projects, other than routine Services, identified and agreed to by the Parties during the Contract period or any extensions thereto, to be completed in terms of the Contract.*
- 1.1.18. *"Materials" includes all materials, commodities, articles and things required to be furnished under the Contract for the execution of the Services;*
- 1.1.19. *"Month" refers to the period commencing on a certain day of a month to the day preceding the corresponding day of the next month;*
- 1.1.20. *"Parties" means the Employer and the Service Provider;*
- 1.1.21. *"Pricing Data" means the document that contains the Bill of Quantities and provides the criteria and assumptions, which it will be assumed in the Contract were taken into account by the Service Provider when developing his prices;*
- 1.1.22. *"Services" means all the work to be performed by the Service Provider during the Contract Period in accordance with the Contract, as more fully set out in the Scope of Works, as amended from time to time by written agreement between the Parties;*
- 1.1.23. *"Service Provider" means the Tenderer, as named in the Contract Data, whose offer has been accepted by or on behalf of the Employer and, where applicable, includes the Service Provider's heirs, executors, administrators, trustees, judicial managers or liquidators, as the case may be, but not, except with the written consent of the Employer, any assignee of the Service Provider;*
- 1.1.24. *"Service Manager" means the representative of the Employer named as the Service Manager in the Contract Data. The Employer reserves the right to replace the said Service Manager, by written notice to the Service Provider, without the need to furnish reasons therefor;*
- 1.1.25. *"Scope of Work" refers to the document which defines the Employer's objectives and requirements and specifications and any other requirements and constraints relating to the manner in which the Services must, or may, be provided or performed;*
- 1.1.26. *"Service Period" refers to the period indicated in the Contract Data during which the Service Provider shall render the Services required in terms of the Contract;*
- 1.1.27. *"Transitional Stage" refers to the period indicated in the Contract Data, which commences immediately on the expiry of the Service Period, and during which the Services to be provided by the Service Provider shall include, inter alia, the provision and transfer to the incoming service provider of managerial support and information, as detailed in the Scope of Works.*

2. INTERPRETATION

- 2.1. *In this Contract, except where the context otherwise requires:*
 - 2.1.1 *The masculine includes the feminine and the neuter, vice versa;*
 - 2.1.2 *The singular includes the plural; and vice versa*
 - 2.1.3 *Any reference to a natural person includes a body corporate, firm, association or consortium/joint venture/partnership, vice versa.*
- 2.2. *The headings to the clauses of this Contract are included for reference purposes only and shall not affect the interpretation of the provisions to which they relate.*

- 2.3. *Words and phrases defined in any clause shall bear the meanings assigned thereto.*
- 2.4. *The various parts of the Contract are severable and may be interpreted as such.*
- 2.5. *The expressions listed in clause 1 bear the meanings as assigned thereto and cognate expressions bear corresponding meanings.*
- 2.6. *If any provision in a definition clause is a substantive provision conferring rights or imposing obligations on any Party, effect shall be given to it as if it were a substantive clause in the body of the Contract, notwithstanding that it is only contained in the interpretation clause.*

3. *DURATION*

- 3.1. *The rights and obligations of the Parties to this Contract shall commence on the Commencement Date.*
- 3.2. *Subject to the terms of clauses 33 and 34 relating to breach and termination respectively, the Contract will commence on the Commencement Date and terminate on the expiry of the Contract Period, unless it is extended in terms of clause 3.3.*
- 3.3. *The terms or duration of the Contract may be extended as a result of bona fide negotiations between the Parties. No extension of term or duration of the Contract shall however be valid unless the terms and conditions of such extension has been reduced to writing and signed by the authorised representatives of both Parties.*

4. *RIGHTS AND OBLIGATIONS OF THE EMPLOYER*

- 4.1. *The Employer shall give access to or supply the Service Provider with:*
 - 4.1.1 *All relevant, available data and information required and requested by the Service Provider for the proper execution of the Services; and*
 - 4.1.2 *Such assistance as shall reasonably be required by the Service Provider for the execution of its duties under the Contract.*

5. *RIGHTS AND OBLIGATIONS OF THE SERVICE PROVIDER*

- 5.1. *The Service Provider shall, in executing his obligations, comply with the Service Manager's written instructions on any matter relating to the Services.*
- 5.2. *The Service Provider shall take instructions only from the Service Manager or other persons authorised by the Service Manager in terms of Clause 6.*
- 5.3. *The Service Provider shall not have the power of attorney or authority to enter into any contract or to otherwise bind or incur liability on behalf of the Employer, save where prior written authorisation has been obtained.*
- 5.4. *The Service Provider shall ensure that it, its employees, agents and representatives have the relevant experience and capacity necessary for rendering of the Services with the reasonable degree of skill, care and diligence that may be expected of professionals providing services similar to the Services.*
- 5.5. *Should any member of the Service Provider's team, in the opinion of the Service Manager or occupants of the Facilities, misconduct himself or is incompetent or negligent in the delivery of the Services, or whose presence on the Facilities is otherwise considered by the Service Manager, or occupants of the Facilities, on reasonable grounds, to be undesirable, the Employer may, in writing and together with reasons therefor, request that such person be removed. Such person shall not again be employed on the Services without the prior written consent of the Employer.*

- 5.6. *The Service Provider undertakes to effect such removal, as referred to in 5.5 above, within a day of receipt of the Employer's written request.*
- 5.7. *The Service Provider shall ensure that reasonable levels of care and responsibility are exercised when using items belonging to the Employer in the delivery of the Services.*
- 5.8. *During the ongoing provision of the Services the Service Provider shall at all times keep the Facilities clean and in a safe condition.*
- 5.9. *Notwithstanding anything herein contained to the contrary, it is specifically agreed that the appointment of the Service Provider shall not create an employment contract or relationship between the Parties and the Service Provider or his employees shall therefore not be entitled to any benefits to which the employees of the Employer may be entitled.*
6. **SERVICE MANAGER**
 - 6.1. *The Service Manager shall administer the Contract on behalf of the Employer in accordance with the provisions of the Contract.*
 - 6.2. *The Service Manager may delegate any of his powers and authority and may cancel such delegation, on the prior written notification thereof to the Service Provider.*
 - 6.3. *Such delegation shall continue in force until the Service Manager notifies the Service Provider in writing that the delegation is terminated.*
 - 6.4. *The Service Provider may at any time, prior to giving effect thereto, refer any written order or instruction of the Service Manager's delegatee to the Service Manager who shall confirm, reverse or vary such order or instruction.*
7. **SECURITY**
 - 7.1. *The Service Provider shall provide to the Employer security in the amount and in the form set out in the Contract Data and any expenditure incurred in doing so shall be borne by the Service Provider.*
 - 7.2. *Should the Service Provider fail to select the security to be provided or should the Service Provider fail to provide the Employer with the selected security within 21 days from Commencement Date, it shall be deemed that the Service Provider has selected a security in the form of a retention of 2.5 % of the Contract Sum (excl. VAT).*
8. **SECURITY CLEARANCE**
 - 8.1. *In the event of security clearance becoming necessary, the Service Provider, any subcontractors and all human resources utilized by the Service Provider undertake to undergo security clearance, for which purpose the necessary forms will be made available to the Service Provider at the relevant time by the Employer. The Service Provider accepts that if he or any of his human resources refuses to undergo the required security clearance, they will not be allowed on the Facilities to render the Services.*
 - 8.2. *It is required that all persons engaged in the rendering of the Services shall be easily identifiable and where required, security cleared.*
9. **CONFIDENTIALITY**
 - 9.1. *The Service Provider undertakes to keep any and all information, of whatever nature, relating to the Contract or which he becomes privy to due to his presence at the Facilities, strictly confidential and such shall not be sold, traded, published or otherwise disclosed to anyone in*



any manner whatsoever, including by means of photocopy or other reproduction, without the Employer's prior written consent. As disclosure or improper use of the confidential information, without the Employer's prior written consent, will cause the Employer harm:

- 9.1.1 *the Service Provider shall be liable for any loss or damages suffered by the Employer and shall indemnify the Employer against any claims by third parties as a result of such unauthorised disclosure or use thereof, either in whole or in part; and/or*
- 9.2.1 *the Employer shall be entitled to cancel the Contract*
- 9.2. *The Service Provider shall be entitled to disclose such confidential information to the following persons, who have a clear need to know interest, in order to assist with the rendering of the Services on the Contract:*
 - 9.2.1 *employees, officers and directors of the Service Provider; and*
 - 9.2.2 *any professional consultant or agent retained by the Service Provider for the purpose of rendering the Services, provided that the identity of such consultant or agent is made known to the Employer in writing and the Employer acknowledges in writing that the confidential information may be disclosed to such person.*
- 9.3. *The Service Provider shall be responsible for ensuring that all persons to whom the confidential information is disclosed under this Contract shall keep such information confidential and shall not disclose or divulge the same to any unauthorised person.*
- 9.4. *The confidential information shall remain the property of the Employer and the Employer may demand the return or destruction thereof, at the cost of the Service Provider, at any time upon giving written notice to the Service Provider. Within ten (10) days of receipt of such notice, the Service Provider shall return all of the original confidential information and shall destroy all copies and reproductions (both written and electronic) in its possession or in the possession of persons to whom it was disclosed and furnish a certificate to the Employer stating as much.*

10. AMBIGUITY IN DOCUMENTS

- 10.1. *The several documents forming the Contract are to be taken as mutually explanatory of one another and any ambiguity in or discrepancy between them shall be explained and, if necessary, rectified by the Service Manager who shall thereupon issue to the Service Provider a written explanation giving details of the adjustments, if any, and a written instruction directing what Service, if any, is to be delivered.*

11. INSURANCES

- 11.1. *It is the responsibility of the Service Provider to assess his risks on this project and to ensure that he obtains and maintains the adequate insurances to cover such risks.*

12. ACCESS TO THE FACILITIES AND COMMENCEMENT OF THE SERVICES

- 12.1. *The Service Provider shall provide the Employer, within 21 days of the Commencement Date, with an acceptable health and safety plan and such other information required in terms of the Occupational Health and Safety Act (85 of 1993).*
- 12.2. *The Service Period shall commence 30 days from Commencement date, or on such other date as maybe specified in the Contract Data*
- 12.3. *Notwithstanding the provision of 12.2, the Service Provider shall be given access to the Facilities or portions thereof, only after the provision by the Service Provider of an acceptable health and safety plan and of security clearance being obtained in terms of Clauses 12.1 and 8.1 respectively.*

- 12.4. *The Service Provider shall be given access to the Facilities or portions thereof and shall render the Services in accordance with its programme, referred to in clause 13 or after the receipt by him of a written instruction to this effect.*
- 12.5. *If the Employer fails to give the Service Provider access to the facility or any portion thereof for any reason other than default by the Service Provider and the Service Provider suffers additional costs as a result thereof, the Service Provider shall be entitled to make a claim therefor provided that the Service Provider is able to prove his claim and that he has taken all reasonable steps to mitigate the additional costs.*

13. PROGRAMME

- 13.1. *The Service Provider shall deliver to the Service Manager within 14 days from Commencement Date, a realistic programme and a cash flow for the delivery of the Services. The programme shall describe and detail the order in which the Services are to be rendered and shall be subject to the approval of the Service Manager, which written approval shall not be unreasonably withheld.*
- 13.2. *The Service Provider shall, on receipt of a written request from the Service Manager, furnish the Employer with any documents or information, of whatever nature, in support of the programme and/or in relation to the manner in which the Services are to be rendered and/or the resources to be supplied and used in the rendering of the Services and/or progress of the various parts of the Contract; and/or a detailed cash flow forecast.*
- 13.3. *A programme and the cash flow forecast will be submitted in terms of 13.1 and reviewed quarterly or as circumstances may require.*
- 13.4. *Agreement to the programme by the Service Manager or any adjustment thereto will not alter the responsibilities of the Service Provider in terms of this Contract.*

14. SUBCONTRACTING

- 14.1. *The Service Provider may subcontract any part of the Services at its discretion. The subcontracts shall incorporate the applicable terms, conditions and requirements of this Contract.*
- 14.2. *Subcontracting by the Service Provider shall not be construed as relieving the Service Provider from any obligations under the Contract or imposing any liability on the Employer.*

15. INTELLECTUAL PROPERTY RIGHTS INDEMNITY

- 15.1. *The Service Provider undertakes to obtain the necessary consent from the proprietors or their licensees should the Service Provider make use of the intellectual property of any other person.*
- 15.2. *The Service Provider further indemnifies the Employer against any claim or action (including costs on an attorney and client scale) caused by or arising from the failure to obtain such consent.*

16. COMPLIANCE WITH LEGISLATION

- 16.1. *This clause applies to legislation emanating from national and provincial government as well as that of any local authorities in whose area of jurisdiction the Facilities fall and which have a bearing on the delivery of the Services and Facilities under this Contract.*
- 16.2. *All the applicable legislation, which does not specifically allow discretion in respect of compliance by the Employer, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary.*



- 16.3. *Should any applicable legislation allow discretion in respect of compliance by the Employer it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the Service Provider by the Service Manager.*
- 16.4. *The Service Provider shall in the provision of the Services comply with the provisions of, and give all notices and pay all fees, taxes, levies and other charges required to be given or paid in terms of any legislation or imposed by any other body or person. The Service Provider hereby indemnifies the Employer against any liability for any breach of the provision of this clause.*
- 16.5. *It is the responsibility of the Service Provider to obtain the consents, permissions and/or permits, referred to in Clause 16.4, in the provision of the Services.*
- 16.6. *The Service Provider shall not have a claim against the Employer, and the Employer shall not be liable to refund the Service Provider for any of the fees, taxes, levies and other charges referred to Clause 16.4.*
17. **REPORTING OF INCIDENTS**
- 17.1. *In addition to the above, the Service Provider shall, as soon as possible, notify the Employer in writing of any incidents at the Facilities, which resulted or could have resulted in damage to property or injury or death to persons.*
- 17.2. *The Service Provider shall verbally notify the Service Manager of any of the incidents referred to in 17.1 immediately after the occurrence thereof.*
- 17.3. *The Service Provider shall follow up the verbal notification referred to in 17.2 with a detailed written report on such incidents to the Service Manager within the time frame indicated by the Service Manager, but in any event within 48 hours of the incident.*
- 17.4. *The written report referred to in 17.3 shall provide for all incidents, which resulted in injury, death or damage to property.*
- 17.5. *The Service Provider shall notify the Employer immediately, on becoming aware of the Contract requiring him to undertake anything that is illegal or impossible*
18. **NUISANCE**
- 18.1. *The Service Provider shall deliver the Services in a manner that shall not cause unnecessary noise, nuisance, or hinder the normal activities in the Facilities.*
- 18.2. *The Service Provider hereby indemnifies the Employer against any liability arising out of the Service Provider's non-compliance with his obligations in terms of Clause 18.1.*
19. **MATERIALS, WORKMANSHIP AND EQUIPMENT**
- 19.1. *All Services delivered, and materials and workmanship shall comply with the requirements of this Contract, the manufacturer's specification; good industry practice and the Service Manager's written instructions and shall be suitable for the purpose intended.*
- 19.2. *The Service Provider shall, in accordance with the Scope of Works or if instructed by the Service Manager, carry out tests demonstrating the acceptability of the relevant Services provided, or the suitability of materials or equipment to be used.*
- 19.3. *The Service Provider shall provide all necessary assistance, labour, materials, testing equipment and instruments for the purpose of such tests to be performed by himself or, if so instructed by the Service Manager, for the purposes of tests to be performed by any other person.*

- 19.4. *All costs for tests carried out shall be deemed to be included in the Service Provider's prices*
- 19.5. *Copies of the reports on the tests referred to in Clause 19.2 shall be forwarded by the Service Provider to the Employer within 10 days of the tests being completed.*

20. URGENT WORK

- 20.1. *The Employer may, by itself or through another service provider, effect any remedial or other repair work which becomes necessary due to no act or omission on the part of the Service Provider.*
- 20.2. *If the remedial or repair work became necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives, the Service Provider shall effect such remedial or repair work at its own cost.*
- 20.3. *If the remedial or repair work is urgently necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives and the Service Provider refuses to or is not available or able to effect such remedial or repair work, the Employer may effect such remedial or repair work either by itself or through another service provider.*
- 20.4. *If the Employer effects the remedial or repair work in terms of 20.3, then the Employer may recover such costs, losses or damages from the Service Provider or by deducting the same from any amount still due under this Contract or under any other contract presently or hereafter existing between the Employer and the Service Provider and for this purpose all these contracts shall be considered one indivisible whole.*

21. INDEMNIFICATIONS

- 21.1. *The Service Provider shall be liable for and hereby indemnifies the Employer against any liability, claim, demand, loss, cost, damage, action, suits or legal proceedings whether arising in common law or by statute consequent upon:*
- 21.1.1 *personal injuries to or the death of any person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by the rendering of the Services;*
- 21.1.2 *loss of or damage to any movable or immovable or personal property or property contiguous to the Facilities whether belonging to or under the control of the Employer or any other body or person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by reason of the rendering of the Services;*
- 21.1.3 *any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials parts, work-in-process or finished work furnished to, or in respect of which any payment has been made by the Employer.*
- 21.2. *The Employer accepts liability for all acts or omissions of its employees, agents or representatives.*

22. VARIATIONS

- 22.1. *The Employer may at any time during the Contract Period, vary the Services by way of additions, omissions, or substitutions.*
- 22.2. *No variation by the Employer of whatever nature shall vitiate the Contract.*
- 22.3. *Any Services required by the Employer outside of the Services as referred to in the Scope of Works will be regarded as being Identified Projects and shall be dealt with under clause 23 and shall be executed as a variation order.*
- 22.4. *The Service Provider shall inform the Employer of any instructions that are deemed to be Additional Services prior to such instructions being executed.*

- 22.5. *Additional Services will only be executed by the Service Provider after receipt by him of a written instruction from the Service Manager.*
- 22.6. *If no prior written authorisation, as required in 22.5 above, has been obtained, the Employer shall not reimburse the Service Provider for the Additional Services so executed, and the Service Provider agrees that it shall not have a claim for payment for such Additional Services.*
- 22.7. *The Additional Services will be valued at the rates in the Pricing Data.*
23. **IDENTIFIED PROJECTS**
- 23.1. *The Service Provider shall inform the Employer of any instructions that are deemed to be Identified Projects prior to such instructions being executed.*
- 23.2. *The Employer is not obliged to engage the services of the Service Provider on Identified Projects. The Employer may, by itself, through another service provider or through the Service Provider effect the services/works under Identified Projects.*
- 23.3. *Identified Projects will only be executed by the Service Provider after receipt by him of a written instruction from the Service Manager.*
- 23.4. *If no prior written authorisation, as required in 23.3 above, has been obtained, the Employer shall not reimburse the Service Provider for the Identified Projects so executed, and the Service Provider agrees that it shall not have a claim for payment for such Identified Projects.*
- 23.5 *In respect of the Identified Projects, the written instruction referred to in 23.3 shall:*
- (a) *describe the services/works required to be executed by the Service Provider under the Identified Project;*
 - (b) *state the due commencement and completion dates of the relevant Identified Project;*
 - (c) *state the total cost of the relevant Identified Project as agreed to between the Parties;*
and
 - (d) *any additional requirements, conditions of contract and/or restrictions, other than those already stated in the Contract, that will be applicable.*
- 23.6 *Within 14 days of receipt of the written instruction referred to in 23.5, the Service Provider shall furnish the Employer with a realistic programme and a cash flow for the relevant Identified Project as required in 13.*
- 23.7 *Where an Identified Project comprises services/works that are of the same or similar character executed under the same or similar conditions as those to which the rates in the Pricing Data apply, it shall be valued at such rates.*
- 23.8 *Where an Identified Project comprises services/works that are not of the same or similar character executed under the same or similar conditions as those to which the rates in the Pricing Data apply, it shall be valued at market related rates to be agreed to in writing between the Employer and the Service Provider and in advance of executing the Identified Project. Failing agreement, the rates applicable shall be as determined by the Employer.*
- 23.9 *If the Service Provider fails to complete the Identified Project by the completion date specified in the written instruction referred to in 23.3, then the Service Provider will be liable for a penalty, at the rate stated in the Contract Data, for every day that lapses from the due completion date of the relevant Identified Project to the date of the actual completion of such Identified Project.*



- 23.10 *If the Identified Projects are delayed by variations, omissions, additions, substitutions or organised work stoppages by any workman not due to any action on the part of the Service Provider, exceptionally inclement weather, any substantial increase in provisional quantities or any other cause beyond the Service Provider's control, including delays caused by the Employer, then the Service Provider shall be entitled to apply in writing within 21 days of the cause of delay arising to the Service Manager for extension of the due completion date of the relevant Identified Project stating the cause of delay and period of extension applied for.*
- 23.11 *If during the period for completion of the Identified Project or any extension thereof abnormal rainfall or wet conditions occur, the formula below shall be used to calculate separately the delay for each calendar month or part thereof. It shall be calculated each month during the period referred to herein above, or until the issue date of the certificate of completion for the relevant Identified Project, whichever is the shorter period. The delay calculated for a given month shall be used to determine the interim extension of time granted for the month. At the end of the applicable period referred to above, the aggregate of the monthly delays will be taken into account for the final determination of the total extension of time for the Contract:*

$$V = \frac{(Nw - Nn) + (Rw - Rn)}{X}$$

V = Delays due to rain in calendar days in respect of the calendar month under consideration.

Nw = Actual number of days during the calendar month on which a rainfall of Y mm or more per day has been recorded

Rw = Actual rainfall in mm for the calendar month under consideration.

Nn = Average number of days in the relevant calendar month (as derived from existing rainfall records provided in the project specifications) on which a rainfall of Y mm or more per day has been recorded.

Rn = Average rainfall in mm for the calendar month, as derived from the rainfall records supplied in the project specifications.

X = 20, unless otherwise provided in the project specifications.

Y = 10, unless otherwise provided in the project specifications.

The total delay that will be taken into account for the determination of the total extension of time for the Contract shall be the algebraic sum of the monthly totals for the period under consideration. But if the grand total is negative, the time for completion shall not be reduced on account of abnormal rainfall. The total extension of time for any calendar month shall not exceed (Nc – Nn) calendar days, where Nc = number of days calendar days in the month under consideration

The factor (Nw – Nn) shall be considered to represent a fair allowance for variations from the average number of days during which rainfall equals or exceeds Y mm per day.

The factor (Rw – Rn) ÷ X shall be considered to represent a fair allowance for variations from the average for the number of days during which rainfall does not equal or exceed Y mm per day, but when wet conditions prevent or disrupt work.

This formula does not take into account any flood damage, which could cause further or concurrent delays and which should be treated separately in so far as extension of time is concerned.

Accurate rain gaugings shall be taken at a suitable point on the site daily at 08:00 unless otherwise agreed to by the Service Manager, and the Contractor shall, at his own expense,



take all necessary precautions to ensure that the rain gauges cannot be interfered with by unauthorized persons.

Information regarding existing rainfall records, if available from a suitable rainfall station near the site, will be supplied in the project specifications, together with calculations of rain delays for previous years in accordance with the above formula. The average of these delays will be regarded as normal rain delays which the Contractor shall accommodate in his programme, and for which no extension of time will be considered.

- 23.12 *Upon receipt of such written application, referred to in 23.10, the Employer may in writing extend the due completion date of the relevant Identified Project by a period to be determined by the Employer or may refuse to extend the due completion date of the relevant Identified Project. The due completion date of an Identified Project may not be extended beyond the end of the Contract Period stated in the Contract Data.*
- 23.13 *Any decision given by the Employer, in terms of 23.12, shall be final and binding on the Parties.*
- 23.14 *Should the Service Provider fail to apply in writing for an extension of the due completion date of the relevant Identified Projects within the 21 days referred to in 23.10, or should the Employer not grant an extension of the due completion date then the due completion date stipulated in the relevant written instruction referred to in 23.5 shall not be extended nor the Service Provider exonerated from liability to pay the penalty stipulated in 23.9 or from specific performance of the service/works within the period in the relevant written instruction.*

24. SUSPENSION OF THE SERVICES

- 24.1 *The Service Provider shall, on the written order of the Service Manager, suspend the provision of the Services or any part thereof for such time or times and in such manner as the Service Manager shall order and shall, during such suspension, properly protect the Services so far as is necessary.*
- 24.2 *If the Service Provider is instructed in writing by the Service Manager to suspend any or all of the Services, the Service Provider shall re-schedule the relevant Services. For the duration of such suspension all penalties applicable to that Service will be waived. Should the Service Provider suffer any additional costs resulting from such suspension, the Service Provider shall be entitled to make a claim therefor provided that the Service Provider shall prove his claim and that he has taken all reasonable steps to mitigate the additional costs.*
- 24.3 *If the Service Provider is unable to render any of the Services for any reason other than an instruction by the Employer to suspend the Services in terms of clause 24.1, the Employer shall not be liable for any claim of whatever nature, including a claim for costs, by the Service Provider.*

25. PENALTY FOR NON-PERFORMANCE

- 25.1 *The Service Provider shall be liable for a performance deduction, if the Service Provider in rendering any of the Services required under the Scope of Works, as amended from time to time,*
- 25.1.1 *delays in performing any of the Services;*
- 25.1.2 *fails to perform any of the Services;*
- 25.1.3 *fails to perform any of the Services to the standard required in the Scope of Works, as amended from time to time.*
- 25.2 *The performance deduction shall be calculated in accordance with the formula detailed in the Scope of Works.*

25.3 *The Service Provider shall not be liable for a performance deduction, if the Service Provider is unable to perform due to no fault of his own, his employees, agents or representatives.*

26. PAYMENTS

26.1 *The Service Manager will evaluate the Service Provider's performance on a monthly basis.*

26.2 *The Service Provider shall submit a monthly certificate taking into account the following:*

26.2.1 *the assessment of the Services rendered during the assessment month, including routine services, management fees, and services using call down rates;*

26.2.2 *adjustments in terms of the pricing data;*

26.2.3 *additional work rendered by the Service Provider;*

26.2.4 *CPAP adjustment where stated in the Contract Data; and*

26.2.5 *VAT. Vat will be indicated separately in all documents.*

26.3 *If the Service Provider elects a security of 2,5% retention, or a 1,25% cash and 1,25% retention, then 5% of all moneys (excl. VAT) in the monthly certificate assessed by the Service Manager as being due to the Service Provider will be retained until such time as the amount retained equals 2.5% or 1,25%, whichever is applicable, of the Contract Sum (excl. VAT)*

26.4 *The monthly certificate shall be supported by a detailed report substantiating the Services rendered at each Facility during the month under assessment.*

26.5 *The monthly certificate shall be assessed by the Service Manager. If the Service Manager agrees with the certificate, he will issue a statement within 14 days of the receipt of the certificate, taking into account inter alia the following:*

- i. *Deductions for penalties;*
- ii. *Deductions for overpayments;*
- iii. *Deductions for retention*
- iv. *Deductions for damages.*

26.6 *The Service Provider shall, on receipt of the statement referred to in 26.5, issue to the Employer a tax invoice in the amount reflected in the statement. The Employer shall effect payment to the Service Provider within 16 days of receipt of the tax invoice.*

26.7 *If the Service Manager does not agree with the certificate issued by the Service Provider in terms of Clause 26.2, the Service Manager shall within 14 days of receipt of the certificate, issue a statement in the amount to which the Service Manager agrees and shall give reasons for rejecting the balance of the claim indicated in the statement.*

26.8 *The Service Provider shall furnish the Employer with a tax invoice in the amount indicated in the statement referred to in Clause 26.7.*

26.9 *With regards to the claim in dispute, the Service Provider may, within 14 days of the Service Manager issuing the statement referred to in 26.7, submit a revised certificate or a justification for his claim or declare a dispute in terms of 34.*

26.10 *If it is later resolved that the amount in dispute or any part thereof is owing to the Service Provider, the Employer shall be liable for interest thereon from 30 days after the issue of the relevant monthly certificate referred to in 26.2 until the date of payment at the interest rate determined from time to time, by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act, 1999 (Act 1 of 1999), as amended.*



26.11 *All the work shall be evaluated in accordance with the provisions of the Pricing Data.*

26.12 *In assessing the quality of the work presented by the Service Provider, the Employer may enlist the assistance of third persons. In assessing the work the third person shall act reasonably. The selection of such third persons shall be in the absolute discretion of the Employer and the Service Provider shall abide by such selection.*

26.13 *Any and all extra costs incurred by the Service Provider, resulting from the Service Provider having to address and/or rectify queries arising from a claim submitted in respect of work done, shall be for the account of the Service Provider.*

27. RELEASE OF SECURITY

27.1 *If the Service Provider has furnished a security by way of a variable guarantee of 2.5% of the Contract Sum (excl. VAT), the security will be reduced and be released in accordance with the provisions of such variable guarantee.*

27.2 *If the Service Provider elects to furnish a security by way of a cash deposit of 2.5% of the Contract Sum (excl. VAT), then the security will be released as follows:*

27.2.1 *annually in equal portions, subject to 27.2.2 and 27.2.3;*

27.2.2 *95% of the last annual portion of retention shall be released within 30 days of the expiry of the Service Period;*

27.2.3 *the remaining retention shall be released within 30 days of the issue of the Certificate of Completion.*

27.3 *If the form of security selected is:*

(a) *a retention of 2.5% of the Contract Sum (excl. VAT); or*

(b) *a 1,25% cash deposit and a 1,25% retention of the Contract Sum (excl. VAT),*

then security will only be released after the 2,5% or 1,25% retention respectively has been accumulated, as follows:

27.3.1 *annually in equal portions, subject to 27.3.2 and 27.3.3;*

27.3.2 *95% of the last annual portion of retention shall be released within 30 days of the expiry of the Service Period;*

27.3.3 *the remaining retention shall be released within 30 days of the issue of the Certificate of Completion.*

28. OVERPAYMENTS

28.1 *If any overpayment of whatever nature is made to the Service Provider, the Service Provider shall be obliged to repay such amount to the Employer and the Employer shall be entitled to deduct such over payment from any amount due to the Service Provider, in respect of this Contract or any other contract, which the Employer may have with the Service Provider. The Employer shall be entitled to claim interest on any and all overpayments made to the Service Provider at the rate prescribed, from time to time, by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act, 1999 (Act 1 of 1999), as amended.*

29. COMPLETION



- 28.1 *At the expiry of the Service Period the Service Manager shall furnish the Service Provider with a written list of Employer's Assets and Data handed over at commencement of the Contract and accumulated during the Contract Period.*
- 29.2 *At the expiry of the Contract Period, the Service Manager shall issue to the Service Provider a Certificate of Completion.*
- 29.3 *Upon the issue of a Certificate of Completion, unless otherwise provided in the Contract:*
- 29.3.1 *The Guarantee shall be returned, if applicable.*
- 29.3.2 *The final cash deposit or retention, whichever is applicable, shall be reduced to zero.*
30. **ASSIGNMENT**
- 30.1 *The rights and obligations of the Parties in terms of this Contract shall not be ceded, assigned, delegated, or otherwise transferred, by either Party to any person outside of the Service Provider and the Employer, save with the prior written consent of the other Party.*
- 30.2 *Each Party warrants that he is acting as a principal and not as an agent of an undisclosed principal.*
31. **INDULGENCES**
- 31.2 *No extension of time, latitude or other indulgences which may be given or allowed by either Party to the other shall constitute a waiver or alteration of this Contract, or affect such Party's rights, or prevent such Party from strictly enforcing due compliance with each and every provision of this Contract.*
32. **OWNERSHIP AND PUBLICATION OF DOCUMENTS**
- 32.1 *The Employer will become the owner of the information, documents, advice, recommendations and reports collected, furnished and/or compiled by the Service Provider during the course of, and for the purposes of executing this Contract, all of which will be handed over to the Employer, unless otherwise stipulated in the Contract, within ten (10) days of request therefor, but in any event on the termination and/or cancellation of this Contract for whatever reason. The Service Provider relinquishes its retention or any other rights to which it may be entitled.*
- 32.2 *The copyright of all documents, recommendations and reports compiled by the Service Provider during the course of and for the purposes of finalising Services, and the Contract as a whole, will vest in the Employer, and may not be reproduced or distributed or made available to any person outside the Employer's service, or to any institution in any way, without the prior written consent of the Employer. The Employer shall have the right to use such material for any other purpose without the approval of, notification to or payment to the Service Provider.*
- 32.3 *The copyright of all electronic aids, software programmes etc. prepared or developed in terms of this Contract shall be vested in the Employer, who shall have the right to use such material for any other purpose without the approval of, information or payment to the Service Provider.*
- 32.4 *In case of the Service Provider providing documents or material to the Employer, the development of which has not been at the expense of the Employer, copyright shall not be vested in the Employer. The Service Provider shall be required to indicate to which documents and/or materials this provision applies.*
- 32.5 *The Service Provider hereby indemnifies the Employer against any action or claim that may be instituted against the Employer and for any damages suffered or legal costs (including costs on an attorney and client scale) incurred on the grounds of an alleged infringement of*



any copyright or any other intellectual property right in connection with the work outlined in this Contract.

- 32.6 *All information, documents, recommendations, programmes and reports collected or compiled must be regarded as confidential and may not be communicated or made available to any person outside the Employer's service and may not be published either during the currency of this Contract or after termination thereof without the prior written consent of the Employer.*

33. *BREACH OF CONTRACT*

- 33.1 *In the event of a breach by the Service Provider of any of the terms and conditions of this Contract, the Employer shall issue a notice of non-compliance requiring compliance within 10 (ten) days. In the event that the Service Provider fails to remedy such breach on expiry of the notice period, then the Employer shall without prejudice to any other rights that it may have, be entitled to exercise any or all of the following rights:*

33.1.1 *Enforce strict compliance with the terms and conditions of the Contract;*

33.1.2 *To terminate this Contract without prejudice to any other rights it may have;*

33.1.3 *To suspend further payments to the Service Provider;*

33.1.4 *To appoint other service providers to complete the execution of the Services, in which event the Service Provider shall be held liable for costs incurred in connection with and arising from the appointment of such a service provider as well as damages suffered.*

- 33.2 *The Service Provider agrees to, within ten (10) days of written request from the Employer, give access to and to make available all information, documents, programmes, advice, recommendations and reports collected, furnished and/or compiled by them to enable the Employer to assume responsibility for and the benefit of the project as a whole.*

- 33.3 *In the event of breach by the Employer of the terms and conditions of this Contract, and in the event of the Employer remaining in breach after ten (10) days' written notice calling for rectification of the breach, the Service Provider shall be entitled to:*

33.3.1 *enforce strict compliance with the terms and conditions of the Contract; or*

33.3.2 *terminate the Contract by delivering written notice to the Employer to that effect to the extent that such breach is of a material term of this Contract.*

34. *STOPPAGE AND/OR TERMINATION OF CONTRACT*

- 34.1 *The Employer reserves the right to terminate this Contract or temporarily stop the Services, or any part thereof, at any stage of completion.*

- 34.2 *The Employer shall have the right to terminate this Contract without prejudice to any of its rights upon the occurrence of any of the following acts:*

34.2.1 *on breach of this Contract by the Service Provider as stipulated in Clause 33;*

34.2.2 *on commencement of any action for the dissolution and/or liquidation of the Service Provider, except for purposes of an amalgamation or restructuring approved in advance by the Employer in writing;*

34.2.3 *if the Service Provider receives a court order to be placed under judicial management or to commence liquidation proceedings that is not withdrawn or struck out within five (5) days;*

- 34.2.4 *if the Service Provider informs the Employer that it intends to cease performing its obligations in terms of this Contract;*
- 34.2.5 *if the Service Provider informs the Employer that it is incapable of completing the Services as described; or*
- 34.2.6 *if in the opinion of the Employer the Service Provider acted dishonestly;*
- 34.3 *The Employer reserves the right to, even in the absence of breach or the events referred to in 34, terminate this Contract at any time, by giving one (1) calendar month written notice to the Service Provider.*
- 34.4 *Further, the Contract shall be considered as having been terminated:*
 - 34.4.1 *where the Employer stops the Contract and/or the Project and instructions to resume or reinstate the Services are not issued within twelve (12) months of the instruction; or*
 - 34.4.2 *if instructions, necessary for the Service Provider to continue with the Services after a stoppage instruction, are not received from the Employer within three (3) months after such instructions were requested by the Service Provider.*
- 34.5 *Should the Contract between the Employer and the Service Provider, or any part thereof, be terminated by either of the Parties due to reasons not attributed to the Service Provider:*
 - 34.5.1 *The Service Provider will be remunerated for the appropriate portion of the Services satisfactorily completed, calculated in accordance with the agreed rates.*
 - 34.5.2 *Invoices for work done shall be submitted to the Employer within three (3) months after the termination of the Contract, failing which the Employer will not be obliged to pay same.*
 - 34.5.3 *The Service Provider shall not be entitled to advance a right of retention or any similar right if this Contract is terminated and specifically agrees to, within ten (10) days of written request from the Employer, give access to and to make available all information, documents, programmes, advice, recommendations and reports collected, furnished and/or compiled by them to enable the Employer to assume responsibility for and the benefit of the Contract as a whole.*

35. **DISPUTE RESOLUTION**

- 35.1 *In the event of a dispute, the Parties shall endeavour to resolve such dispute through negotiation, in good faith.*
- 35.2 *If the Parties fail to resolve a dispute through negotiation as mentioned in 35.1, within 14 days of a dispute being declared, the Parties may by written agreement refer the matter to mediation.*
- 35.3 *The mediator shall be a person agreed to by the Parties, failing agreement, the President: South African Facilities Management Institute shall nominate the mediator.*
- 35.4 *Whether or not mediation resolves the dispute and irrespective of the outcome of thereof, the Parties shall bear their own costs arising from the mediation and shall equally share the costs of the mediator and related costs. The mediator and the Parties shall, before the commencement of the mediation, agree on a scale of fees on which the mediator's fees will be based.*
- 35.5 *The Parties shall appoint the mediator within 21 days of agreeing to mediate.*

- 35.6 *On appointment of the mediator, the Parties shall jointly with the mediator decide on the procedure to be followed, representation, dates and venue for the mediation.*
- 35.7 *If the dispute or any part thereof is settled, the agreement shall be recorded by the mediator and signed by both Parties. The agreement shall be binding on the Parties to the extent that it correctly records the issues agreed upon between the Parties.*
- 35.8 *If the dispute or any part thereof remains unresolved, it may be resolved by litigation proceedings.*
- 35.9 *If the mediator or any Party, at any time during the mediation process, is of the opinion that the mediation will not resolve the dispute, then he may in writing stop the mediation process. The dispute may then be dealt with in terms of 35.8.*
- 35.10 *Notwithstanding anything else herein contained to the contrary, it is agreed that irrespective of the fact that the dispute is referred to negotiation, mediation or litigation in court, the decision of the Employer on the dispute involved will immediately be given effect to by the Service Provider and the Service Provider shall proceed with the Services with all diligence unless the Parties agree otherwise in writing.*
36. **GENERAL**
- 36.1 *This is the entire Contract between the Parties and may only be amended if reduced to writing and signed by the duly authorised representatives of both Parties, whereafter such amendments will take effect.*
- 36.2 *The Contract shall be governed by, construed and interpreted according to the law of the Republic of South Africa.*
37. **DOMICILIUM CITANDI ET EXECUTANDI**
- 37.1 *The domicilium citandi et executandi of the Parties for all purposes arising from this Contract for the service of notices and legal process shall be as specified by the Parties in the Contract Data.*
- 37.2 *Each of the Parties shall be entitled at any time by way of written notice to the other Party, to change its domicilium citandi et executandi to another physical address.*
- 37.3 *Any notice in terms of the conditions of the Agreement must either be:*
- 37.3.1 *delivered by hand during normal business hours of the recipient; or*
- 37.3.2 *sent by prepaid registered post to the address chosen by the addressee.*
- 37.4 *A notice in terms of the provisions of this Agreement shall be considered to be duly received:*
- 37.4.1 *if hand-delivered on the date of delivery;*
- 37.4.2 *if sent by registered post as indicated in clause 37.3.2 above, ten (10) days after the date it was posted, unless the contrary is proved.*
- 37.5 *Notwithstanding anything to the contrary contained or implied in this Agreement, the written notice or communication actually received by one of the Parties from the other, including by way of facsimile transmission, shall be adequate written notice or communication to such Party.*



- 37.6 *Any notice, request, consent, or other communication made between the Parties pursuant to the Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one day after being sent by facsimile to such Party at the number specified in the Contract Data or one week after being sent by registered post to the addressee specified in the Contract Data.*