

REQUEST FOR QUOTATION

Supplier Name:

GOODS

X

SERVICE

X

Request for Quotation Number:	iLABS/RFQ 2023/24:132
Date Issued:	12 October 2023
Description of Services/ Goods required:	Appointment of a service provider to Supply and Install Carports at four (4) site locations situated at iThemba LABS, Cape Town premises.
CIDB Grading required	1GB or higher
Closing Date	27 October 2023
Closing Time:	11:00 am
Compulsory Site Clarification Meeting Date:	20 October 2023 @ 11:00 am The bidder shall be deemed to have examined conditions of the current installation and facilities during the compulsory site clarification meeting. No claim will be recognized after submission of a tender on the grounds of a lack of knowledge of the foregoing.
Compulsory site visit Address:	iThemba LABS, Auditorium, Old Faure Road, Faure, Western Cape, 7131
Submit RFQ responses only to:	scm@tlabs.ac.za
For More Information (Technical):	Mr. N Devanunthan Tel: 021 843 1000 Email: Nish Devanunthan n.devanunthan@ilabs.nrf.ac.za
For More Information (Supply Chain Management):	Lusindiso Buje: scm@tlabs.ac.za

THE FOLLOWING CONDITIONS WILL APPLY:

- **Where quotations / proposals are R 2 000.00 or more, preferential Procurement System Applicable: 80/20**
- Price(s) quoted must be valid for at **least sixty (60) days from date of your offer.**
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **Submit your B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for Equity/ B - BBEE points.**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder (where applicable):
 - SBD 4 – Declaration of Interest with Government
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2022, The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

The bidder must be on the National Treasury's Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

SCHEDULE 1 - SPECIFICATION

1. Introduction to the NRF

The National Research Foundation ("NRF") is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the AGSA on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

Introduction to the Business Unit responsible for this RFQ

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics
- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

2. Evaluation Process

- **Evaluation of proposals:**

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to successful bidder.

- **Preference points system:**

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all bids received are more than R 1 000 000.00, the bid will automatically be cancelled.

3. **THE PURPOSE OF THIS REQUEST FOR QUOTATION (RFQ)**

This Request for Quotation is intended to allow service providers to present their capability to supply and install carports as specified in this document.

Supplier Response

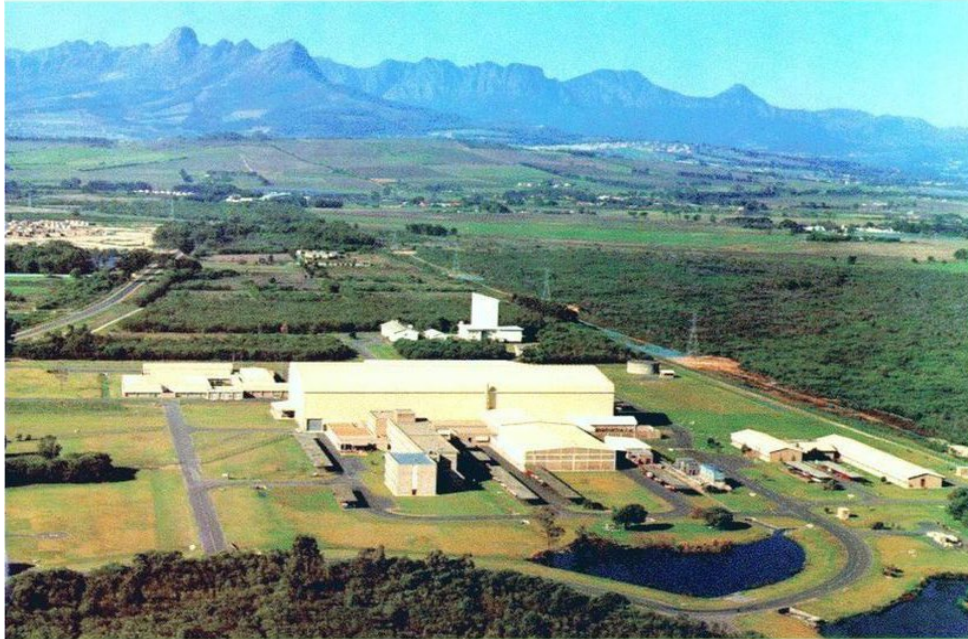
Name of Supplier:	
Address of Supplier:	
Contact Person:	
Contact Tel:	
Email Address:	
CSD Supplier Number:	MAAA.....
Valid Tax pin reference	
Lead Time for delivery	
Currency:	ZAR
Payment terms:	30 days from the date of receiving invoice

Administrative Compliance Returnable Documents (M – Mandatory); (O – Optional)	Submitted	
Bidders Disclosure (SBD 4), signed and completed.	M	☐ Yes ☐ No
Preference Points Claimed (SBD 6.1), signed and completed with BBBEE certificate or sworn affidavit (applicable for local bidders).	O	☐ Yes ☐ No
(M – Mandatory); (O – Optional)	Submitted	
Submit proof of CIDB Contractor Grading 1GB or Higher (Mandatory):	M	☐ Yes ☐ No
Submission of a Valid (meaning not expired) Letter of good conduct from the Department of Labour (or approved institution) in terms of the Compensation for Occupational Injuries and Diseases Act (COIDA). (Mandatory)	M	☐ Yes ☐ No
Submission of five (5) contactable references for carport installations (minimum value R 150 000) completed within the last sixty (60) months. (Mandatory) Bidders will be allowed to submit any one of the following: 1. Reference Letter Template (attached) or 2. Project Completion Certificates with contact details and indicating contract value or 3. Reference letter received from a client with contact details and indicating contract value.	M	☐ Yes ☐ No
Submission of two (2) high resolution colour photographs for each of the five (5) projects listed as references. (Mandatory)	M	☐ Yes ☐ No
Proof that Bidder's office is situated within a 60 km radius from iThemba LABS (e.g. Utility bill) (Mandatory)	M	☐ Yes ☐ No

4. DETAILED SPECIFICATIONS:

4.1. EXISTING INFRASTRUCTURE

iThemba LABS Cape Town Site



4.2. SCOPE OF WORK: CARPORTS

- I. Carefully remove existing timber carport structures and dispose.
- II. Excavate post trenches: 300mm x 300mm x 600mm deep.
- III. Vertically place 76mm x 1.6mm round tubing steel posts (hot dip galvanized) in excavated trenches and backfill with 20 MPa strength concrete. Asphalt surfacing to be made good after installation.
- IV. Install roof structure consisting of 48mm x 2mm round tubing to a height of 2.4m. All structural steel including bolts and nuts to be hot dipped galvanized. Connecting cross to be minimum 3mm thick.
- V. Cover roof structure with 95% UV protection shading cloth.
- VI. Shading cloth colour: To be confirmed after appointment between True Blue and Dove Blue.
- VII. Clear site of all building materials.

4.3. PARKING BAYS PER SITE LOCATION

SITE LOCATION	EXISTING NO. OF PARKING BAYS	REQUIRED NUMBER OF PARKING BAYS
F – Block (Annex B)	16	16
D – Block (Annex B)	12	14
N-Block (Annex B)	18	18
P-Block (Annex B)	10	10
TOTAL	58	58

NEW CARPORT LAYOUT

See Annexure A: Required Carport Layout – Double Bay

EXISTING CARPORTS

See Annexure B: Existing Carports

4.4. PROJECT PLAN

The successful bidder will be required to submit a Project Plan within 7 days from issuing of Purchase Order.

4.5. OCCUPATION HEALTH & SAFETY

The successful bidder will be required to submit a construction safety file within 7 days from issuing of Purchase Order. The Contractor's site staff will also be required to pass an online Health & Safety quiz.

4.6. ELECTRICAL

The successful bidder will be responsible to provide their own electrical power supply (diesel generators) for all power tools used on site.

4.7. PORTABLE TOILETS

The successful bidder will be responsible to provide portable toilets for their staff. iThemba LABS to indicate location.

4.8. WORKING HOURS

Working hours will be strictly Monday to Friday from 8am to 5pm.

4.9. WARRANTY

The successful bidder to provide a 12-month warranty on workmanship.

4.10. PENALTIES

Measurement Methodology	Penalty
Late submission of safety file.	R 1 000 per working day
Late submission of project plan.	R 1 000 per working day
Late start of project as per approved project plan.	R 5 000 per calendar day
Late completion of project according to approved project plan.	R 5 000 per calendar day
Non-compliance of OHS act	R 1 000 per occurrence
Poor workmanship of the works and/or deviation from specifications.	Non-payment until rectified at appointed bidder's own cost.

5. General Requirements

Bidders shall familiarize themselves with the requirements of the site and area where the construction shall be implemented including the plans and specifications related to each of these areas. The bidder shall be deemed to have examined existing conditions of iThemba LABS site during the compulsory site clarification meeting. No claim will be recognized after submission of a tender on the grounds of a lack of knowledge of the foregoing.

6. SERVICE PROVIDER CAPABILITY AND EXPERIENCE

Bidder

The Bidder shall provide a company profile and details of having successfully completed a minimum of five (5) similar construction projects in the last five (5) years. Preference will be given to bidders who can provide signed certificates of completion (including project schedules) of recent projects, indicating the value, duration and completion date of the contract.

7. SUB-CONTRACTING

If part of the professional services (other than the construction health & safety management) will be sub-contracted, company profiles of each sub-contractor to be submitted with the proposal. The successful bidder may not subcontract the whole of the works and must retain overall responsibility for the installation which may not be subcontracted.

8. SPECIFIC CONDITIONS

- I. Responses received from the prospective service providers do not give rise to any contractual obligation to iThemba LABS.
- II. iThemba LABS reserves its own right to utilize or not utilize any of the information provided by the prospective service providers.
- III. iThemba LABS reserves the right to request further information should they deem necessary to do so.
- IV. iThemba LABS may decide to call presentations to interrogate the proposals submitted by any prospective service providers.

9. PRICING SCHEDULE

Bidders are welcome to submit an optional detailed pricing schedule in addition to the mandatory summary pricing schedule. iThemba LABS reserves the right to request this from bidders during the evaluation stage if required for clarification.

Item	Description	Unit	Quantity	Rate (Incl. VAT)	Total (Incl. VAT)
	CARPORTS Section is defined as a carport over 2 parking bays consisting of 4 vertical poles and a roof structure				
1	Removal of existing timber carport structures	Section	29		
2	Disposal of existing timber carport structures	Section	29		
3	Excavate trenches for carport posts (300mm x 300mm x 600mm deep)	Section	29		
4	Installation of steel posts including backfilling with 20 MPa strength concrete	Section	29		
5	Installation of structural steel roof structure	Section	29		
6	Installation of roof shading	Section	29		
7	Reinstating of asphalt surfacing	Section	29		
8	Clearing of each site location	Location	4		
	OCCUPATIONAL HEALTH & SAFETY				
9	Safety File	No	1		
	CONTINGENCIES				
10	Provide the Sum of R 5 000.00 for Contingencies to be deducted in part or all if not required.	Sum	1	R 5 000.00	R 5 000.00
TOTAL (VAT INCLUSIVE)					R

STANDARD BIDDING DOCUMENT (SBD) 4

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 interest¹ 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

¹ 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.

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 certify 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 consortium² 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.
- 3.4 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.
- 3.5 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.
- 3.6 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.

² 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.

I CERTIFY 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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

STANDARD BIDDING DOCUMENT (SBD) 6.1

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = 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:

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

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

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

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

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

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

The specific goals allocated points in terms of this tender (B-BBEE Status Level of Contributor)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

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.

SURNAME AND NAME: DATE: ADDRESS:	SIGNATURE(S) OF TENDERER(S)
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Note: It is advised that documents be returned in PDF

ITHEMBA LABS CONTRACTUAL OBLIGATION

Conditions and Procedures to be complied with as part of the Contract with iThemba LABS. These conditions are subject to the Terms and Conditions of the GCC.

1. STATUTORY REQUIREMENTS

- 1.1 All persons employed by the Contractor working within the premises of iThemba LABS, shall comply with the Regulations of the Occupational Health and Safety Act, Act No. 85 of 1993.
- 1.2 The Contractor shall designate, in writing, one of his full-time employees in terms of the provisions of G.S.R. Reg. (2) of the O.H.S. Act (Act 85 of 1993) who shall be in charge of work performed on site.
- 1.3 The above designation shall be made before work commences on site. The appointed person for inspection shall hold one copy on site and a duplicate copy shall be handed to iThemba LABS employee who awarded the contract.
- 1.4 The Contractor shall instruct his authorized site representative to report to iThemba LABS employee who is in charge of the project.

2. GENERAL REGULATIONS

- 2.1 The Contractor shall submit a list of all portable electrical tools and equipment to security before permission is granted to enter or leave the premises. Vehicles will be subjected to a search before entry and when leaving the premises. Contractors are not permitted to stay on site after their shift has been completed.
- 2.2 The Risk Control Manager must authorize any work, which could affect or interfere with normal activities.
- 2.3 All excavation work must be railed off or barricaded, debris or material, which cannot be removed immediately, must be placed in such a manner as to allow adequate and safe passage.
- 2.4 The Risk Control Manager will authorize areas where rubble and other material may be stored.
- 2.5 The Contractor will stay confined to the area of his work.

3. PERSONAL PROTECTIVE EQUIPMENT

- 3.1 Safety harnesses (parachute type) shall be used whenever work is performed at a height of two (2) meters or higher unless a suitable platform with handrails is provided.
- 3.2 Suitable eye protection must be used whenever there is a danger of flying particles or splashing of chemicals.
- 3.3 Hearing protection must be used whenever a noise zone is entered. Earmuffs shall be worn whenever a jackhammer is used.
- 3.4 Gloves and welding helmet shall always be used for welding operations.
- 3.5 The Contractor is responsible for provision of the necessary protective equipment and to ensure that it is used as required.

4. ISOLATION PROCEDURE

- 4.1 No one shall work above or on moving machinery, energy driven mechanical apparatus, electrical panel or switchgear unless it has been isolated from power or movement by means of applying a padlock on the main switch.
- 4.2 The Risk Control Manager must grant permission before a padlock can be applied.

5. **ELEVATED AREAS**

- 1.1 No work may be performed above the heads of persons or aisles or roads unless suitable precaution has been taken to ensure the safety of persons and property below. The affected area must also be identified beforehand and effectively cordoned off.
- 5.2 All scaffolds and suspended loads must be left safe before leaving work at the end of every shift, i.e. loads lowered to the ground, scaffolds securely tied down and all loose tools and equipment secured against falling.
- 5.3 Where scaffolding is erected, handrails, toe boards, etc. must be embodied. All such equipment shall be lowered to the ground, supervised by a competent person.

6. **TOOLS AND EQUIPMENT**

- 6.1 Contractors shall provide their own ladders, trestles, scaffolds, lifting tackle, tools and portable equipment.
- 6.2 Makeshift or unsafe equipment shall not be permitted on the premises and will be confiscated for the duration of the contract.
- 6.3 No insulation tape or similar may be used on any electrical wiring or cables. Joins in cables must be approved by the Risk Control Officer prior to use on the premises.
- 6.4 Contractors may not operate company lift trucks, vehicles, jibs or cranes. In exceptional instances the Risk Control Manager may grant permission. In such an event, the Contractor shall produce a valid Certificate of Competency as described in the Occupational Health and Safety Act, Act 85 of 1993. A copy of the Certificate will be kept on the person of the Contractor who operates the above-described equipment. Any employee of iThemba LABS may ask such Contractor to produce the said Certificate.
- 6.5 All tools and equipment must be declared to security whenever a Contractor enters or leaves the premises. It is the duty of the Contractor to ensure that articles or equipment are recorded in a security register whenever they are brought on site.

7. **PRECAUTIONS AGAINST FIRES**

- 7.1 The Contractors shall ensure that his employees do not smoke anywhere on the premises except in areas identified as smoking bays.
- 7.2 Paint, thinners, petrol, oil or any flammable materials shall be stored within a designated area under supervision of the Hazardous Materials/Substances Controller.
- 7.3 Any hazardous substances/material brought on site by the Contractor must always be accompanied by Material Safety Data Sheets.
- 7.4 The Contractor shall first obtain a Hot Work Permit from the person who awarded the contract before any naked flame or grinder is used anywhere outside a workshop.
- 7.5 The said permit is valid for one day only and shall be kept on the person who is using a naked flame.
- 7.6 The Contractor shall take all necessary precautions to eliminate all fire hazards and to prevent fire damage.
- 7.7 All fires shall immediately be reported to the Risk Control Manager.

8. **HOUSEKEEPING AND FIRST AID**

- 8.1 The contractor shall uphold high standards of housekeeping.
- 8.2 The clinic on site will assist with first aid treatment if required.

8.3 Any work that must be performed in any Radiation Protection Area of D and/or N-Block requires the Radiation Protection Manager to be notified before such work is commenced.

8.4 All surplus material and builders' rubble must be removed from the premises on completion of the contract or as otherwise specified by the Risk Control Manager. iThemba LABS reserves the right to remove such material against cost within one week after completion of the contract.

9. TRADE UNIONS

9.1 No employees of a Contractor shall be allowed to actively further the interest of any Trade Union on site.

10. SECURITY

10.1 The principle of security fences must be upheld at all times.

10.2 iThemba LABS does not accept responsibility for the safekeeping of any material, tools or equipment on site.

10.3 All portable tools or equipment brought on site must be removed at the end of the day's work.

11. PROCEDURES IN THE EVENT OF AN ACCIDENT

11.1 The Contractor shall act as "the Employer" in terms of Section 16 of the O.H.S. Act, Act 85 of 1993.

11.2 The Contractors shall report any injuries sustained by his employee to the Department of Labour. The injuries and responsibilities are as defined in Section 24 of the O.H.S. Act, Act 85 of 1993.

11.3 All incidents shall be reported to the Risk Control Manager.

11.4 The Contractor shall report all injuries to the Compensation Commissioner.

11.5 In the event of an accident causing the loss of a life or the possibility of the loss of life, no person shall disturb the site at which the accident occurred or remove any objects involved in the accident before the arrival of an inspector from the Department of Labour.

12. SUB-CONTRACTORS

12.1 The Contractors shall inform iThemba LABS employee who awarded the contract of any sub-contractors who may work on site.

12.2 The Contractor shall ensure that Appendix 1 is completed and submitted to the Risk Control Manager prior to commencement of work.

12.3 The Contractor shall ensure that the sub-contractor complies fully with all statutory and internal requirements.

13. USING OVERHEAD CRANES AND LIFTING TRUCKS

13.1 The following shall apply if the Contractor has to operate overhead cranes on site:

13.1.1 The Contractor shall ensure that all his employees who have to operate a crane or lift truck to render services as stipulated in the contract have had formal training as required by the Occupational Health and Safety Act, Act 85 of 1993.

13.1.2 The Contractor shall ensure that the training is valid in terms of the Act.

13.1.3 The Contractor shall present certificates of training to the Risk Control Manager before work commences.

14. FAILURE TO COMPLY WITH PROCEDURES

- 14.1 Failure to comply with the contents of this document could result in legal prosecution by the Department of Labour.
- 14.2 Non-compliance by the Contractor with any of the requirements as stipulated in this document could result in any or all of the following actions being taken by the Risk Control Manager.
 - 14.2.1 The Contractor could be requested to leave the premises and the contract for the project tendered for would become null and void. All costs incurred by iThemba LABS such actions would be borne by the Contractor.
 - 14.2.2 A specific member of staff who breaches this contract could be requested to leave the premises without delay and would not be permitted to enter the premises in future. Any cost incurred would be borne by the Contractor.
 - 14.2.3 Equipment, which would be deemed as unsafe, would be confiscated and returned upon completion of the specific contract. Any costs incurred would be borne by the Contractor.

15. PRECAUTIONARY MEASURES

The Contractor must determine the degree of hazards related to the work he has tendered for and implement precautionary measures.

ACCEPTANCE

I, _____ (contractor), by signing this document, hereby warrant that I shall bear all responsibility for adherence of all laws applicable to the agreed contract work and particularly for the full and proper implementation of the provisions of the Occupational Health and Safety Act, Act No. 85 of 1993 and all other regulations without exception.

APPENDIX

CONTRACTOR INFORMATION

Name of Firm _____

Address _____

Telephone _____ Cell phone _____

E-mail _____

Type of work being performed

Commencement date of work _____

Completion date of work _____

For South African Contractors Only

COIDA Registration: Yes No

If yes, your membership number _____

Number of staff on the premises

Name of competent person on site and his contact number

Signed

Date

ANNEXURE A: NEW CARPORT LAYOUT – DOUBLE PARKING BAY



ANNEXURE B: EXISTING CARPORTS

F-BLOCK – 16 Bays



D-Block – 12 Bays



N-Block – 18 Bays



P-Block - 10 Bays

