



Company name of Bidder:

BID NO: 51/2021

**PROPOSAL AND BID FOR THE FELLING OF ALIEN INVASIVE VEGETATION
AND THE REMOVAL OF BIOMASS IN THE BERG RIVER: HERMAN
PIETERSE – KHULA BOERDERY / BURGERDRIF FARM – FARM No 40
Portion 17 (Asbestos Site)
AUGUST 2021**

This document is not for sale. Any entity that requests payment must be reported at the contact person indicated in this tender.

BID AMOUNT	
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GENERAL REQUIREMENTS

The scope of the works comprises of the bidder submitting a proposal and bid on the best economical and acceptable method to remove all unwanted biomass material over a riparian zone of the Berg River. The work involves alien clearing on the farm named **Khula Boerdery / Buergersdrif, Farm 40, portion 17** over an area of **2.96 hectares** respectively. The biomass material comprises of dry logs, live growing trees and broken trees lying in the river as well as re-growth.

The proposal must include methodology for the removal of said biomass and must take into account environmental laws, regulations and sensitivity of the area with regard to the bidders proposed methodology and will therefore be a functional requirement in the award of this bid. The proposal must have a timeline, itemised, and cost indicated as well as the discounted economic value and market use of the disposed biomass on bid form CBD 3.1. Further functional requirements are the capacity to perform the work in said time and references of past and similar work.

Conditions that may pose a risk: (Summary of Risk analysis)

The removal of invasive alien vegetation from the environmentally sensitive riparian zone is specialized work that requires competent human resources that are adequately skilled in working with heavy and dangerous machinery in aquatic and undulating conditions. The safety of all staff is of paramount importance in the implementation of this project. Due to the sensitive biodiversity within the riparian zone of the Berg River, the use of any equipment which has the potential to cause extensive damage to the river banks and indigenous flora may not be used.

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A detailed risk management plan and Occupational Health & Safety specification is provided.

The scope of works will include:

The scope of the works comprises of the supply and management of machinery and specialised labour to fell trees, site preparation, treat tree stumps with herbicide to prevent re-growth, cut to size and remove all specified biomass from site.

Documents are available for the bidder to download from the following website address:
<https://casidra.co.za/tenders/>

Documents for the purpose of this bid include:

1. Conditions to Submit Bid (Form CBD 2.1 (Lump Sum))
2. Price Form, Bill of Quantities and Schedules (Form CBD 3.1 (Lump Sum))
3. Scope of Works (Form CBD 4)
4. PPP Evaluation Form (Form CBD 5.1 (80/20))
5. Bank Entity Form (Form CBD 7), unless the banking details of the company indicate “verified” on the Central Supplier Database (CSD).
6. Registration on the CSD for all suppliers is compulsory and registration numbers must be supplied.
7. **MAP showing stockpile site and exit routes to remove biomass**
8. For Construction works – Occupational Health and Safety Risk assessment and Specifications according to Construction Reg. 5 (b)

In accordance with Casidra’s Preferential Procurement Policy, this bid as further indicated in CBD 5.1 is subject to:

- **B-BBEE certified bids will receive preferential scores;**

The successful bidder will be required to fill in and sign a written Contract Form (CBD 8). Included are a penalty clause of R 2000.00 / calendar day that apply for late completion of works and a 10% retention fee for 3 months not bearing interest.

A compulsory site meeting will be held on Wednesday the 25th of August 2021 at 09h30 at Khula Boerdery / Burgersdrif Farm off the R44 at GPS coordinates 33°31'15.07"S and 18°56'28.01"E.

Directions for compulsory site meeting: Red line on map below is the path to follow



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DIRECTIONS:

From Wellington follow the R44 towards Hermon for approximately 11.8km until you reach Rockwood Farms Saw Mill on the right, to the left is the turnoff to Kalkoonde

Take the turnoff to the left towards Kalkoonde – this is a gravel road – before going over the cattle grid and just past the little dam take the right gravel road signposted as Khula (approximately 65m)

Follow the gravel road and pass through the gate at approximately 115m where the track veers towards the left (if the gate is closed please keep it closed – if open leave it open)

Follow the gravel track passing the sign requesting you not to drive in the fields, the gravel road veers to the right and passes a concrete reservoir to your left at approximately 810m from the gate

Continue along the gravel road which veers to the left – 800m after the reservoir you will pass the shed and Lucas's home on your right.

Continue another 190m where you will come to another gate (if the gate is closed please keep it closed – if open leave it open) continue through the gate and follow the gravel track passing the tree stand and elongated dam for approximately 980m where you will reach the T-Junction at the river.

Notice of attendance must be forwarded to the contact person as copies of the map for the works will be handed out at the meeting. Please ensure COVID protocols are adhered to at the meeting.

BID DEADLINE: The closing date for the bid is **01 September 2021 strictly at 12H00.**

SUBMISSION OF BIDS

Bids must be submitted in a sealed envelope with the name of the bidder and the inscription **“REMOVAL OF ALIEN BIOMASS: HERMAN PIETERSE – KHULA BOERDERY / BURGERDRIF FARM – FARM No 40 Portion 17 (Asbestos Site) – BID NO. 51/2021”** and placed in the bid box available at Reception of **Casidra's** Head Office, 22 Louws Avenue, Southern Paarl

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The following documents (including fully completed and signed **CBD** forms numbered 1 to **7** as supplied) must be **valid for a period of 90 calendar days** after closure of the bid and submitted as a bid packet:

Document number	Document description	Action required/comment	Mark √
CBD 1	General requirements	Signed	
CBD 2.1	Conditions to submit bid	Signed	
CBD 3.1	Price form (lump sum)	Complete, sign	
CBD 3.1 Experience	Proof of previous work and contact details of three work-related references that are qualified to comment on work.	Compulsory	
CBD 3.1 Rates	Unit rates for the works on the forms as supplied	Compulsory	
CBD 3.1 Changes	Indication if any changes are proposed in scope of works and cost implication.	If required	
CBD 3.1 Plant	List of machinery and plant available	Compulsory	
CBD 3.1 Method Statement/Project Proposal	In a method statement, the contractor is required to explain how the work will be done	Compulsory	
CBD 3.1 CM (Construction works only)	Proof of competency of a Construction manager in terms of the Construction regulation 8.	Valid/ compulsory	
CBD 4	Scope of works	Signed	
CBD 5.1 (80/20)	PPP Evaluation form	Complete, sign	
CBD 7	Bank Entity form (Not needed if “verified” on CSD)	Complete, bank stamp	
TCC of principle and sub-contractors	Registration and verification of Tax Clearance on CSD.	Compulsory	
BEE	B-BBEE Certificate or Sworn Affidavit (as applicable, see CBD 5 for detail)	Original affidavit or certified copy certificate/Valid/not compulsory	
Company profile	Detailed company profile including the core competencies of personnel and subcontractors	Compulsory	
COIDA	Letter of good standing of the Contractor in terms of COIDA	Compulsory	
OHS Plan	Occupational Health and Safety Plan approved by the Client	Valid/ Proof after appointment	
CI	Proof of construction insurance	Valid/ Proof after appointment	
PD/MH	Completed estimate of machine hours and person days	Valid/ Compulsory	
QUALIFICATIONS	Chainsaw, Herbicide applicator, Health safety (OHS) & First Aider certificates	Compulsory	

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All technical enquiries can be referred to [Mr N Tsama at \(021\) 863 5000](#).

**Compliance with the Occupational Health and Safety Act and regulations apply. It is the responsibility of the Contractor to perform all services accordingly.
Take Note: Compliance in terms of the regulations will be strictly enforced and no lenience allowed.**

Tenderers to note changes in Health & Safety specification which must take into account COVID 19. Tenderers to allow for provision of additional Health & Safety measures in their bid price.

For definition of Construction works, see the Construction Regulations 2014 and definitions as in CBD 2.1

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TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder **MUST** be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.

In order to meet this requirement, bidders must ensure that they are registered on the CSD and their tax status on the CSD are indicated as compliant. If a discrepancy exist between the CSD and the SARS eFiling of the supplier, then a printed version of the Tax Clearance Certificate must be supplied by the supplier and the eFiling PIN number for verification of authenticity by **Casidra** on the SARS website.

Foreign suppliers with no tax obligation in South Africa must request from **Casidra** and complete a form SBD1 that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.

Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.

COIDA REQUIREMENTS

The aim of the COID Act is to provide for compensation in the case of disablement caused by occupational injuries and diseases, sustained or contracted by employees in the course of their employment, or death resulting from such injuries and diseases; and to provide for matters connected therewith.

Workers who are injured on duty or obtain an occupational disease can claim compensation for temporary or permanent disablement. If workers die as a result of an injury on duty, their dependants will also be entitled to claim compensation. Employers that registered their employees are protected against civil claims in this regard. The COIDA basically prevents employees covered by the act from suing their employers for damages in terms of common law.

Please note that the following employers are exempted and do not have to pay assessment fees:

- National and provincial state departments;
- Certain local authorities
- Employers insured by a company other than the Compensation Fund like Mutual Associations. There are currently two approved mutual associations:
 - Federated Employers Mutual Assurance (FEMA), for the building industry; and
 - Rand Mutual Assurance Company (RMA), for the mining industry.

According to prescription, anyone who employs one or more part- or full time workers **must register** with the Compensation Fund and pay annual assessment fees. The Compensation Fund is a trust fund that is controlled by the Compensation Commissioner and employer contributes to the Compensation Fund. The Commissioner is appointed to administer the Fund and approve claims lodge by employees or their dependants. This means that the Fund will compensate the employee or their dependants and not the employer.

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Where a service provider does not have any personnel in employment at time of tender, an official tender letter for the respective bid from the Department of Labour must still be submitted indicating this status. A period of 14 days will be allowed after tender award for registration.

No other documents other than stated above, will be accepted.

CONSTRUCTION MANAGER

OHSA Construction regulations: Clause 8 (1) Management and supervision of construction work

A principal contractor must in writing appoint one full-time competent person as the **construction manager** with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the principal contractor.

"competent person" means a person who—

a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training;(Training and registration only applicable from August 2015) and

b) is familiar with the Act and with the applicable regulations made under the Act;

"construction manager" means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site.

CENTRAL SUPPLIER DATABASE

National Treasury indicated during 2015 the development and future use of the Central Supplier Database (CSD) as a way of simplifying the process of doing business with government.

The CSD will be the source of all supplier information for all organs of state and will reduce the exchange of compliance documents in paper form, eliminate multiple registrations with different organs of state and ultimately reduce the cost for both business and government by enabling electronic registration and verification process.

The CSD will interface with SARS to verify tax clearance certificates and the Companies and Intellectual Property Commission (CIPC) for business registration and business ownership information. The CSD will furthermore verify supplier information with the register for tender defaulters and database of restricted suppliers. (Please see Fact Sheet and CSD pamphlets.)

From 1 September 2015 prospective suppliers should self-register on the CSD website www.csd.gov.za. Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the existing supplier systems for the period 1 September 2015 to 31 March 2016. This period will be referred to as the Interim Period. During the Interim Period suppliers that register on the CSD must provide their CSD supplier number and unique security code that will be communicated to them as well

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as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state they want to do business with. **Casidra** urges all their suppliers to please comply with the request.

During the transitional period until 31 March 2016 **Casidra** will migrate our current supplier database to CSD to ensure accuracy and validation of information prior to mandatory implementation of the database.

For more information please contact National Treasury ocpo.treasury.gov.za (http://ocpo.treasury.gov.za/Suppliers_Area/Pages/Central-Supplier-Database.aspx) or [Central Supplier Database for Government](https://secure.csd.gov.za/) (<https://secure.csd.gov.za/>).

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Portion 17 (Asbestos Site)**

AUGUST 2021

CONDITIONS TO SUBMIT BID (LUMP SUM)

Definitions:

In this Agreement, unless the context clearly indicates a contrary intention, the following words will have the following meanings and cognate expressions will have corresponding meanings:

The “Contractor” means the company or person appointed under this bid for the purposes of delivering the service for this Project to the Client as described in the Scope of Works (**CBD 4**). For the purposes of this document, the terms “Contractor” and “Service Provider” are assumed to have the same meaning.

“Project Manager” means an official appointed and in charge of coordinating the project at **Casidra SOC Ltd.** in accordance with the provisions of these terms and conditions.

“Project” means **(the removal of biomass in the berg river from Herman Pieterse – Khula Boedery/Burgerdrif farm – farm no 40 portion 17 (Asbestos Site))** as further identified under the project name as above.

“Service level” means the stipulated criteria applicable to the indicated project, including any set of criteria relating to the performance of the Contractor.

“Project Team” or “Steering Committee” means the people appointed by the Client and identified to guide the project and approve achievements.

“Client” or “the Client” means **Casidra SOC Ltd.**

“Employee” means a person employed in the public administration including persons contemplated in section 12A of the Public Service Act (advisors to executive authority) and a person performing similar functions in a municipality or a provincial public entity, whether permanently or temporarily.

“Family member” means a spouse (partner in marriage, customary union according to indigenous law or a relationship in which the parties live together in a manner resembling a marital partnership), child, parent, brother or sister, whether such relationship results from birth, marriage or adoption.

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“Construction work” means any work as defined in the Construction regulations 2014 under the definitions

- Construction work including working at heights
- Excavation work
- Structure including demolition
- Temporary works

Unless the context clearly indicates a contrary intention, any word denoting any gender includes the other gender, the singular includes the plural and vice versa, natural person includes artificial persons and vice versa and insolvency includes provision or final sequestration, liquidation or judicial management.

“Acceptable tender/bid” means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.

1. Lump Sum Bid

These documents are for a **lump sum** bid for all labour and material as set out in the Scope of Works. For the purposes of variation orders, the hourly or unit rates rate of the services should also be given if requested on the form **CBD 3.1**.

2. Premises in Occupation

The premises for the works **will be** in occupation during the contract period. Approval to access the premises must be obtained from the land owner.

3. Fixed Price Bids

3.1 No contract price adjustment of whatever nature, except for decreases or increases in the Value-added Tax (VAT) and / or Variation Orders, shall be applicable in this contract. The Contractor will make provision in his bid for possible fluctuations in costs.

3.2 If the instruction / appointment for the construction of certain phases is done after the validity of the bid has expired, prices may, on request, be updated or re-negotiated within the reasonable norms of escalation.

4. Project Manager

The person appointed by the Client to act as the Project Manager is Jacques Swanepoel and is responsible for the project management of this contract and can be reached at **084 900 9992**, email address is jswanepoel@casidra.co.za.

5. Acceptance of Bids

The Client is not bound to accept the lowest bid nor is it required to give reasons for selecting one Contractor in favour of another.

6. Expenses in Preparation of Bid

The Client will not be responsible for, subject to the Preferential procurement regulations, nor pay any expenses for losses which the bidder may incur in preparation of this bid.

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7. Value Added Tax

The total quoted price must **include** Value Added Tax (VAT).

8. Contract Period

The contract period for the completion and delivery of all the work in this contract is **10 weeks** commencing **7 (seven) days** after the date of appointment of the Contractor and shall include all statutory and building industry holidays to reach “the completion date”.

9. Inspection of Site

Bidders must familiarise themselves with the local conditions, the accessibility of the site, the full extent and nature of the work to be done and the conditions affecting the execution and pricing of the bid. Claims on the grounds of lack of knowledge in such respects or otherwise will not be entertained.

If a site meeting is held, notice of attendance must be forwarded to the contact person.

Only information given in writing to the Contractor by the Engineer during the tender period will be regarded as binding on the Contract. Verbal information, given during the site inspection or at any other time prior to the award of the Contract, will not be regarded as binding on the Contract.

10. Site

The site to be occupied will be clearly pointed out to the Contractor at the site handover. The Contractor will not be allowed to extend his operations beyond the boundaries of the site.

11. Water for the Works

The Contractor may use water free of charge / pay for use at a tariff agreed with the Land Owner from the existing supply **if available**. He will obtain permission from the Representative / Land Owner before any connection to or extension of the existing supply is made, which will be executed, removed and made good on completion of the works at the Contractor's own expense.

12. Electricity & Lighting for the Works

The Contractor may use the existing power supply free of charge pay for use at a tariff agreed with the Land Owner from the existing supply **if available**. He will obtain permission from the Representative / Land Owner before any connection to or extension of the existing supply is made, which shall be executed, removed and made good on completion of the works at the Contractor's own expense.

The Contractor will allow for the risk of failure in the electrical supply or in case of an insufficient supply, in which case he will make his own arrangements and all costs that may arise shall be for his own account.

13. Scaffolding & Hoisting Equipment

The Contractor will provide for the supply, erection and removal of scaffolding and / or hoisting equipment as required.

14. Tools, Equipment & Machinery

The Contractor will provide all his own tools and equipment as well as facilities and transport for this project. Machinery should be sufficient to complete the works in the allocated time.

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15. Existing Services

If the Contractor encounters any existing services such as cables, pipes or sewers during the execution of the works, he must immediately notify the Client, halting all work in the vicinity thereof, until instructions to proceed have been given by the Project Manager.

Electric wires, telephone wires, pipes, etc. will not be interfered with during the course of the contract but if it should be necessary to disconnect or cut any such wires or pipes, the Client will be advised thereof and his instruction awaited.

16. Accounts and Payments

Payment of accounts received by the Client in terms of the works completed, shall be effected within 30 days after receipt of a correctly completed and approved invoice for the work module. The Client does not accept responsibility for delays in payment due to faulty accounts or paperwork.

Payments will be done maximum on a bi-weekly basis and will only be made for work done/completed.

17. Responsibility of the Client

The Client will:

- 17.1 Ensure that payments are done in accordance with the agreed payment schedule.
- 17.2 Not unnecessarily and for an unreasonable period delay any approvals or directives that are needed for the project to proceed.
- 17.3 If applicable: Provide the Contractor with a Occupational Health and safety baseline risk assessment.
- 17.4 If applicable: Prepare a site specific health & safety specification based upon the risk assessment.

18. Responsibility of the Contractor

The Contractor will:

- 18.1 Ensure all building and construction works are executed within the requirements as stipulated in the Occupational Health and Safety Act, No. 85 of 1993.
 - The Contractor must sufficiently made provision for Occupational Health and Safety requirements in his bid.
 - The Contractor must have and provide proof of sufficient resources to carry out the work safely as required by the Occupational Health and Safety Act.
 - The Contractor must have and provide proof of the necessary personnel that is qualified and has suitable experience, competencies, skills and training to do work safely and meet the requirements of the Occupational Health and Safety Act and regulations.
 - For construction works - The Contractor must ensure and provide proof that all personnel have a valid medical certificate of fitness specific to construction and operate construction vehicles and mobile plant.
 - For construction works - The Contractor must provide proof, as part of the bid documents, a letter of good standing in terms of COIDA. Failure to submit will result in invalidation of the bid.

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- 18.2 Have all the necessary equipment and qualified personnel to execute the works successfully.
- 18.3 **Wage rates**
- Be responsible for all the sub-Contractors appointed by him to complete the works. A minimum of **75%** of local labour must be incorporated in the project and all **workers must be SA citizens**.
 - The following guidelines should be considered when setting rates of pay for workers:
 - The rate set should take into account wages paid for comparable unskilled work in the local area per sector, if necessary
 - The rate should be an appropriate wage to offer an incentive for work, to reward effort provided and to ensure a reasonable quality of work.
 - It should not be more than the average local rate to ensure people are not recruited away from other employment and jobs with longer-term prospects.
 - Men, women, disabled persons and the aged must receive the same pay for work of equal value.
 - Provision should be made in the tender for value for payment of UIF and COIDA statutory levies.
- 18.4 Will provide and demonstrate a suitable and sufficiently documented Health & Safety Plan, which will be applied from the date of commencement of and for the duration of the contract. If the risks involved in the project are of such nature, based on the severity and probability, that safety is compromised, and/or the Contractor is not meeting the requirements of this Clause, the Client reserves the right to appoint an Occupational Health and Safety Officer at the cost of the Contractor.
- 18.5 Will be required to keep an attendance register, which meets certain criteria, of all employees who work at the project and submit this information on a bi-weekly basis to the Client who, in return, will submit a report to the funder / donor.
- 18.6 The Contractor's supervisor, who shall be identified in writing to the Client's representative and empowered to act on his / her behalf, shall constantly be present in meetings. The supervisor shall attend to any problems or complaints that may arise and directives given to him / her by the Client's representative shall be deemed to be given to the Contractor. The supervisor must be contactable at all reasonable times, preferably to be equipped with a cellular phone.
- 18.7 Conform to all Laws, Regulations or By-Laws of any Department of State, Provincial Administration or Local Authority which may be applicable hereto.
- 18.8 Be responsible for the travelling, accommodation, work tools and management of its services.
- 18.9 Keep a site instruction book with numbered pages on site where all the events and instructions for the works are documented. This book must be completed in triplicate, one copy to the Contractor, one copy to the Client and the 3rd copy always kept in the book as reference.

19. General

- 19.1 Under no circumstances must the Contractor accept that he has been appointed without the completed documentation as described hereafter.

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- 19.2 The successful Contractor will be given notification in writing / by means of an appointment letter and the signing of **CBD 8**, together with this document, will form the contract.
- 19.3 Late bids will only be considered on the recommendation of the Adjudicating Committee.
- 19.4 The Contractor is responsible to complete all the work according to the quoted price.
- 19.5 The Contractor must be able to give a one (1) year guarantee – if not, this must be indicated on the quotation on the page named “**Changes Made By Bidder**”.
- 19.6 According to the evaluation of the bid it can be insisted that an interview be conducted with the Contractor to test his knowledge on the subject, or to give further information on its product, service or pricing.
- 19.7 If the above-mentioned requirements are not met, a motivation together with the quotation must be submitted and indicated on the page named “**Changes Made By Bidder**”.
- 19.8 The attached form, **CBD 5.1**, “PPP – Evaluation Criteria of the Contractor”, **MUST** be completed, signed and handed in as part of the bid documents by the Contractor.
- 19.9 The Contractor must provide all details of any references of previous work of a similar nature or that demonstrates the ability of the Contractor to perform a task of this nature (refer “PPP – Evaluation Criteria: References of previous work”).
- 19.10 The Client retains the right to conduct a “credit reference check” as part of the appointment conditions.
- 19.11 The Contractor **must include** all relative information and documents that will not be available on the CSD (e.g. copy of B-BBEE certificate, company profile and CVs of employees if requested) with the quotation in order to successfully complete the application.

CSD registration and Tax clearance is compulsory for the principle and all sub-contractors

- 19.12 The Client retains the right to partially or completely amend the quotation to award or cancel the bid.
- 19.13 NO TIPP-EX may be used to rectify mistakes.
- 19.14 The Client retains the right to amend financial / accounting calculations and to accept the amended amount as the new bid amount.
- 19.15 The outcome of the bid will **not be made public, but each bidder will be informed on the outcome of the bid**. Enquiries on the bidder’s own evaluation and score can be made to project manager as to improve the bidder’s competitiveness, ensure correct and complete bids for future reference.

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20 Cancellation of the project

The Client retains the right to partially or completely, amend, award or cancel this project before appointing any Contractor.

21 Evaluation of the bid

The awarding of bids is dependent on the special evaluation criteria as set out in the policies of **Casidra**. The evaluation criteria of this Preferential Procurement Policy is based on the “**Preferential Procurement Policy Framework (Act 5 of 2000)**” and related Regulations and updates.

Further detail on the application of these regulations is as in document **CBD 5.1**. Awarding of the bid is dependent on a preferential points system, and every presentation is measured against the specific evaluation criteria as indicated. The completion and signing of this document is thus a prerequisite to qualify as a service provider.

22 Declaration of interest

Public Administration Management Act 11 of 2014, Section 8(2):

An “employee” may not – (a) conduct business with the State or (b) be a director of a public or private company conducting business with the State.

Public Service Proclamation Act 103 of 1994 – Section 30: Directive

“Conflict of interest” as a conflict between the public duties and private interests of an employee, in which the employee has private interest which could improperly influence him/her, and/or negative impact... on the public interest.

Prevention and Combating of Corrupt Activities Act 12 of 2004, Section 17:

Any public officer who,... acquires or hold a private interest in any contract, agreement or investment emanating from or connected with the public body in which he or she is employed or which is made on account of that public body, is guilty of an offence.

Public Service Regulations 2016 – Code of conduct:

Paragraph 13(b): *(An employee shall) – not engage in any transaction or action that is in conflict with or infringes on the execution of his or her official duties;*

Paragraph 13(c): *(An employee shall) – not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the PFMA;*

Paragraph 13 (d): *- will recuse himself or herself from any official action or decision-making process which may result in improper personal gain, and this should be properly declared by the employee;*

In view of possible allegations of favouritism, it is required that the bidder declare his/her position in relation to the Client. The bid may be disregarded if that bidder or its directors have abused the Client’s supply chain management system, committed fraud or any other improper conduct in relation to such system.

23 Construction Insurance

Proof of construction insurance for planned work must be submitted by the successful contractor. If you do not have insurance, for smaller (less than R100 000) projects, **Casidra** can put it under its insurance portfolio for your own costs (0.5% of the contract value). We must be given enough prior notice regarding this.

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24 Inspections, tests and analysis

- 24.1 All pre-bidding testing will be for the account of the contractor.
- 24.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the contractor shall be open, at all reasonable hours, for inspection by a representative of the Client or an organization acting on behalf of the Client.
- 24.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the Client shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 24.4 If the inspections, tests and analyses show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the Client.
- 24.5 Where the supplies or services do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the contractor.
- 24.6 Supplies and services which do not comply with the contract requirements may be rejected.
- 24.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the contractor who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the contractors cost and risk. Should the contractor fail to provide the substitute supplies forthwith, the Client may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the contractor.
- 24.8 The provisions of clauses 24.4 to 24.7 shall not prejudice the right of the Client to cancel the contract on account of a breach of the conditions thereof, or to act in terms of the conditions of contract.

25 Warranty

- 25.1 The contractor warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The contractor further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Client's specifications) or from any act or omission of the contractor, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

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- 25.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 25.3 The Client shall promptly notify the contractor in writing of any claims arising under this warranty.
- 25.4 Upon receipt of such notice, the contractor shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the Client.
- 25.5 If the contractor, having been notified, fails to remedy the defect(s) within the period specified, the Client may proceed to take such remedial action as may be necessary, at the contractor's risk and expense and without prejudice to any other rights which the Client may have against the contractor under the contract.

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BID No: 51/2021

**PROPOSAL AND BID FOR THE FELLING OF ALIEN INVASIVE VEGETATION
AND THE REMOVAL OF BIOMASS IN THE BERG RIVER: HERMAN
PIETERSE – KHULA BOERDERY / BURGERDRIF FARM – FARM No 40
Portion 17 (Asbestos Site)**

AUGUST 2021

The total price for this service must include all labour and material required for the proper execution of the work as described in the Scope of Works and as per Engineers drawings.

Take note: This tender will be evaluated on the criteria for a market related price. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions discounted against the total project cost must be specified, itemised, costed and clearly indicated in the bid.

This prices must be valid for a period of **90** days from the date of closure of the bid to allow for evaluation and appointment.

The completion period of this service is **10 calendar weeks** starting from the day of appointment.

- Completed works as described R _____
(Compulsory to complete the unit rates table as well)

- Less Discounting against project cost for economic value of the biomass excluding unwanted saw logs R _____

- Sub-total R _____

- Value-Added Tax (VAT) R _____

- **Grand total** R _____

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Contractor must complete the below breakdown for each individual compartment. Over and above the contractor MUST complete the bills of quantity so that viability of tender can be adjudicated. No response will result in the submitted tender being non-responsive.

Are you registered in terms of sections 23(1) of 23(3) of the Value-added Tax act 1991(Act No. 89 of 1991) (Please circle your answer)

YES NO

If yes, provide your VAT registration number: _____

Signature: _____

Date: _____

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BILL OF QUANTITIES – LUMP SUM BID

SECTION 1	Personnel costs	Machinery costs	Overheads	Site management costs	Grand total inclusive of VAT
Herman Pieterse	R	R	R	R	R
Less	Biomass	description	Rate per unit	Units	Grand total inclusive of VAT
			R		- R

SECTION 2	Personnel costs	Machinery costs	Overheads	Site management costs	Grand total inclusive of VAT
Khula Boedery	R	R	R	R	R
Less	Biomass	description	Rate per unit	Units	Grand total inclusive of VAT
			R		- R

SECTION 2	Personnel costs	Machinery costs	Overheads	Site management costs	Grand total inclusive of VAT
Burgerdrif Farm	R	R	R	R	R
Less	Biomass	description	Rate per unit	Units	Grand total inclusive of VAT
			R		- R

SECTION 2	Personnel costs	Machinery costs	Overheads	Site management costs	Grand total inclusive of VAT
Farm No 40	R	R	R	R	R
Less	Biomass	description	Rate per unit	Units	Grand total inclusive of VAT
			R		- R

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Block Number	Personnel costs	Machinery costs	Overheads	Site management costs	Grand total inclusive of VAT
LOGS IN RIVER	R	R	R	R	R
less	Biomass	description	Rate per unit	Units	Grand total inclusive of VAT
			R		- R

PLUS BIDDER PURCHASE OFFER AMOUNT FOR SAW LOGS NOT FETCHED

Quantity	Unit measured	Rate per m3	Total amount inclusive of VAT
15	M3	R	R

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Notes:

NB. These quantities are given as a guideline for the bid and for the purposes of unit rates and will in no way be used as a measured bid. This is a **lump sum** bid. The contractor is to indicate the rates for both machinery/plant and personnel in line with the proposed methodology submitted with this bid. All rates to include VAT. Please see below example:-

PLANT/MACHINERY

ITEM NO	DESCRIPTION	Envisaged number of plant	UNIT	UNIT RATE
1.	Excavator 22ton		R/hour	R
2.	Bell logger		R/hour	R
3.	Chipper		R/hour	R
4.	Water truck		R/hour	R
5.	Trailer		R/hour	R
6.	Winch		R/hour	R
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

If more space is required, please add a separate page.

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LABOUR

ITEM NO	DESCRIPTION	Envisaged members in team	UNIT	UNIT RATE
1.	Chainsaw operator		R/day	R
2.	Herbicide applicator		R/day	R
3.	General worker		R/day	R
4.	Bell operator		R/day	R
5.	Excavator operator		R/day	R
6.	Health & Safety Officer		R/day	R
7.	Supervisor		R/day	R
8.	Driver		R/day	R
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				

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ESTIMATED MACHINE HOURS AND PERSON DAYS

Note: It is a specific requirement of this bid that a minimum amount of person days as described in CDB4, be obtained for this bid.

NOTE: Only the below qualifies for a person day on site:

A person day can be claimed for a worker who actually does operational work on a contract.

- Driver could be listed, but should only appear on 1 timesheet per day, but can be listed on multiple timesheets on different calendar days during the month.
- Managers are not included (this is a poverty relief program).
- CEO, admin staff at the office are also not included (this is a poverty relief program).
- Herbicide operators, chainsaw operators, brush cutter operators, general workers, supervisors all qualify as a legitimate person day.

The minimum person days which must be obtained for this bid amounts to (142) One hundred and forty two person days.

Please complete the below form and sign agreement of acceptance of achieving the stipulated minimum person days for this bid. Please attach to this submission a **DETAILED** breakdown of how you aim to achieve the minimum person days.

Tenderers to acknowledge acceptance of the minimum person days to be achieved for this bid.

Name of company: _____

Signature: _____

If more space is required, please add a separate page.

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CHANGES MADE BY BIDDER

If the bidder wishes to make any changes to any of the bid conditions or specifications, or if he wishes to qualify his bid in any way, he must clearly set out his suggestions below. If he makes **ANY** changes and do not list them below, his bid will be disqualified.

If no changes or amendments are made, please indicate it below by writing **NONE** in the space below.

NB. Any changes made by the bidder outside the scope of works, resulting in not meeting pre-qualifying conditions or compulsory subcontracting, may influence the functionality of the end product and may result in the bid being disqualified.

Item	Suggested Change

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SCHEDULE: PROOF OF RELEVANT EXPERIENCE & REFERENCES

The following is a summary of works that have been completed successfully by bidder. In order to be compliant for this bid, the following detail MUST be included:-

- Supply at least three different references with contact numbers.
- The description of work must be relevant to the nature of this contract. For eg, do not list fencing projects completed when the scope of works is for specialised alien clearing.
- Elaborate on project description. For eg. do not state CLEARING – Be specific as to the works executed in the contract to support relevant experience.

Employer (include contact information)	Description	Value of Work	Completed

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SCHEDULE: PLANT AND EQUIPMENT TO BE USED FOR THE WORKS

The following is a list of main items of equipment, plant and tools that we:

- (a) have available immediately, or
- (b) will purchase / hire if our bid is accepted.

Quantity	Description (Size, Capacity, etc.)	(a) or (b) as above

If more space is required, please add a separate page.

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SCHEDULE: CONSTRUCTION MANAGER COMPETENCY

The contractor must attach to this page **DETAILED & COMPREHENSIVE** proof of competency of a construction manager in terms of Construction Regulations 2014 Clause 8.

Please attach a complete CV for evaluation purposes relevant to this occupation of Construction work. Please also supply this particular persons experience regarding construction health & safety regulations.

If more space is required, please add a separate page.

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SCHEDULE: DETAILED COMPANY PROFILE

The contractor must attach to this page a DETAILED & COMPREHENSIVE company profile including core competencies of personnel. The company profile must summarize information about your organisation.

In order for a company profile to be compliant for this bid, the following detail **MUST** be included in the company profile.

- Company core business activities – Describe your products and services and markets in which you operate
- Company background – State number of years in business, location, history of company, etc
- Company resources – Number of employees, core competencies of personnel, structure of company - organogram

If more space is required, please add a separate page.

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COIDA LETTER OF GOOD STANDING

The contractor must attach to this page a copy of the current letter of good standing

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SCHEDULE: PROJECT PROPOSAL & METHOD STATEMENT

All contractors must insert their project proposal & method statement as required under the tender conditions.

All contractors must insert their specified and itemised cost project proposal as required under the tender conditions here including terms of compliance with environmental laws and sensitivity of area. The project proposal must include for methodology, skills & competencies, designated market, job creation and person days. A requirement for this tender, is that together with their proposal, an estimated machine hours and person days must also form part of this bid. Please complete the attached document on next page.

If more space is required, please add a separate page.

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QUALIFICATIONS

The contractor must attach to this page a copy of the following certificates:-

- Proof of chainsaw operators qualification – must be valid.
- Proof of Health & Safety qualification – must be valid.
- Proof of First Aider Qualification – must be valid.
- Proof of Herbicide Application qualifications – must be valid.

NB: A team of more than 12 or 15 members should have at least 2 (Two) well trained First aiders, Herbicide Applicators and Health & Safety Officers in field and their certificates must submitted with bidding documents.

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BID NO: 38/2021

**PROPOSAL AND BID FOR THE FELLING OF ALIEN INVASIVE VEGETATION
AND THE REMOVAL OF BIOMASS IN THE BERG RIVER: AMADEA
SECTION TO MARIZAANE DE BEER SECTION: NORTH PAARL**

July 2021

Scope of works

CLEARING OF ALIEN VEGETATION:

The scope of the works comprises of the bidder submitting a proposal and bid on the best economical and acceptable method to remove all unwanted biomass material over a riparian zone of the Berg River. The work involves alien clearing on the farm named **Khula Boerdery / Buegersdrif, Farm 40, portion 17** over an area of **2.96 hectares** respectively. The biomass material comprises of dry logs, live growing trees and broken trees lying in the river as well as re-growth.

Site consists of scattered adult live River red gum (*Eucalyptus spp*), Grey, Long-leaved wattle (*Acacia Longifolia*), black wattle (*Acacia Mearnsii*) and a lot of biomass in the river that needs to be stacked and processed before adequate follow up can occur.

Specialised field of work

The removal of invasive alien vegetation from the environmentally sensitive riparian zone is specialized work that requires competent human resources that are adequately skilled in working with heavy and dangerous machinery in aquatic and undulating conditions. The safety of all staff is of paramount importance in the implementation of this project.

The removal of invasive alien vegetation on private property within the area will require a specialised work methodology to prevent damage to infrastructure and to ensure that the risk of fire during the harvesting process is limited and that biomass is reduced. This methodology must form part of this bid.

(Please note all the environmental and health safety concerns are referenced under the baseline risk assessment and the health and safety specification).

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Contractor's Camp

There should be a single Contractor's camp for use by the Contractor involved with the work activities; for the provision of staff facilities; and the storage of all materials and equipment. All mechanical equipment and work vehicles used on site should be stored, serviced and refuelled only at designated areas within the Contractor's camp. The most suitable site must be confirmed by the Project Manager with prior approval sought by the relevant landowner and should not be situated near to any environmentally sensitive area.

Demarcation of the Site

The site must be suitably demarcated prior to the commencement of construction activities. Demarcation may take the form of wire fencing, orange plastic netting, shade-cloth fencing, or other suitable demarcation type.

No construction may commence before demarcation has been erected. All demarcation must be securely erected to ensure that it cannot come loose, and is to be maintained until all construction activities have been completed and the associated risk of damage to the surrounding area has passed.

Site Access

The movement of vehicles on the site should be confined to clearly demarcated access routes and existing roads should be used where approved by the Project Manager. Any deviation should first be approved by the Project Manager with consultation with the Landowner. The Contractor should ensure that vehicles leaving the site are clean and, wherever possible do not deposit mud and any other earth material on road surfaces. Please note to make allowance for removing security fencing panels and re-instatement in the tender pricing to gain access with mechanised plant.

Toilets

The Contractor should provide suitable sanitary facilities near his offices and all construction sites for his staff. A minimum of one toilet should be provided per 15 persons at each working area or as stipulated by local authority or other relevant legislation. Toilets should be of a neat construction and have doors and locks. Toilets should be secured to prevent them blowing over. Sanitation provision and servicing should be to the satisfaction of the Project Coordinator.

Dust Control

The Contractor is to take appropriate measures to minimise the generation of dust as a result of construction works, to the satisfaction of the Project Manager.

(Please see the baseline risk assessment and the health and safety specification).

Fire Prevention Measures

No unauthorised fires may be allowed inside the construction area.

(Please see the baseline risk assessment and the health and safety specification).

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The Contractor shall pay the costs incurred to organisations called to put out any fires started by him. The Contractor shall also pay any costs incurred to reinstate / rehabilitate burnt areas as deemed necessary by the Project Manager.

If the project proposal includes the disposal of biomass by means of burning on site, it must comply as per National Veld and Forest Fire Act of 1998 and all relevant addendums.

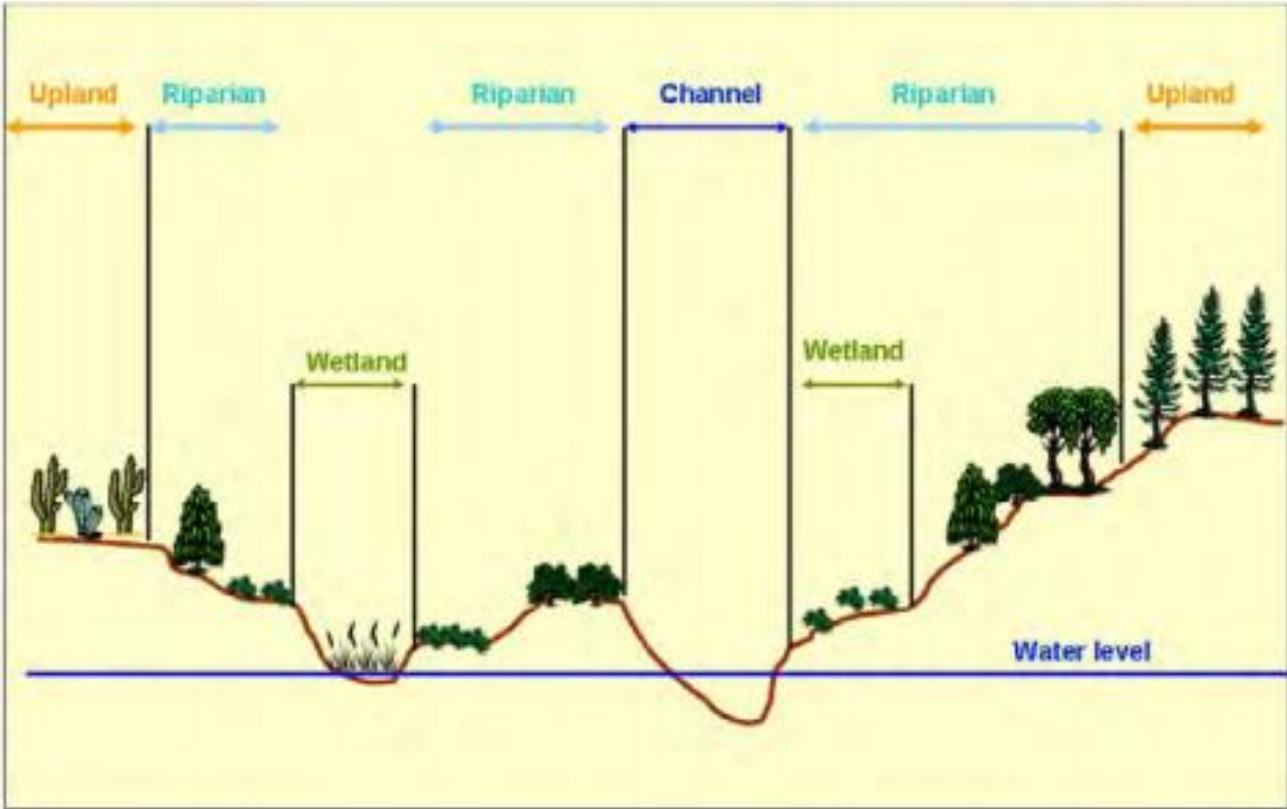
Demarcation of riparian zone

The riparian zone is generally classified as a 30 metre buffer starting from the water’s edge on the bank heading away from the river, this can vary according to water levels and rainfall. Please note the contract includes the killing and removal of aquatic weeds through either hand pulling or foliar spraying depending on the site, species and if there is a registered herbicide for the particular species.

The extent of the riparian zone will be clearly demarcated on the maps provided, as well as this the electronic file of the area to be worked will be supplied to contractor in order to ensure he or she works the site as agreed on in the quotation.

It is advised that some sort of digital app is used in order to check and ensure the correct areas are being worked at all times – apps that are advisable are GPX Viewer, Map Plus or Field Area Measure, there are a number of free apps that can be used. Daily targets should be clearly marked and planned for and this must be known by the entire team.

The image below shows a good depiction of what is classified as the “Riparian Zone”, remember this does change but is generally classifies as the area between both the “low and high water mark” and for our purposes is set at 30 metres minimum.



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The below map will assist in identifying these work areas:-

- **MAP**

Below (Image a; b; c; d; e and f) are a number of photographs that clearly display various forms to what the Work Areas can look like.



Operations

The below operations are needed for the removal of biomass

Cutting and removal of biomass:-

The contractor must allow for clearing all non-indigenous biomass in a horizontal zone from the 30 metre demarcation zone as shown above in areas as shown in various compartments as shown on above map **and as per GPS survey**.

All existing dumped biomass wastage that has been left on site from other contractors must first be removed off site, as the danger of biomass entering the river is high due to the close proximity of the upcoming winter flood season.

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All cutting and re-cutting of stumps and trees: cut maximum ankle height above natural ground level /or water line. All existing trees and shrubs as well as cut trees/branches/etc with a diameter of below 50mm must be cleared and removed from site.

All biomass alien brush with a diameter of less than 50mm must be cut down to ankle height **where possible at all times. No sawn logs above knee height will be allowed. All removed biomass must be treated** with the correct application of herbicide supplied by contractor such as (Garlon/Roundup). All material must be removed from riparian zone out of flood line and stacked into heaps by hand for disposal hereafter by the contractor.

Attached to this document is a photograph depicting what the standard of clearing must be and applicable to this project.

When cutting reeds, the following operation process must be followed:-

- Initial first cut and leave the reeds for 3 weeks.
- Thereafter spray the reeds with a “wetter/benatter” and then apply correct herbicide.
- Recut reeds hereafter 3 weeks later.
- Respray for second time as specified above.
- Recut thereafter 3 weeks later & apply final “wetter” & herbicide

Logs in river

The bidder must make provision in his normal bid price for the removal of all biomass material in the river course which is deemed to be causing a blockage to the normal flow of the river and must dispose of the material. All logs which are visible must be removed from the river. Trees which have been felled as part of these works which fall into the river must also be removed.

Contractor to note that extracting trees from the river is highly specialised work which needs large amounts of plant such as excavators, winches, skidders, bulldozers, boats, etc. Some of the trees weigh anything from 30 tonnes up due to sand and silt trapped in the root system. Due to past experience contractors to note that once they remove visible identifiable trees in the river, invariably there are more trees which now rise to the top due to them being released by the top tree.

The trees in the river **MUST** be extracted. Tenderers to be made aware that this work will involve divers, chains, massive excavator work, etc. and to make allowance for working under these difficult conditions. No excuses will be entertained for leaving logs in the river.

Saw logs

It is a requirement of the tender that all potential sawmill quality logs be harvested from the biomass and are to be stockpiled in a designated lay down area as shown on site. **CASIDRA** has the first option to remove the saw logs at no cost for the logs or remuneration to either party . If the logs are not taken, one month prior to being stockpiled, the logs will be sold back to the contractor for the tendered rate as per CDB 3.1 and the logs must be removed off site by the end of the contract duration. The logs are to be stockpiled in individual piles no bigger than 35m3 each.

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Log specification

Logs must be cut 150mm longer than the specified 2400mm length. Log lengths to be 2700mm for measured length. Diameter of logs from minimum 250mm under bark and not exceeding 550mm under bark in diameter.

Logs must be cylindrical and free of rot. No forked logs will be allowed. No twisted logs (cork screw) will be allowed. No rotten heart will be accepted. No logs from dead trees or dry logs will be accepted. No excessive end cracking will be accepted. No impact cracked or damaged logs allowed. Knots must be trimmed flush with the log surface.

Large branch knots must be cross-cut out. Log ends must be trimmed in field. No splitters will be accepted. No uneven cut will be accepted. No angled cut will be allowed. No more than 15% flare on ends will be accepted. Logs must be clean. No log with excessive soil or mud will be accepted.

All logs to painted red PVA and gang nailed with galvanised plates at each end of log.

Logs will be measured as the beraton system.

For this project it is estimated that the potential volume of m3 of saw logs to be harvested is:

(15 m3 – Fifteen m3)

Please see CDB 3.1 for pricing for the purchase of these logs.

These logs must be stockpiled in volumes of 32m3 piles. Upon completion of stockpile, a period of once month grace will be given to Department to remove the said stockpile. If this is not done, the logs become the property of the contractor and must be removed from site.

Disposal method of Biomass

Disposal method must be described in the project proposal and must be in accordance with the project proposal of the bid, including all possible variations to it as agreed between the parties and documented in CDB 8.

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High risk tree felling

High risk tree felling will be applicable in certain areas of the site, due to close proximity of power lines and structures such as pump stations, etc.

Herbicide application:-

The contractor must do a herbicide application within 20 minutes of sawing trees.

Note if trees are cut above the minimum height of 50mm for an initial cut, herbicide must still be applied within the 20 minutes. Thereafter upon cut number 2 to reach specified height, herbicide must be applied again.

The correct herbicide and application methods will be used. No herbicide mixing close to vineyards and water streams (50 (fifty) metres away) will take place and herbicides will be mixed on a tarpaulin or blanket. DFFE will supply the herbicide that must be collected by the contractor from the closest Working for Water depot. Contractor to apply herbicide applicable for the selected alien.

The Contractor must provide proof that they have an accredited applicator who has completed the relevant training course for herbicide application.

NBAL – Natural Biology of Compartments

Attached to this scope of works is the NBAL data as received from external mapping surveying firm of this riparian zone. The purpose of this document is to assist the contractor in the preparation of his/her tender.

This document must be used in conjunction with MAPS 1 to 6 as reference is made directly to the corresponding compartment and the biomass data relevant to that compartment. The NBAL indicates which area of each compartment has mechanised and/or normal clearing, alien species evident, maturity of species, density of biomass, total hectares of each compartment & the enclosed hectares of biomass. These figures are based upon “canopy cover”.

It must be stated that this NBAL data is merely a tool and no claims arising from inaccurate data will be entertained on this contract. This onus still lies with the contractor in making themselves fully aware of site before submission of their bid proposal.

Note that alongside the species code on the NBAL data sheets there is the English name representing the specific alien vegetation.

Payment structure for Block compartments

Tenderers to be made aware of the structuring of payments for this bid. Payments will be measured and progress evaluated and on each completed farm. The farm must be signed off and accepted by Casidra, and payment for the block will only be done when Department of Forestry, Fisheries and Environment authorises payment for work done.

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Security:-

The successful bidder is responsible for his own security of his/her plant, facilities, resources, etc for the duration of the contract.

Felling trees next to National, Provincial and District roads and other SMZ's (Special Management Zones), telephone lines and power lines

There are power lines and telephone lines interspersed through the site. Trees also need to be felled in close proximity to the bridge crossing the Berg River. (Please refer to the baseline risk assessment and the health and safety specification). The contractor will have to make allowance in his/her bid for managing & effecting the works for this process as laid out below:-

Roads

- Inform Road Traffic Inspectorate of the date, place and approximate time period felling will be taking place.
- Place warning signs of tree felling 100 metres either side of operation facing on-coming traffic. These signs must be clearly visible to road users.
- Place a person at felling board with red flag. While felling is taking place, ensure traffic is made aware to reduce speed by flagging down traffic. These people must wear reflective vests.
- Stop / Go signs must be available at the felling site. However, only the Road Traffic Inspectorate can regulate traffic if a tree falls across the road.
- Contractor and supervisor must be present before and during felling. Suitable communication must be available with the Road Traffic Inspectorate.
- The Project Manager must be informed of the operation taking place.

Telkom

- Inform Telkom of the date, place and approximate time period felling will be taking place.
- Do not proceed to fell until lines have been dropped.
- The Project Manager must be informed of the operation taking place.

Eskom

- Inform Eskom of the date, place and approximate time period felling will be taking place. Discuss with Eskom any safety measures required.
- The Project Manager must be informed of the operation taking place.

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Accurate record keeping

The contractor must keep ACCURATE records of all resources used in removing the said biomass as this is a requirement from the Department of Environmental Affairs.

Tenderers are to be made aware of this and allow for this in pricing their tender as there is a large amount of administrative input necessary upon award of the project. Record keeping must involve the following:

DOCUMENTS REQUIRED BEFORE WORK MAY COMMENCE:

- All Participant information to be supplied upfront ([excel sheet will be provided](#))
- [Signed Contract](#) with each participant for the duration of the project (using EPWP wage rates).
- Contractor to ensure that each participant has a valid ID book / card (no old ID books or black and white unclear photographs will be acceptable).
- A clear, colour photographed, certified copy of each participant (labourers) ID not older than 3 months.
 - (Electronic copies must be scanned individually with correct naming convention).
 - Certification and copying can be arranged with Project Administrator.
- Each participant's medical report with the following **health codes** to be provided:
 - = Healthy / No Disability.
 - = Amputee.
 - = Blind / Sight Impaired. e.g. glasses)
 - = Deaf / Hearing Impaired. e.g. hearing aid))
 - = Intellectual Disability.
 - = Medical Condition (N/A)
 - = Physical Disability.
 - = Wheelchair.
- All participants will be required to complete a **disability declaration template**.
- Designated **First Aiders, Health & Safety Representatives** to be appointed in writing.
- Certificates of participants.
- Records of **PPE Issued** to each participant.
- Copies of PDPs for appointed driver.
- NB: New participants that form part of the contract need to be reported before resuming work responsibilities on the site. All participant information requested will need to be provided with report.

OHS:

- COVID-19 Training Session with Attendance register
- HIRA (Hazard Identification and Risk Assessment)
- Safe Working Procedures
- Emergency Plans and Procedures
- Contingency Plan
- Vehicle Authorization sheet to be issued by Project Manager with a disc confirming the contract number.

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BUSINESS REGISTRATION:

- CSD Report
- Valid Certified Copy of Contractor's ID

PHASE 1:

- Generated Map and data sheet signed by Contractor and Project Manager.
- Pre-site inspection attendance register signed by all parties present.
- Quotation package / bid documents with signed agreement / MOA.
- Official Order for work to commence.

NB: ALL PHASE 1 DOCUMENTS WILL BE REQUIRED BEFORE ANY PERSON DAYS CAN BE ACCOUNTED FOR.

MONTHLY OCCUPATION HEALTH & SAFETY REPORT:

- Monthly report summary with supporting documents (a template will be provided):
 - Health & Safety minutes and attendance register signed by all participants.
 - Toolbox talks
 - Induction & Training attended attendance registers.
 - Inspection sheets (vehicles, tools, machinery, etc.)
 - Incident registers (near misses, first aid cases, disabling incidents, etc.)
 - OHS activities (training, induction, risk assessments, etc.)

PHASE 2/ MONTHLY REPORTING:

- Electronic Timesheet:
 - Exact same format as the manual timesheet sent in Excel not PDF. (this is needed for checking that all contracts and IDs are on record thus it is needed before the PDF timesheet that is fully signed)
- Invoice to include the following information - compulsory:
 - Contract number
 - Hectares cleared
 - Person Days Worked
 - Wages
 - UIF
 - COIDA
 - Materials & Equipment
 - Medicals
 - Transport
 - Training & Development
- Interim Site inspection sheet – signed by all parties involved (Farm Owner, Contractor, Project Manager and Senior Management)
- Final Site inspection sheet – signed by all parties involved (Farm Owner, Contractor, Project Manager and Senior Management)
- Manual Timesheet (printed for signing):
 - Signed by each participant, contractor and Project Manager.
 - Full names (FIRST NAME, MIDDLE NAMES THEN SURNAME) correctly spelled as it appears on their Identity document, correct job function, correct health code and correct days worked with signature next to each name.
 - Correct ID number.
- Herbicide Inspection sheet which will be complete with a representative from Casidra (Project Manager) and contractor.

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- Wage Pay-out sheet (a template will be provided).

GENERAL:

- Participants may not work on more than one site at a time as these working days will be regarded as invalid.
- Training / induction can be arranged with the Project Administrator to meet all of the admin requirements.
- The designated administrator for each contract will also be required to avail themselves on a monthly basis between the last week of the month to the 1st week of each month for any corrections and amendments that will need to be followed through.
- **Templates will be provided and necessary to be used to comply with monthly Phase 1 and Phase 2 reporting.**
- Deadlines for reporting will also be provided and will result in person days not being allocated if not met.

Item	Naming Convention
Participant Information Sheet	Contract Number_Participant Information_YearMonth / Company Name
ID Copies	First name, middle names, surname, ID number
Participant Contract:	Contract end date (day, space, month), name, middle names, surname, ID number
Certificates	First name, middle names, surname, Type of Certificate
Quotation / bid / MOA	PH1_Contract Number_Quote/bid/MOA
Invoices	PH2_Contract Number_Invoice_year,month (YYYYMM)
Timesheets	PH2_Contract Number_Timesheet_year,month (YYYYMM)
Wage Pay out sheet	PH2_Contract Number_Wages_year,month (YYYYMM)

NOTE:

Correct amount of Person Days MUST be complete and equal to Person Days Quoted in order to be paid for Person Days Quoted.

The successful tenderer will have to ensure that timesheets are correctly completed and signed off.

All documents are to be checked and ID's submitted before submissions and use the Timesheet provided; unfortunately NO exceptions can be made for any of the above requirements.

Documentation MUST be submitted with every payment claim from the Contractor on a monthly basis. Failure to submit this information will result in default by the contractor and may affect payment certificates being issued.

The contractor must ensure that they have made provision in their bid for accurate record keeping and associated distribution of this said data.

REPORTING DEADLINES

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MONTH	PHASE 1 REPORT	OHS MEETING	OHS REPORT	PHASE 2 REPORT
Sep-21	01 September 2021	23 September 2021	28 September 2021	28 September 2021
Oct-21	01 October 2021	22 October 2021	27 October 2021	27 October 2021
Nov-20	01 November 2021	23 November 2021	26 November 2021	26 November 2021
Dec-21	01 December 2021	23 December 2021	29 December 2021	29 December 2021
Jan-22	04 January 2022	21 January 2022	22 January 2022	28 January 2022
Feb-22	01 February 2022	22 February 2022	23 February 2022	25 February 2022
Mar-22	01 March 2022	22 March 2022	23 March 2022	30 March 2022

Existing Services

The Contractor must be aware of the existing services running over the proposed work area. These services will be shown to contractor during the site inspection and the site hand over.

Completion process

Tenderers to note that there are three parties involved in ensuring the completion of the project and the issuing of the certificate of completion. This process and responsibility is outlined below:-

- **Casidra** Project Manager – Intermin and final inspection of works.
- Then the farmer has to sign off completion reports.
- The final signature is that of DEA to state that they are satisfied with the works. (Only then will the project have been deemed to be completed).

Re-growth of alien Biomass

Tenderers to note that they are responsible for the cutting/removal and disposal of all alien regrowth during the construction period. This responsibility will lie with the contractor until the certificate of completion has been signed by all parties.

NOTE – This includes all biomass over entire site, not only removed alien vegetation by contractor.

Safe stockpiling of Biomass

Stack the cut material in heaps. Property boundary/tactical fire belts are minimum 10m (5m each side) of the stockpiled area. The fire belts must not cause soil erosion. Cut brush spread broad at least 3m from stockpile edge. Keep stacks well apart to prevent fires from crossing easily, not less than 5 meters apart, this is naturally dependant on the size of the stack & the resulting fire intensity when they burn.

- Stockpile removed material into piles of 2m high, 3m wide windrows/stacks.
- Stack light branches separately from heavy timber (75mm and more). Preferably remove heavy branches to reduce long burning fuel loads that can result in soil damage from intensely hot fire.
- Do not make stacks under trees, power and telephone lines, within 30 meters of a fire belt or near watercourses, houses and other infrastructure.

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This must be done in consultation with FPA. The contractor must obtain written approval from the local Fire Protection Association. If this is not done, the contractor will be handed over to local authority to enforce compliance.

Removal of litter:-

As part of this contract the contractor shall be responsible for removing and disposing of all litter, to include but not be limited to: Beer and liquor bottles, needles, bags, etc over the riparian zone area.

Fire breaks & access strips:-

At 25 m intervals, fire break and access strips will be cleared, in parallel strips 3,00 m wide and perpendicular to the riverbank. These strips will serve as access routes for personnel and machines, and act as emergency escape routes.

Site Clean Up

The Contractor should ensure that all structures, equipment, materials and facilities used or created on site for or during construction activities are removed to the satisfaction of the Project Manager once the project has been completed. All roads to be repaired to at least its original condition. All damage to the farms infrastructure or land production must be repaired or rehabilitated before completion of the project.

Quality

The quality standards on this project will be to that of WFW (Work for Water) quality norms.

Public Liability

The Supplier shall put in place and maintain for the duration of the Contract general liability insurance to a value of R5 million (Five Million) per claim to cover both the Purchaser and the Supplier for liability arising from death or injury of a person, or loss or damages to property caused by the execution of the Contract. The number of claims shall be unlimited for the duration of the Contract. Please provide proof hereof. Public Liability Insurance must cover "Spread of Fire"

FINAL INSPECTION

The final inspection sheet is attached, suppliers must ensure that they meet the standard in order for the site to be approved.

END OF WORK TO BE DONE

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FINANCIAL REGULATIONS SECTION 22

PROPOSAL AND BID FOR THE FELLING OF ALIEN INVASIVE VEGETATION AND THE REMOVAL OF BIOMASS IN THE BERG RIVER: HERMAN PIETERSE – KHULA BOERDERY / BURGERDRIF FARM – FARM No 40 Portion 17 (Asbestos Site)

AUGUST 2021

BID NO: 51/2021

SUPPLY CHAIN MANAGEMENT – PREFERENTIAL PROCUREMENT POLICY - EVALUATION CRITERIA (PPP – EVALUATION CRITERIA)

ONLY FOR USE OF BIDS FROM R30 000 TO THE MAXIMUM VALUE OF R50 MILLION

Casidra, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies to, the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids are dependent on the special evaluation criteria as set out in the policies of **Casidra**. The evaluation criteria of this Preferential Procurement Policy is based on the “**Preferential Procurement Policy Framework (Act 5 of 2000)**” and related Regulations.

Awarding of the bid is dependent on preferential points system, and every presentation is measured against the specific evaluation criteria as shown. **The completion and signature of the document is thus a pre-requisite to qualify as a service provider.**

GENERAL DETAILS: (Please print clearly)	
Registered Company Name	
Trading Name / Individual Full Name	
Company Reg Number / ID Number	
VAT Number	
CSD Supplier Number *	
CSD Unique Registration Ref Number *	

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Postal Address			
Postal Code			
Physical Address			
Postal Code			
CONTACT DETAILS			
Representative Name			
Telephone Number			
Cell Phone Number			
Fax Number			
Email Address			
Website Address			
OTHER DETAILS			
Main Business Type (<i>Please tick</i>)		Consultants & Professionals	
Tools & Equipment (Hardware)		Clothing & Textiles	
Office Supplies & Furniture		Accommodation & Transport	
Training & Mentorship		Printing & Advertising	
Event Services (Catering, Venue Hire)		Irrigation & Water Services	
Earthmoving & Heavy Machinery		Other Production Inputs	
Seed, Fertilizer, Chemicals		Livestock & Animal Production	
Construction Services		Repairs & Maintenance	
Vehicles & Implements		Municipal & Bulk Services	
Other (Please Specify)			
* Note that you HAVE to register on the Central Supplier Database (CSD) (www.csd.gov.za) before we can use you as a service provider.			

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Pre-qualifying criteria

Joint ventures are eligible to submit tenders provided that:

1. Every member of the joint venture is registered with the CIDB;
2. The lead partner has a contractor grading designation in the (above indicated) class of construction work;

The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with Table 9 of

Further Joint Venture criteria

- Tenders to note that if a joint venture is submitted, a JV cidb contract must accompany this bid.
- The joint Venture must clearly state the percentage split of responsibilities and also list all the responsibilities / duties of each member of the Joint Venture.
- The work and obligations making up the contract must be broken down into discrete elements, or sections, usually on the basis of locality, the nature of the work, or the capabilities and resources required.
- Each element is assigned to a specific member of the joint venture who assumes full responsibility for its execution, under the direction of the joint venture must be indicated

Failure to submit above information, if submitting a Joint Venture bid, will mean disqualification of the bid.

• Section D – Designated Sectors – Local Content

The following sectors in this bid are subject to a stipulated minimum threshold for local production and content:

Sector	Minimum Threshold (%)
Not applicable	

If Section D is applicable, **Form SBD 6.2** must be completed and signed as well as **Annex C Local Content Declaration – Summary Schedule**, and must be handed in as part of the bid documentation.

• Proof of competency of Construction Manager

(The level of competency needed with reference to specific person CV is to have experience in construction of in Building work, but also all aspects of health and safety regarding construction works)

Sub-contracting

Excluding any subcontracting requirements as a condition of tender, as indicated in CBD 1, the following general condition apply:

A Maximum of 25% of the value of the contract may be subcontracted without proof of the subcontractor B-BEE status:

- unless with proof of a subcontractor with equal or better B-BBEE points

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- unless the subcontractor is an exempted micro enterprise with the capacity and ability to execute the subcontract.

In event of the above, full disclosure by the contractor must be made in the bid documents to **Casidra** with full details on the subcontractor as well as proof of the capacity and ability of the subcontractor to execute the work. Subcontracting a portion of the tender, without disclosure and approval by **Casidra**, the Contractor can be penalised up to 10% of the value of the contract.

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

If YES, indicate:

- (i) what percentage of the contract will be subcontracted?
- (ii) The name of the sub-contractor?
- (iii) The B-BBEE status level of the sub-contractor?
- (iv) Whether the sub-contractor is an EME? YES / NO (Attach B-BBEE certificate / an **original** sworn affidavit as proof)

Final points awarded to bid = (B) Price Max 80% + (C) B-BBEE Max 20%

Section A – Functional Requirements

Functional refers to: A service or product that is designed to be practical, useful, working or operating, taking into account factors like quality, reliability, viability, and durability and the technical capacity (time and resources) and ability (knowledge and skills) of the bidder to execute the works.

An offer that does not obtain the minimum score for each functionality criterion or the minimum weighted average for functionality as indicated, is not an acceptable tender. Is this bid subject to the evaluation of functional requirements? **YES / ~~NO~~** (**Casidra** to indicate)

If “**YES**”, the following criteria will be used for evaluation:

No	Evaluation criteria	Weight (A)	Score (B)	Minimum score required	Total (A x B)
No	Evaluation criteria	Weight (A)	Score (B)	Minimum score required	Total (A x B)
1	Experience of similar work	30%	For office use	4	For office use
2	References of previous work	30%	For office use	4	For office use
3	List of machinery and plant available	10%	For office use	3	For office use
4	Acceptability of the project proposal & method statement in terms of feasibility of successful removal of alien biomass.	30%	For office use	5	For office use
TOTAL SCORE - A minimum score of 84% is required for functional requirements for this bid to be considered for further evaluation				% = Total / 5	For office use

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Functional Item	1 Poor: Non compliant	2	3	4	5 Excellent: Fully compliant
References from clients on similar nature related previous work	No references or very poor rapport	Some minor problems experienced	Acceptable minimum standard of work	Recommended by references	Highly recommended
Experience of similar work – (refer to company profile)	No experience	Limited exposure to work at hand	Not similar, but related	Similar work	High level similar work
Construction equipment available for contract	Has no plant resources at all	Has insufficient in-house plant available to execute works & has to hire most of the plant externally	Has basic in-house plant available to execute works but also has to hire externally	Has sufficient in-house plant available to execute works	Has more than sufficient in-house plant available to execute works
Acceptability of the project proposal in terms of feasibility of successful removal of alien biomass. This must take into account the person day breakdown in this methodology	No project proposal	Project proposal not clear, not practical and success improbable	Project proposal lacks detail and success is uncertain	Project proposal offers a minimum of detail and success is possible	Project proposal is clear, detailed, feasible and well thought through

Section B – Formula for Awarding of Price Points (Only to be considered if Section A has met the minimum requirement)

Unconditional discounts offered will be taken into account for determining the following point:

$$\text{Point} = 80 \left[1 - \frac{\text{Price} - P_{\min}}{P_{\min}} \right] \quad \text{where } P_{\min} \text{ is the lowest acceptable bid}$$

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Section C – B-BBEE Contribution

An **EME** must submit a valid, **originally certified and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation). If a **startup EME**, a certificate issued by CIPC on the BEE status is accepted.

A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **valid, original or a legible originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.

A **QSE that is at least 51% black owned (51% or higher)** must submit a **valid, originally certified and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

A **large enterprise** must submit a **valid, original or originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

A **trust, consortium or joint venture**, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

Bids of non-compliant contributors (no certificate) will be considered, but no points will be awarded for B-BBEE status.

The generic threshold for EME are R10 million, but depending on the sector, the threshold as set in the BEE charter for that sector will apply. (Tourism R2.5mill and Construction R1.5 mill)

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B-BBEE Status level of contributor	Number of points	Points awarded	BEE recognition level
1	20	EME & QSE 100% Black owned For office use	135%
2	18	EME & QSE 51% + Black owned For office use	125%
3	14	For office use	110%
4 and EME	12	EME 51% < Black owned For office use	100%
5	8	For office use	80%
6	6	For office use	60%
7	4	For office use	50%
8	2	For office use	10%
Non-compliant contributor	0	For office use	0%

Market related pricing

If the bidder, whose tender has been compliant, and that received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.

Are you willing to negotiate your offer? YES / NO (delete which is not applicable)

If a market related price cannot be negotiated, the offer for negotiation will be extended to the second highest point scoring bidder, then the third highest scoring bidder, where after, failing to reach any agreement, the tender will be cancelled.

Declaration of interest and Bidders past supply chain management practices

In terms of section 22 of the **CBD 2.1** Conditions of Tender document:

Are any family member, trustee, director, shareholder or member of the bidder in any way connected to the State?

and/or

Do any potential conflict of interest exist, where the public duties (like being part of an approval or adjudication process) and private interests of the bidder, could improperly influence or lend inside trading information to the bidder?

and/or

Do the bidder have any relationship with a person that may be involved with the evaluation or adjudication of this bid? In view of possible allegations of favouritism, it is required that the bidder declare his/her position in relation to the Client.

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If so, furnish particulars:

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.....

The bid may be disregarded if that bidder or its directors have abused the Client's supply chain management system, committed fraud or any other improper conduct in relation to such system.

- (i) Is the bidder or any of its directors;
- listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (www.treasury.gov.za, follow the link at the bottom of the home page);
 - Listed on the register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act;
- (ii) Was the bidder or any of its directors;
- convicted by a court of law (including a court outside of the RSA) for fraud or corruption during the past five years?
 - contract with any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?
- (iii) The contractor is not known to be insolvent, in receivership, bankrupt or being wound up, or has its affairs administered by a court or a judicial officer, has suspended its business activities, or is subject to legal procedures in respect of any of the foregoing.

If so, furnish particulars:

.....

.....

.....

.....

IMPORTANT NOTES**Casidra reserves the right to:**

- disregard any bids where the declaration (below) has not been signed;
- change the point system of the policy without prior notification;
- negotiate prices based on market related pricing before award of the bid;
- accept parts of the bid items or split bids based upon item prices
- disclose the results of the points awarded on request;
- evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion;
- award the bid to the qualifying Contractor with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, like fairness, safety, public interest and international suppliers;

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- to award the bid to a Contractor which does not necessarily have the lowest price.

Other Notes:

- Final points scored will be rounded off to the nearest 2 decimal places
- In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome.

The bid may be cancelled if:

- all the bid offers received are higher than R50 million;
- circumstances change and there is no longer a requirement for this service;
- funds are no longer available or if there are insufficient funds available in the budget for the work;
- no acceptable bids and/or market related prices are received;
- there is a material irregularity in the tender process;
- false information were supplied by the bidder.

Cancellation of bid will be placed in the same media as initially advertised.

Bids which are suspected to have supplied false information will be subjected to the *alteram partem* rule. If proven that false information was supplied, disqualify the tender or terminate the contract, without payment and/or claims for damages incurred by such cancellation.

The Contractor will be liable for the recovery of all costs and damages suffered as a result of the misconduct or cancellation of the bid or less favourable conditions affecting the award of the bid.

Exclusion of the Contractor and its directors, who acted fraudulently, from any business with an organ of state for a period not exceeding 10 years after has been applied.

Declaration by the company submitting the bid:

I, _____

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature

Date

SUPPLY CHAIN PERFORMANCE MEASUREMENT

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In order for **Casidra** to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:

- **What were the source that made you became aware of this bid being available.**

Mark with X

Personal Email invite to bid:	
Via a friend or business partner:	
National Government E-Tender website:	
Local Newspapers:	
Casidra own website:	
CIDB website	

Other: Specify.....

- **Was the time allowed to date of closure sufficient for you to compile an offer.**

No – too short	Yes - Sufficient	No - Too long
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**PROPOSAL AND BID FOR THE FELLING OF ALIEN INVASIVE
VEGETATION AND THE REMOVAL OF BIOMASS IN THE BERG RIVER:
HERMAN PIETERSE – KHULA BOERDERY / BURGERDRIF FARM –
FARM No 40 Portion 17 (Asbestos Site)**

AUGUST 2021

In terms of the Construction Regulations 2014 Regulation 5, a baseline risk assessment for the intended works is required to be done by the Client for each specific construction site.

This risk assessment will inform the site specific Occupational Health and Safety specifications that must be supplied to the designer, who will supply any design specifications to be added and then supplied to the prospective Contractor (Bidder) as part of the tender documents. This specification must be translated into actions and preventative risk management measures by the Contractor that will form part the Occupational Health and Safety Plan of the Contractor.

This specification forms an integral part of the contract, and the Contractor is required to use it at pre-tender phase to make sufficient provision for related costs for risk management and after award of tender for the purpose of drawing up its project-specific construction phase health and safety plan.

It is the responsibility of the Contractor in the bidding process to:

- ensure that he include adequate provision for the cost for health and safety measures in his bid and
- Provide proof and include in his cost the necessary competencies and resources to perform the work safely.

The risks for the above project which have been identified, evaluated and resulted in the following specifications that are highlighted under the following categories:-

This specification does not replace the requirement of the Contractor to comply with all relevant legislation and the regulations of the Occupational Health and Safety Act, but just highlight the specific identified and relevant risk factors that need special mention and attention by the Contractor in his bid.

]

1. General administrative requirements

DESIGNATION	NAME	CONTACT NO's	ADDRESS	RESPONSIBLE PERSON
Project Client	CASIDRA	021 863 5000 (tel)	22 Louws Avenue Paarl South Paarl	Joshua Brady (Project Manager)
Department of Labour	Department of Labour, Worcester	023 346 5200 (tel)	Durban street, Worcester Central	N/A
Municipality	Drakenstein	021 807 4500 (tel)	Bergrivier Boulevard, Paarl	N/A
Project Funder	Department of Environmental Affairs	021 941 6000 (tel)	Bellville	Wessel Wentzel

2. Scope of work (what is being built?)

The scope of the works comprises of the bidder submitting a proposal and bid on the best economical and acceptable method to kill and neatly stack all alien plant species.

The work involves alien clearing on numerous farms/properties located alongside the Berg River over an area of 2,96 hectares respectively

The work includes the felling of big trees with mechanical chainsaws, removal and handling of wood by excavator and bell loggers and also with labour with handheld saws that cut smaller brush. It also includes the spraying of brush and tree stumps with herbicide.

3. Location of site and elements specific to the location (municipal by-laws, weather factors, geographical factors)

What is the risk?	Heat and rain
Hazard Identification?	High temperatures together with high humidity.
Who will be injured & mechanism of injury?	All personnel working on site. Possible injury will vary from heat exhaustion and or broken ankles from muddy soil.
Preventative action recommended	
Description	Category: Reduction/transfer/ control/avoidance
Monitor weather for worsening soil conditions on daily basis. When conditions underfoot do not assist with mechanical and/or personnel,	Risk reduction/ control

call site off until conditions improve • Ensure for shade and sufficient water onsite for high temperatures. • Ensure temperature is monitored and call site off with WGT of 40 and higher	
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4. Geo- technical risks (conditions of the soil, raise any concerns that may hinder the project progress)

What is the risk?	Soil conditions
Hazard Identification?	Difficult terrain
Who will be injured & mechanism of injury?	Infrastructure damage, damage to earthmoving equipment and personnel injury will vary from dislocation, broken bones to death
Preventative action recommended	
Description	Category: Reduction/transfer/control/avoidance
This is specialized work that requires competent human resources that are adequately skilled in working with heavy and dangerous machinery in aquatic and undulating conditions. Guidelines and practical advice to all work operations to ensure effective and proper management of high risk areas must be in place. The contractor is hereby directed to the Casidra website to gain access to Working for Water Health & Safety Plan. This must be implemented as part of the contractors Health & Safety plan. The document name is:- • WfW Health & Safety Doc on website www.casidra.co.za	Risk control

5. Environmental risks (This is the actual or potential threat of adverse effects on living organisms and environment by effluents, emissions, wastes, resource depletion, etc. involved in the construction phase)

What is the risk?	Dust pollution
Hazard Identification?	Dust affects neighbour's crops
Who will be injured & mechanism of injury?	Farmers infrastructures resources and both farm workers and personnel working on farm and site
Preventative action recommended	
Description	Category: Reduction/transfer/control/avoidance
The Contractor is to take appropriate measures to minimise the generation of dust as a result of construction works, to the satisfaction of the Project Manager. A water truck must be on standby at all times to assist with this operation. Daily liaison must be done with the landowner to discuss vehicle movements in relation to dust pollution on crops.	Risk reduction

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What is the risk?	Indigenous plants
Hazard Identification?	Risk of damage to environment
Who will be injured & mechanism of injury?	Plants trees, shrubs can be damaged and destroyed by mechanical equipment
Preventative action recommended	
Description	Category: Reduction/transfer/ control/avoidance
Due to the sensitive biodiversity within the riparian zone of the White River, the use of any equipment which has the potential to cause extensive damage to the river banks and indigenous flora may not be used. No firewood or plant material to be collected from natural veld.	Risk avoidance

What is the risk?	Soil contamination
Hazard Identification?	Risk of pollution to ground and river by its contaminants
Who will be injured & mechanism of injury?	Environment and this invariably falls over to communities, which then in affect the members of the public
Preventative action recommended	
Description	Category: Reduction/transfer/ control/avoidance
Maintenance and service areas should be demarcated during site establishment and all maintenance and service activities contained so as to avoid any contamination of soil and / or water. All vehicles, equipment, fuel and petroleum services and tanks should be maintained in a good condition that prevents leakage and possible contamination of soil or water supplies. Refuelling areas should be bunded and lined to prevent spilled fuels and oils from contaminating the ground or water. It is suggested that as a minimum, sandbags should be placed surrounding the bulk fuel supply tank. The floor of the area is to be lined with plastic and a layer of sand of approximately 50mm is placed on top of the plastic. Automatic shut-off nozzles are recommended on all dispensing units. The park and service area should be treated with a suitable hydrocarbon absorption or remediation product. Absorbent spill mop-up products should to be on hand. All servicing should be done with a drip tray present to prevent accidental spillage of oils and fuels. A suitable leak proof container for the storage of oiled equipment (filters, drip tray contents and oil changes, etc.) should be established. All spills to be immediately contained, reported to the Project Manager, and dealt with.	Risk control/ reduction

What is the risk?	Snakes
Hazard Identification?	Being bitten by snakes
Who will be injured & mechanism of injury?	Personnel working on site
Preventative action recommended	
Description	Category: Reduction/transfer/ control/avoidance
As the work entails working in dense brush and biomass areas, the risk of	Risk

disturbing a snake is very high. Make sure that all personnel are made aware of the increased risk of the presence of snakes. Wear proper protective clothing to protect against snake bites. An increased awareness and alertness is the best protection, the snake will not be looking for you, so watch for it. If a snake is seen or reported on site, note the area of the snake and work in this area stops until the hazard is removed. DO NOT approach, attack or otherwise provoke the snake as 95% of those bitten have done this. REMEMBER - IF PROVOKED IT WILL STRIKE. If bitten, the following procedures should apply: 1. Immediately apply a broad firm bandage around the limb and on the bitten area. It should be as tight as one would bind a sprained ankle. As much of the limb should be bandaged as possible. Bind from below upwards. Crepe bandages are ideal, but any flexible material can be used, eg tear up clothing or old towels into strips. Panty hose is satisfactory. 2. Keep the limb and the victim as still as possible. Splint the limb. 3. Bring transport to the victim if possible. 4. Leave the bandage and splint on until medical care is reached. Don't cut or excise the bitten area. Don't apply an arterial tourniquet. Don't wash the bitten area. The snake involved may be identified by the detection of venom on the skin.	reduction/control/avoidance
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**6. Risk assessments based on scope of work (Is this a high rise building in a built up area?
Is it working in a flood plain and/or river with eroded soil conditions?)**

What is the risk?	Water
Hazard Identification?	Dangerous medium to work both in/on with mechanized equipment boats & personnel
Who will be injured & mechanism of injury?	Damage to equipment and personnel injury will vary from dislocation, drowning, broken bones to death. Boats that can capsize and people drown.
Preventative action recommended	
Description	Category: Reduction/transfer/ control/avoidance
As with all work activities, working over, on, or near water needs to be carried out in a safe and healthy manner adopting appropriate control measures to minimize risks and mitigate the effects of any incident. General controls that may need to be adopted when work is carried out over, on, or near water include provision of appropriate platforms and gangways; safety nets and safety harnesses; illumination; first aid equipment; personal protective equipment and clothing, including personal buoyancy equipment; suitable means of access to and egress from the location; and suitable rescue equipment and procedures.	Risk reduction/control

No river work should be carried out by someone working alone. Inspections from the bank may be permitted, but lone working procedures should apply with a short call-in period to the monitoring base. A frequent check that a good telephone signal is available should be made, and the monitoring base should be informed of the location (including which bank) and the direction of travel of any lone worker. Boats and personnel on boats must be highly controlled to prevent overloading and dangerous working conditions. The operator of a boat should be licensed and supplied with safety equipment as well as the boat registered at the relevant authority and have a buoyancy and safety inspection certificate. A buoyancy aid should be worn by all personnel on or close to the water edge. In determining the risk at each site, it is important to: • assess how quickly water levels can rise; • prepare an evacuation procedure that will ensure that all personnel – if not equipment – are out of the river before conditions become hazardous.	
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What is the risk?	Access to Biomass
Hazard Identification?	Environmental impacts
Who will be injured & mechanism of injury?	Infrastructure
Preventative action recommended	
Description	Category: Reduction/transfer/ control/avoidance
Site access should be monitored and controlled and all access routes should be clearly demarcated in order to minimise environmental impacts. A constant regard must be taken to safety and dangerous areas and should be adequately cordoned off to prevent accidental injury	Risk avoidance

What is the risk?	Submerged logs
Hazard Identification?	Dangerous work due to river constraints and heavy weight of logs
Who will be injured & mechanism of injury?	Damage to earthmoving equipment and personnel injury will vary from dislocation, broken bones to death
Preventative action recommended	
Description	Category: Reduction/transfer/ control/avoidance
This is specialized work that requires competent human resources that are adequately skilled in working with heavy and dangerous machinery in aquatic and undulating conditions.	Risk reduction
Guidelines and practical advice to all work operations to ensure effective and proper management of high risk areas must be in place. The contractor is	Risk control

hereby directed to the Casidra website to gain access to Working for Water Health & Safety Plan. This must be implemented as part of the contractors Health & Safety plan. The document name is:- WfW Health & Safety Doc on website www.casidra.co.za	
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7. Equipment Risks

What is the risk?	Mechanized earthmoving equipment
Hazard Identification?	Collision of mechanized plant in difficult overgrown terrain & environmental damage
Who will be injured & mechanism of injury?	Infrastructure damage, damage to earthmoving equipment and personnel injury will vary from dislocation, broken bones to death
Preventative action recommended	
Description	Category: Reduction/transfer/ control/avoidance
This is specialized work that requires competent human resources that are adequately skilled in working with heavy and dangerous machinery in aquatic and undulating conditions. Guidelines and practical advice to all work operations to ensure effective and proper management of working with mechanical plant must be in place. Toolbox talks MUST make all personnel aware of the dangers. Equipment must be checked for proper working controls such as reverse warning sirens, etc. The contractor is hereby directed to the Casidra website to gain access to Working for Water Health & Safety Plan. This must be implemented as part of the contractors Health & Safety plan. The document name is:- WfW Health & Safety Doc on website www.casidra.co.za	Risk Control

8. Material Risks.

What is the risk?	Herbicide material
Hazard Identification?	Working with toxic/hazardous material
Who will be injured & mechanism of injury?	Personnel working with herbicide and surrounding eco environment
Preventative action recommended	
Description	Category: Reduction/transfer/

	control/avoidance
Personal injury, spillage, wastage and defective equipment can cause serious damage if not managed properly. Guidelines and practical advice to work operations to ensure effective and proper management of herbicide must be in place. The contractor is hereby directed to the Casidra website to gain access to Working for Water Health & Safety Plan. This must be implemented as part of the contractors Health & Safety plan. The document name is:- WfW Health & Safety Doc on website www.casidra.co.za	Risk control

What is the risk?	Flammable material
Hazard Identification?	Dangerous to work with and store for prevention of fires
Who will be injured & mechanism of injury?	Infrastructure damage and injury or death to all persons
Preventative action recommended	
Description	Category: Reduction/transfer/control/avoidance
Fuels and flammable materials should be stored in suitably equipped storage areas demarcated within the Contractor's camp. These areas must comply with general fire safety requirements. No fuel may be stored within drainage lines or areas. Impervious lining materials should be used in these storage areas to prevent contamination of the ground in the event of spillages or leaks, and automatic shut-off nozzles should be used on all dispensing units. Quantities of fuels and flammable/hazardous materials stored on site should be appropriate to the requirement for these substances on site. Fuels and oils should be safely located out of harm's way from the elements. No fuel / oil containers may be left unattended within drainage areas. All open containers containing used oil, etc., should be kept under roof or have adequate water tight lids. All spills to be immediately contained, reported to the Project Manager and dealt with. Adequate firefighting equipment should be available on site, in good working order, and according to the fire hazard present during construction activities of at least one type ABC all-purpose 12.5kg extinguisher and a water cart with a minimum capacity of 1000 litres for the duration of the contract. Any welding, gas cutting or cutting of metal should only be permitted inside the demarcated working areas for this purpose and these areas should be approved by the Project Manager.	Risk control

9. Ergonomic Risks (Ergonomic hazards refer to workplace conditions that pose the risk of injury to the musculoskeletal system of the worker).

What is the risk?	Drowning, Asphyxiation & felling
Hazard Identification?	On-site injuries due to physical alien biomass clearing taking place
Who will be injured & mechanism of injury?	Personnel injury will vary from dislocation, broken bones to death

Preventative action recommended	
Description	Category: Reduction/transfer/ control/avoidance
Guidelines and practical advice to all work operations to ensure effective and proper management of high risk areas must be in place. The contractor is hereby directed to the Casidra website to gain access to Working for Water Health & Safety Plan. This must be implemented as part of the contractors Health & Safety plan. The document name is:- WfW Health & Safety Doc on website www.casidra.co.zsa	Risk reduction/transfer/control/avoidance

10.Controls specific to client requirements (two day induction, pink overalls, entrance to existing premises, etc.).

What is the risk?	Data Collection
Hazard Identification?	Inaccurate or incomplete data
Who will be injured & mechanism of injury?	Project will suffer as information is needed for budgeting for future projects and reporting against job creation
Preventative action recommended	
Description	Category: Reduction/transfer/ control/avoidance
Ensure that all data records are kept on site in a file, and that information is distributed on a weekly basis so as to ensure that the capturing is done and that on-site activities are measured.	Risk control

11.Personal Protective Equipment (PPE) and Clothing

The principal contractor and other contractors shall ensure that all workers are issued with protective clothing free of charge and make use of the equipment and protection provided such as to wear hard hats, protective footwear, overalls, etc. The Principal Contractor and all Contractors shall make provision and keep adequate quantities of SABS approved PPE on site at all times. The Principal Contractor shall clearly outline procedures to follow when PPE or Clothing is:

- ☐ Lost or stolen;
- ☐ Worn out or damaged

The above procedure applies to Contractors and their Sub-contractors, as they are all employers in their own right, as per section 37 (2) of the Act.

(The general PPE requirements are attached under Annexure A to this document as well as an additional list of PPE for biomass removal is also attached as Addendum B to this specification).

12.Occupational Health and Safety signage

The Contractor shall provide and maintain adequate on-site OHS signage. Including but not limited to: 'no unauthorised entry', 'report to site office', 'beware of overhead work', 'hard hats, overalls, safety boots, respirators, etc.'. Signage shall be posted up at all entrances to site as well as on site in strategic locations e.g. access routes, stairways, entrances to structures and buildings, scaffolding, and other potential risk areas/operations

13.Fences and access

Construction sites in built-up areas or adjacent to public roads must be suitable and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorised persons.

14.Admittance to site

A notice must be posted up at every entrance to a building site prohibiting the entry of unauthorised persons to such workplace and no person shall enter such a site without the permission of the employer or user as the case may be. In no circumstances may the wording "Enter at Own Risk" be used

15.Speed Restrictions, construction vehicles and Protection

The Principal Contractor shall ensure that all persons in its employment, all Contractors, and all those that are visiting the site are aware and comply with the site speed restriction(s) and route identification for construction vehicles only. Separate vehicle and pedestrian access routes shall be provided, maintained, controlled, and enforced.

16.Hazardous Chemical Substances (HCS)

The Principal Contractor and other relevant Contractors shall provide the necessary training and information regarding the use, transport, and storage of HCS. The Principal Contractor shall ensure that the use, transport, and storage of HCS is carried out as prescribed by the HCS Regulations. The Contractor shall ensure that all hazardous chemicals on site have a Material Safety Data Sheet (MSDS) on site and the users are made aware of the hazards and precautions that need to be taken when using the chemicals. The First Aiders must be made aware of the MSDS and how to treat HCS incidents appropriately.

The below acts are relevant regarding the transporting, storage and application of these agricultural chemicals:-

- Fertilizers, farm feeds, agricultural remedies and stock remedies act, 1947 (Act no. 36 of 1947)
- Hazardous Substances Amendment Act, No. 53 of 1992
- The South African National Pesticide registration authority registrar: Act no. 36 of 1947

17.Public and Site Visitor Health and Safety

The Principal Contractor shall ensure that every person working on or visiting the site, as well as the public in general, shall be made aware of the dangers likely to arise from site activities, including the precautions to be taken to avoid or minimise those dangers. Appropriate health and safety notices and signs shall be posted up, but shall not be the only measure taken.

The Principal Contractor has a duty in terms of the OHS Act 85/1993 to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities.

Site visitors must be briefed on the hazards and risks they may be exposed to and what measures are in place or should be taken to control these hazards and risks. A record of these 'inductions' must be kept on site in accordance with the Construction Regulations.

18.Occupational Hygiene

Exposure of workers to occupational health hazards and risks is very common in any work environment, especially in construction. Occupational exposure is a major problem and all contractors must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards. Prevent inhalation, ingestion, absorption, and noise induction.

Contractor must identify site-specific health risks for construction. e.g. cement dust, wet cement, wood-dust, noise, etc.

19.Welfare Facilities

The Principal Contractor must supply the following clean, hygienic and maintained facilities:

- Shower facilities, after consultation with employees or employee representative (1 shower for every 15 persons).
- Sufficient toilets (1 toilet per 30 workers) and hand washing facilities. Separate toilets needed for both males and females. Toilet paper must be provided.
- Changing facilities for each sex
- Sheltered eating areas
- Waste bins must be strategically placed and emptied regularly.

Workers who are far removed from their homes, reasonable and suitable living accommodation for the workers must be provided and adequate transportation between sites and homes where suitable living accommodation is not available.

20.Alcohol and other Drugs

No alcohol and other drugs will be allowed on site. No person may be under the influence of alcohol or any other drugs while on the construction site. Any person on prescription drugs must inform his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suspected of being under the influence of alcohol

or other drugs must be sent home immediately, to report back the next day for a preliminary inquiry. A full disciplinary procedure must be followed by the Contractor concerned and a copy of the disciplinary action must be forwarded to the Principal Contractor for his records.

21.Other compliance requirements

Notwithstanding the Occupational Health & Safety Act, the contractor must also confirm to the following acts:

- Basic conditions of employment act 75 of 1997
- National Road Traffic Act 93 of 1996
- National Environmental Management: Biodiversity Act, no 10 of 2004
- National Veld and Forest Fire Act, no 101 of 1998.
- Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Amendment act.

22.Specialized training

If the proposal to remove logs from the river via boats, your personnel will have to undergo water survival training.

23.Management control measures and review

Risk assessment of the site must be reviewed at least every 30 days. Based on the effectiveness of the existing measures, the safety plan must be adjusted to meet the new or existing identified deficiencies.

24.Electrical Safety

All persons who carry out or arrange for work of any description for **Casidra** in connection with electrical apparatus shall make themselves acquainted with the Occupational Health and Safety Act (Act 85 1993) with particular reference to the Electrical Machinery Regulations, Regulations 1 to 23 inclusive.

The works performed under this contract shall comply in every respect with the latest relevant rules and regulations including following:

- Occupational Safety and Health Act (OSH Act)
- The South African Bureau of Standards Code of Practice SANS 10142
- Normal requirements laid down by Eskom.
- The latest requirements of the IEC and the British Standard Institute, where no SANS codes of practice exist.
- All rules and regulations issued by local and other authorities having jurisdiction over the contract.

NOTE:

The Electrical Installation Regulations clause 6 (2) require electrical contractors to register annually.

“(2) Any person who does electrical installation work as an electrical contractor shall register annually in the form of Annexure 3 with the chief inspector or a person appointed by the chief inspector “

In terms of the OHS Act Electrical Installation Regulations, a Certificate of Compliance (CoC) must be issued by a registered person, defined as “a person registered as an electrical tester for single phase, an installation electrician, or a master installation electrician”. Registered persons may be the owners or employees of electrical contractors. They must be currently registered with the Department of Labour (DoL), and registrations must be renewed annually, bi-annually or every three years depending on the application. No company may do electrical contracting work unless they have a permanently employed registered person as part of the company.

Department of Labour stating the certification as either ‘single phase tester’, “installation electrician” or “master installation electrician” with a unique licence number

Safety equipment

The following equipment required for working on electrical installations and distribution systems, must be maintained in good order and repair and must be made available:-

Safety belt, overalls, hard hat, safety shoes or boots, rubber gloves, "Men Working" notice boards, locks for locking off switches, buss bar shutters in truck-type switchgear, isolators or earthing links, rubber sheet and length of rope with short circuiting earthing-chains, earthing sticks and testing/phasing sticks rated for the voltage of the equipment to be tested.

Under no circumstances shall work be carried out on electrical apparatus unless the proper safety equipment is used

With regard to overhead linesmen, no work shall be carried out unless use is made of a non-metallic ladder and the appropriate safety belt, rubber gloves, overalls, hardhat and safety shoes or boots are worn. The buddy system must also be implemented.

Earthing

Always safety test before applying earths

Risk assessment of the site must be reviewed at least every 30 days. Based on the effectiveness of the existing measures, the safety plan must be adjusted to meet the new or existing.

At completion of the electrical installation work in the tender, a test as required must be performed to ensure safe operation of the equipment and a signed original CoC be supplied to the client.

25.Asbestos

Under no circumstances shall any work of any nature whatsoever on any **ASBESTOS** material be undertaken unless the work is entrusted and mandated to a “**REGISTERED ASBESTOS CONTRACTOR**” in terms of the Asbestos Regulations

ADDENDUM A – GENERAL MINIMUM PPE REQUIREMENTS

Subject	Requirement
*PPE needs analysis	Need for PPE identified and prescribed in writing. PPE remain property of Employer, not to be removed from premises GSR 2(4)
*Head Protection	All persons on site wearing Safety Helmets including Sub-contractors and Visitors (where prescribed)
*Foot Protection	All employees on site wearing Safety Footwear including Gumboots for concrete / wet work and non-slip shoes for roof work. Visitors to wear same upon request or where prescribed
*Eye and Face Protection	<u>Eye and Face (also Hand and Body) Protection</u> (Goggles, Face Shields, Welding Helmets etc.) used when operating the following: * Jack/ Kango Hammers * Angle / Bench Grinders * Electric Drills (Overhead work into concrete / cement / bricks * Explosive Powered tools * Concrete Vibrators / Pokers * Hammers & Chisels * Cutting / Welding Torches * Cutting Tools and Equipment * Guillotines and Benders * Shears * Sanders and Sanding Machines * CO2 and Arc Welding Equipment * Skill / Bench Saws * Spray Painting Equipment etc.
*Hearing Protection	<u>Hearing Protectors</u> (Muffs, Plugs etc.) used when operating the following: * Jack / Kango Hammers * Explosive Powered Tools * Wood/Aluminium Working Machines e.g. saws, planers, routers
*Hand Protection	<u>Protective Gloves</u> worn by employees handling / using: * Cement / Bricks / Steel / Chemicals * Welding Equipment * Hammers & Chisels * Jack / Kango Hammers etc.
*Respiratory Protection	Suitable/efficient prescribed <u>Respirators</u> worn correctly by employees handling / using: * Dry cement * Dusty areas * Hazardous chemicals * Angle Grinders * Spray Painting etc.
*Fall Prevention Equipment	Suitable <u>Safety Belts</u> / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.: * Scaffolding * Riggers * Lift shafts * Edge work * Ring beam edges etc. Other methods of fall prevention applied e.g. catch nets

*Protective Clothing	All jobs requiring protective clothing (Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn.
*PPE Issue & Control	Identified Equipment issued free of charge. All PPE maintained in good condition. (Regular checks). Workers instructed in the proper use & maintenance of PPE. Commitment obtained from wearer accepting conditions and to wear the PPE. Record of PPE issued kept on H&S File. PPE remain property of Employer, not to be removed from premises GSR 2(4)

ADDENDUM B – WORKING FOR WATER ADDITIONAL PPE REQUIREMENTS

Job Description	Recommended PPE Equipment
DRIVER - LABOUR CARRIER (LDV or MDV with or without a trailer)	Approved hard hat when required, overall / two piece, raincoat and safety boots / shoes with steel toecap
CHAINSAW OPERATOR	Hard hat with visor and certified earmuffs (SABS or EU), high visibility top, operator gloves, raincoat, FESA approved chainsaw pants (eleven layers) with broad belt or braces, safety boots with steel toecap and bomb bandage.
BRUSH-CUTTER OPERATOR	Hard hat with hearing protectors and visor, thorn proof trousers, high visibility top, overalls, leather gloves, rainwear, leg protectors and safety boots with steel toecap.
HERBICIDE APPLICATOR	<u>Handling and Mixing of Concentrate</u> Hard hat, eye protection, elbow length PVC gloves, high visibility clothing, rain suit as per label, waterproof safety boots with steel toecap, respirator / face mask, PVC apron as per label, soap and water. <u>Application of Diluted Herbicide</u> Hard hat, eye protection, wrist length PVC gloves, high visibility clothing, rain suit as per label, waterproof safety boots with steel toecap, respirator / face mask as per label and PVC apron as per label. <u>Hack and Squirt or Inject</u> Hard hat, eye protection, wrist length PVC gloves, high visibility clothing, rain suit as per label, safety boots with steel toecap, respirator / face mask as per label and leg protection.
FIELD WORKER	<u>Hand pulling, hoeing</u> - Hard hat, gloves, high visibility overalls / vest, safety boots with steel toecap. <u>Cutting, coppice brashing, frilling and ring-barking</u> – Hardhat, eye protection, high visibility overalls / vest, gloves, safety boots with steel toecap, shin guards, foot guards.
FIRE PROTECTION	Labourers – Approved head protection, eye protection, high visibility overall, gloves, safety boots with steel toecap.
CAMPING	Overalls, high visibility clothing, rain suit as per label, safety boots with steel toecap (where applicable) and warm clothes.
HIGH ALTITUDE – STEEP/ELEVATED AREAS WORK	Close fitting one piece overalls with reflector strips, climbing boots with steel toe cap/PVC moulded, 3 point chinstrap climbing helmet, safety goggles, face shield, mask, half hand safety gloves with reinforce leather palm, warm clothes and <u>Rope Access Equipment</u> : Ascenders, chest ascenders, back up devices, descenders, belay devices, karabiners, maillons, static ropes, dynamic ropes, rope clamp, full body climbing harness, pulleys, slings, wire sling/strops, rope protectors, connectors, anchor devices and life jacket if required
FIRST AID	Latex gloves, eye protection, CPR mouth piece, mask, overalls, high visibility clothing, safety boots with steel toecap (where applicable).

ADDENDUM TO HEALTH AND SAFETY SPECIFICATION TO INCLUDE COVID 19 HEALTH & SAFETY MEASURES

FOREWORD

Due to the Global Health Crisis, the South African Government has outlined new Occupational Health & Safety requirements for workplaces to function during the various alert stages of the lockdown. Since the onset of the Health Crisis, government has published various notices, gazettes and amendments to existing legislation which include but are not limited to the following:

- Covid-19 Occupational Health and Safety Measures in Workplaces Covid-19 (C19 OHS), 2020,
- Directive by the Minister of Employment and Labour in terms of Regulation 10 (8) of the regulations issued by the Minister of Cooperative Governance and Traditional Affairs in terms of Section 27 (2) of the Disaster Management Act, 2002 (Act no. 57 of 2002),
- Notice on Compensation for Occupationally- Acquired Novel Corona Virus Disease (Covid -19) and the Compensation for Occupational Injuries and Diseases Act, 1993 (No. 130 Of 1993) as Amended
- Risk Adjusted Strategy Regulations 2020 issued by the Minister of Cooperative Governance and Traditional Affairs in terms of Section 27 (2) of the Disaster Management Act, 2002 (Act no. 57 of 2002)

All contractors must familiarize themselves with all new COVID 19 legislation and guidelines from the Department of Employment & Labour in order to ensure mitigation on the spread of COVID 19.

COVID 19 Legislation and guidelines are to be read in conjunction with all existing OHS legislation.

Note: It is important for contractors to provide the following, to comply to all COVID-19 Legislation and the Department of Labour COVID 19 standard checklist:

1. Workplace Plan
2. Risk Assessment and a Health Risk Assessment (as per DoL checklist)
3. Complete the Annexure: A (Page 15) – Summary of mandatory requirements attached to this document prior to commencement on site.

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1. HAZARD IDENTIFICATION AND RISK ASSESSMENT

Mitigating the Spread of COVID-19 (coronavirus)

A key theme of all COVID 19 notices and legislation is that all employers must conduct risk assessments which include at their workplace to determine areas of high risk and provide adequate controls to mitigate such risk.

2. COVID-19 DIRECTIONS ISSUED IN TERMS OF REGULATION SECTION 27(2)(F) OF THE DISASTER MANAGEMENT ACT, 2002 (ACT NO. 57 OF 2002)

The Principal Contractor and their contractors must provide control measures regarding COVID 19 and must comply with all amended Legislation and must include but not limited to:

To ensure and maintain a safe and healthy working environment for employees and members of the public, the Principal Contractor and their contractors must assess the workplace risks posed by the COVID-19 pandemic, giving due consideration to the response measures announced by Government.

The Principal Contractor and their contractors must therefore determine mitigation measures to minimize risk as far as reasonably practicable, allowing work to continue safely and without harm to all relevant stakeholders, including Clients, Employees, Contractors, Suppliers, Manufacturers and all interested and affected parties.

2.1 Mitigation Measures

2.2.1 Administrative Measures

The Principal Contractor must establish the following administrative measures on site:

- Conduct a risk assessment considering the specific circumstances of the workplace.
- Submit a record of its risk assessment together with a written policy concerning the protection of the health and safety of its employees from COVID-19 as contemplated in section 7(1) of Occupational Health and Safety Act 85/1993
- Appoint a Manager (in terms of Section 16 (5) and a,
- COVID-19 Compliance Officer in terms of Regulation 16 (6)(a) of the Disaster Management Act 2002
- Risk assessments must be monitored and reviewed as the risk changes
- Records to be kept of all employee screening and self-assessments
- The following registers must be kept and completed:
 - Routine Cleaning Register (Facility and vehicles)
 - PPE Issue Register
 - Training Register
 - Workplace Plan in terms of Annexure E

2.1.2 Symptom Screening

The Principal Contractor must ensure that all employees and visitors are screened prior to entering the site.

Screening must include,

- Hand Wash
- Infrared Thermometer Testing (< 38°C is acceptable)
- Self-Assessment (Questionnaire)

If a worker presents any symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing); or advises the employer of these symptoms, the employer must –

- not permit the worker to enter the workplace or report for work; or
- if the worker is already at work immediately-
- isolate the worker, provide the worker with a FFP1 surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing;
- assess the risk of transmission, disinfect the area and the worker's workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission.
- ensure that the worker is tested or referred to an identified testing site.

2.1.3 Sanitizers, disinfectants and other measures

The Principal Contractor and their contractors must ensure that hand wash/sanitizers are compulsory on site and that workers use hand wash facilities prior, during and after each activity irrespective of how long or short the activity is.

Hand sanitizer must be one that has at least 70% alcohol content and is in accordance with the recommendations of the Department of Health.

2.1.4 Surfaces

The Principal Contractor must ensure that all work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends.

- The Principle Contractor and Contractors to prepare and maintain a cleaning schedule for all facilities.

2.1.5 PPE

For the reasons underlying the Department of Health's requirement, the Principal Contractor must –

- provide each of its employees, free of charge, with a minimum of two cloth masks, which comply with the requirement set out in the Guidelines issued by the Department of Trade, Industry and Competition.
- require any other worker to wear masks in the workplace.

- Provide as a minimum a cloth mask unless otherwise prescribed as per the risk assessment.
- Every employer must ensure that workers are informed, instructed, trained and instructed as to the correct use of cloth masks.
- where a risk assessment indicates that PPE is required, those categories of workers must be provided with the accredited PPE in accordance with Department of Health guidelines and COVID 19 risk assessments .

One of the Western Cape Department of Health's top priorities is to ensure that our Front-Line Healthcare Workers, who are caring for those with COVID-19, have the required N95 respirators and/or medical masks so that they are protected when undertaking their duties and helping us save lives.

PPE spotters required to monitor the usage of PPE throughout the site.



2.1.6 Ventilation

The Principal Contractor must –

- keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load.

2.1.7 Waste Management

The Department of Health published a guideline on the management of COVID-19 (coronavirus) or Health Care Waste. The document defines two types of waste which are applicable to the pandemic.

Infectious Waste

Means waste which is suspected to contain pathogens; and which normally causes or significantly contributes to the cause of increased morbidity or mortality of human beings.

Isolation Waste

Means waste containing discarded materials contaminated with excretion, exudates, or secretions from humans or animals who or which are required to be isolated (by the infection control staff, the attending physician or surgeon, the attending veterinarian, or the local health practitioner) in order to protect others from highly communicable or zoonotic diseases.

In compliance with the guideline published by the Department of Health; employers must ensure the following:

- All waste management plans, classifications and procedures to include COVID 19 waste/Isolation Waste/Health Care Waste.
- A designated area to be made available for the storage of COVID- 19 waste
- Should an Employee display known symptoms of COVID- 19, the medical waste of that person may be kept in the isolation room established on site.
- All corona virus waste shall be treated as isolation waste and must be double bagged in preferably red plastic inside of 50 L or 142 L single use boxes and must be labelled "SUSPECTED COVID- 19" whilst the employees' status is not confirmed. The double bagged waste can remain in the isolation room for collection.
- Should the suspected patient tested as negative; the waste must be handled as health care waste.
- All employees working with isolation waste shall be provided with PPE as outlined in the highest risk category above (gloves, face shield, mask etc.)
- Arrange with our municipal environmental health Practitioners for the collection of the waste at your facility.
- A separate waste register must be implemented to record all COVID-19 waste removed from the facility.
- All COVID 19 waste must be disposed at a registered Health Care Risk Waste Facility (searchable on google maps).

2.1.8 Social Distancing

The Principal Contractor must arrange the workplace to ensure minimal contact between workers and as far as reasonably practicable ensure that there is a minimum of 1.5metres between workers while they are working, for example, at their workstations. Depending on the circumstances of the workplace or the nature thereof, the minimum distance may need to be longer. Reducing the number of workers present in the workplace at any time in terms by means of rotation, staggered working hours, shift systems or remote working arrangements

- Supervisors should consider in their daily planning to avoid close contact with persons where possible.
- It is important that employee representatives are elected and appointed to ensure workers can raise anonymous issues to them instead of discussing site issues in large groups for management to address.
- It is recommended that traditional contractual site/progress meetings be conducted through online media platforms such as Webex/skype conference calling etc. instead of grouping on site where possible, provision of sufficient internet services should be available on sites to accommodate this.

2.1.9 Measures in respect of workplaces to which Public have access

The Principal Contractor must ensure that where reasonably practicable given the nature of the workplace, every employer must –

- Ensure that adequate social distancing is always maintained
- Provide compliance with relevant legislation and risk assessment

2.1.10 Awareness:

The Principal Contractor must ensure that the relevant signage is clearly displayed on site, employees are kept informed and up to date with the latest news regarding COVID 19.

- Awareness Training in small groups
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviours (e.g. cough etiquette and care of PPE).

2.1.11 Returning to work after being Infected with COVID 19

The Principal Contractor must ensure that the following is implemented after an employee has been infected and is returning to work.

If a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow a worker to return to work on the following conditions:

The worker has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19.

- the employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and
- the employer closely monitors the worker for symptoms on return to work.

2.1.12 Procedure: Suspected Infection Case on project

The Principal Contractor must ensure that if a worker has been diagnosed with COVID-19 that:

- the Department of Health and the Department of Employment and Labour is informed.
- investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place.
- give administrative support to any contact-tracing measures implemented by the Department of Health.

In addition.

- No person may refuse to be screened or tested if suspected that, that person has COVID19 like symptoms as per the Amended Disaster Management Act 2002.
- As per the Disaster Management Act 2002, no person that has been clinically or by a laboratory, confirmed as having COVID-19, or who is suspected of having contracted COVID-19, or who has been in contact with a person who is a carrier of COVID–19, may refuse self-quarantine or quarantine by a health establishment.
- Once identified through screening a person under investigation (PUI) needs to be moved to an isolated area on site that has been disinfected and access controlled.
- It is important to note that once an employee has been diagnosed with the symptoms of COVID19 and it has been clinically confirmed as positive by a Laboratory and this employee has been on site or at office.
- **Note:** the entire site/office must be evaluated for the COVID19 virus by a Health Establishment as a precaution.

3. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (COIDA) 130 OF 1993.

Principle Contractor must ensure that a separate register containing the details of confirmed or suspected COVID 19 cases are kept on file and made available for inspection by any approved government authority as required by the National Disaster Act 57 of 2002.

All cases of occupationally acquired COVID 19 to be reported to the department of labour in accordance with General Administrative Regulation 8 and Section 6 of the Notice (CF/03/2020) on Compensation for Occupationally-Acquired Novel Corona Virus Disease (COVID 19).

Occupationally- acquired COVID -19 is a disease contracted by an Employee as defined in the COID Act arising out of and in the course of his or her employment.

Reporting:

The following documentation should be submitted to the Compensation Commissioner or the employer individually liable or the mutual association concerned:

- a) Employer's Report of an Occupational Disease (W CL.1)
- b) Notice of an Occupational Disease and Claim for Compensation (W.CL.14)
- c) Exposure and Medical Questionnaire
- d) First Medical Report in respect of an Occupational Disease (W.CL 22) indicating U07.1 as the ICD -10 code for Covid -19
- e) Exposure History (W.CL. 110) and /or any other appropriate employment history which may include any information that may be helpful to the Compensation Commissioner.
- f) A medical report on the employee's symptoms that details the history, establishes a diagnosis of COVID -19 and laboratory results and chest radiographs where appropriate or any other information relevant to the claim.
- g) For each consultation, a Progress Medical Report (W.CL. 26).
- h) Final Medical Report in respect of an Occupational Disease (W.CL.26) when the employee's condition has reached Maximum Medical Improvement (MMI).
- i) An affidavit by the employee if employer cannot be traced or will not timeously supply a W.CL.1, where applicable.

AMENDED BASELINE RISK ASSESSMENT

Activity	Control Measure	Responsible Person
1. Access Control	- Security personnel to be trained on the COVID 19 access control procedures. - Have sufficient hand sanitizers/soap and water for use to employees and visitors prior to entering the site. - Visitors/Employees to sign in and out. - No biometric systems to be used. - Limit all access points (one access and egress point).	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
2. Screening	- Screening team shall be issued with the relevant personal protective equipment (Full face shield/screen, N95 Mask/ 3-layer surgical mask, latex gloves etc. - Screening Team to keep safe distance when screening employees and visitors. - Screening team to ensure where high temperature (above 38°C) is registered, possible Infected person will report his/her symptoms to his/her construction manager who will contact the NICD hotline on 080002999. - A suspected infected person must be moved to the isolation room immediately with minimal interaction/contact with other persons on site. - Should the suspected infected person be able, they will drive themselves to a hospital/doctor. Should this person be unable to transport themselves, a household member must be contacted to transport the employee. a - A suspected infected person will only be allowed to return to site after being examined by Doctor and being given certificate that clears him/her from COVID 19.	CR 8.1 & COVID 19 Compliance Officer/ Coordinators

3. Visitors & Employees entering site (including deliveries)	• All visitors to be escorted to site office, be inducted and receive COVID 19 awareness training with proof of attendance. • Comply with all relevant Legislation • COVID 19 team to familiarise themselves with the latest legislation and guidelines that has been issued by the relevant authorities and ensure that all persons are adequately informed. • All employees/persons to be screened as required by Department of Health a Guidelines. • Security to control attendance register/book alone to avoid double handling and possible spread of virus.	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
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Activity	Control Measure	Responsible Person
	• All employees & visitors who previously been screened and tested positive shall provide a Medical Certificate indicating that he/she has been declared fit for work and Coronavirus Free. • Non-contact Temperature testing to be conducted by responsible trained persons to all employees/visitors prior to entering the site with records kept. • Employees/Persons who indicates any signs of COVID 19 based on completion of the checklist and shall be escorted to the isolation room and be provided with a mask (should they not have any). • Report all incidents and suspected COVID 19 cases/employees to site management and the respective COVID 19 /team / Compliance Officer/Coordinators • All persons delivering material must have PPE- Face Masks compulsory	
4. Off-loading of Material/ Deliveries	• Limit all access points • Relevant signage to be provided and displayed • All persons delivering material must have PPE- Cloth Masks are compulsory • Drivers to remain in vehicles where possible, should they be required to offload manually the site employees must maintain a distance of at least 2 meters.	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
5. Washing/Sanitizing of Hands and disinfectant of surfaces.	• Workers to be trained and instructed on how to wash their hands. • Sufficient hand Wash Bays and Soap to be at site entrance. • Workers to ensure that hands are washed prior and after every activity. • No sharing of stationary or utensils. • Using at least 70% alcohol-based hand sanitizer. • Use disposable towels. • Display handwashing signs in all areas. • All work areas, eating facilities and ablution facilities to be cleaned/disinfected prior, during and after work. • Sufficient waste bins with lids and must be emptied regularly	CR 8.1 & COVID 19 Compliance Officer/ Coordinators

6. Working onSite/ Site Inspections	• Comply with all relevant legislation and restrictions • Appoint a COVID Compliance officer persons to coordinate COVID 19 activities with daily feedback to management.	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
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Activity	Control Measure	Responsible Person
	• Employees who are elderly and or have existing respiratory ailments or are currently sick must remain at home until further notice from the President. • All persons with general flue like symptoms to be encouraged to stay at home or seek medical attention • PPE to be worn at all times- Cloth Masks are compulsory • No sharing of PPE • Spotters to be on site monitoring use of PPE and or unusual behaviour of employees • Alternate/stagger Working Hours • Designated isolation room/areas to be provided for all possible COVID 19 cases and must be decontaminated as needed • Provide and display Emergency & Counselling Contact Numbers • Provide designated bins for all used PPE and dispose safely • Alternate Lunch and Tea Breaks to be considered to avoid any gathering of persons on site.	
7. Operating of Mobile/Small Plant and Tools	• One operator to be assigned per mobile plant • Daily Inspections to be conducted prior to use of plant and tools • Cabin to be disinfected prior, during and after use • Good hygiene to be implemented	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
8. Conducting & Attending Safety Awareness Sessions & Inductions including progress/site meetings.	• Ensure that sufficient Sanitisers are available at all entrances/work areas and office. • Use loudspeaker/loudhailer to be used if possible. Avoid sharing the same loud hailer • Avoid physical contact, no shaking of hands • Make use of technology/media • If not possible then adequate and sufficient space is required with smaller groups. • Alternate awareness session schedules and inductions • Employees to be informed regarding Section 14 of the OHS Act 85/1993 and all relevant legislation. • Avoid any meetings held on site in a confined space. • Use of media networks to conduct remote meetings, Zoom, Skype, Microsoft Teams for meetings where necessary.	CR 8.1 & COVID 19 Compliance Officer/ Coordinators

Activity	Control Measure	Responsible Person
9. Using Ablution Facilities (Toilets) and cleaning thereof	• Provide additional facilities (toilets) • Use flushable toilets as far as reasonably practicable • Ensure that sufficient Sanitisers/ Soap & Water are available • Wash Hands (before and after use) when using facilities • Use your own hand towel/ paper towel to dry your hands. • Clean Ablution facilities at least twice per day as agreed/risk assessment • Decontaminate Portable Toilets daily or at appropriate intervals • Additional Signage to be displayed • Register required for cleaning relevant areas. • Outsource cleaning of portable toilets if possible, where this is not possible the following must apply but is not limited to,	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
10. Transportation of Employees	• Daily vehicle inspections and disinfecting to be conducted • Limit number of employees as per the relevant legislation • Driver to monitor this process • All employees/persons must complete a Self-Assessment/checklist prior to them entering the vehicle/plant. • Employees/Persons who indicates any signs of COVID 19 based on completion of checklist or screening and shall be escorted to the isolation room and be provided with a mask (should they not have any). Such a person must be requested to contact their Doctor or The COVID 19 helpline and leave site. • Adequate Ventilation required	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
11. Treating of Injuries on Site	• Competent First Aider to attend to all reported cases and follow all COVID 19 protocols and emergency procedures. • First Aider to be provided with the relevant PPE (disposable overall) • Assess the injured person with caution and discretion. • Temperature of injured person to be taken immediately or prior to assessment if possible • Additional PPE Required but is not limited to, E.g. approved Medical Masks, N-95 or N-99 Masks or similar, suitable gloves, and Face and eye protection • Decontaminate area and equipment if area has been contaminated	CR 8.1 & COVID 19 Compliance Officer/ Coordinators

OCCUPATIONAL HEALTH & SAFETY SPECIFICATION

Activity	Control Measure	Responsible Person
	• A register to be provided of All persons who has been screened and tested positive • Note, this must be done in a dignified and confidential manner. All COVID 19 statistics to be provided to the department of Health • Emergency procedures and tracking register to be provided for infected persons	
12. Waste Management	• All corona virus waste shall be treated as isolation waste and must be double bagged in preferably red plastic inside of 50 L or 142 L single use boxes and must be labelled "SUSPECTED COVID- 19" whilst the employees' status is not confirmed. • Place the bags in the designated Health Care Waste Staging area. • A Separate Waste Register to be provided	

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OCCUPATIONAL HEALTH & SAFETY SPECIFICATION

5. **ANNEXURE A: COVID 19 OCCUPATIONAL HEALTH & SAFETY PRE- START CHECKLIST**

Item	Compliant (Yes, No)	Comments
1. The date the business will open and the hours of opening.		
2. The timetable setting out the phased return -to -work of employees, to enable appropriate measures to be taken to avoid and reduce the spread of the virus in the workplace		
3. The steps taken to get the workplace COVID -19 ready.		
4. A list of staff who can work from home: staff who are 60 years or older; and staff with comorbidities who will be required to stay at home or work from home		
5. Sanitary and social distancing measures and facilities at the entrance and exit to the workplace.		

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OCCUPATIONAL HEALTH & SAFETY SPECIFICATION

6. The attendance -record system and infrastructure		
7. The work -area of employees		
8. Canteen/eating facilities and bathroom facilities.		
9. Testing facilities (for establishments with more than 500 employees);		
10. Staff rotational arrangements (for establishments where fewer than 100% of employees will be permitted to work).		
11. Arrangements for the public/visitors, including sanitation and social distancing measures.		
12. The steps taken to get the workplace COVID -19 ready.		
13. A list of staff who can work from home: staff who are 60 years or older; and staff with comorbidities who will be required to stay at home or work from home:		
14. All the required permits in place to resume work. Form 2		
15. Details regarding transport to site		
16. Arrangements regarding site access		
17. Details regarding screening on site (persons must queue outside the site)		
18. Risk Assessments		

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OCCUPATIONAL HEALTH & SAFETY SPECIFICATION

19. COVID-19 emergency procedures		
20. Procedures for welfare, washing and sanitising and disinfection facilities		
21. All site personnel issued with PPE based on the COVID 19 Risk Assessments		
22. Supervision and monitoring of safety protocols		
23. Updated Waste Management Procedure (Including COVID 19 waste)		
a. Separate waste manifest register for all COVID 19 waste disposed		
24. Procedure for investigation of COVID-19 cases		
25. COVID-19 Compliance Officer details and appointment(s)		
26. COVID-19 Compliance Manager details and appointment		
27. Arrangements for visitors or members of the public, including sanitation, PPE and social distancing measures.		
28. List of high-risk staff with underlying medical conditions		
29. COVID 19 Notices and Signage displayed		
30. Provisions made for an adequate isolation room		
31. Awareness training (inductions, toolbox talks, procedure communications)		
32. Provisions for soap and water/sanitizer (70 % alcohol)		

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**BID NO: 118/2020**

**PROPOSAL AND BID FOR THE FELLING OF ALIEN INVASIVE
VEGETATION AND THE REMOVAL OF BIOMASS IN THE BERG RIVER:
HERMAN PIETERSE – KHULA BOERDERY / BURGERDRIF FARM –
FARM No 40 Portion 17 (Asbestos Site)**

AUGUST 2021

BASELINE RISK ASSESMENT REPORT

A baseline risk assessment focuses on the identification of risk that applies to the whole project. The purpose of conducting a baseline risk assessment is to establish a risk profile.

This is an initial risk assessment that focuses on a broad overview in order to determine the risk profile to be used in subsequent risk assessments. It is performed to obtain a benchmark of the types and size of potential hazards, which could have a significant impact on the whole project and all stakeholders.

The stakeholders need to identify the major and significant risks, then prioritise these risks and evaluate the effectiveness of current systems for risk control.

The risks for the above project which have been identified have been highlighted under the following categories:

1. Scope of work (what is being built?)

This project consists of the following elements:

The scope of the works comprises of the bidder submitting a proposal and bid on the best economical and acceptable method to kill and neatly stack all alien plant species.

The work involves alien clearing on numerous farms/properties located alongside the Berg River over an estimated area of **2,96** hectares respectively

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BASELINE RISK ASSESSMENT

The work includes the felling of big trees with mechanical chainsaws, removal and handling of wood by excavator and bell loggers and also with labour with handheld saws that cut smaller brush. It also includes the spraying of brush and tree stumps with herbicide.

2. Location of site and elements specific to the location (municipal by-laws, weather factors, geographical factors)

Location

The site is located on various locations all along the Berg river from Wellington to Hermon.

Site consists of mostly Black Wattle and Bluegum trees ranging from young to adult. It should be noted that there is some biomass in the river that needs to be pulled out of the river and removed from site.

Weather

Weather always poses a risk to any construction project. Therefore the below information is important to manage this risk item accordingly.

WELLINGTON

The area normally receives about 561mm of rain per year, according to cape farm mapper, and because it receives most of its rainfall during winter it has a Mediterranean climate. It receives the lowest rainfall (10mm) in February and the highest (99mm) in June. The monthly distribution of average daily maximum temperatures shows that the average midday temperatures in the area range from 17.6°C in July to 31.1°C in February. The region is the coldest during July when the mercury drops to 6.9°C on average during the night

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3. Geo- technical risks (conditions of the soil, raise any concerns that may hinder the project progress)

The selected site is situated on one side of the river in aquatic and undulating conditions, or on an island. The density and growth of biomass varies from dense to sparse, large too small.

The riparian zone is just coming out of its winter season, so certain soil conditions could be waterlogged and muddy underfoot causing access to and on site impossible. There is the possibility of the river flooding if weather conditions are abnormal and large amounts of rain is present and/or dams releasing large quantities of water into the river.

There are access roads to the site, however they belong to individual landowners and need their consent and approval.

Steep river banks will increase the risk of equipment and people falling in the river.

4. Environmental risks (This is the actual or potential threat of adverse effects on living organisms and environment by effluents, emissions, wastes, resource depletion, etc. involved in the construction phase)

The environmental risks associated with this site are as follows:-

The nature of the construction work will take place directly in the riparian zone one side of the Berg River. Within this habitat there are indigenous plants/trees which have to be protected, as well fauna which is present in this riparian zone. A high volume of bird life is present.

Due to the site being in an environmental area there is always the risk for soil, groundwater and surface water pollution and contamination when using mechanical plant, fuel and pesticides. It will also not be allowed to dispose of any kind of waste by burying it on site.

Biomass not removed also poses a major threat, as this material just ends up in the river again and further exacerbate the current problem.

Movement of vehicles on farm access roads creates dust which in turn sits on farmers crops affecting their quality of produce.

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Disturbance of ground and biomass increases the possibility of personell being attacked by snakes.

5. Risk assessments based on scope of work (Is this a high rise building in a built up area? Is it working in a flood plain and/or river with eroded soil conditions?)

Cutting logs at rivers edge also is evident and this restricted access poses risk to both the method of felling of tree and resources used in this operation.

Access to biomass invariably means making access through landowners' farms through windbreaks, orchards, etc. This has to be managed so as to cause the least damage to infrastructure. Access to sites will mean using farmer's roads on their land. This will need to be coordinated as to where the impact is minimal on both farming operations and infrastructure.

Also all the farms/resorts are working farms/resorts, so farm /resort workers and implementation is at risk regarding both transport and biomass removal.

6. Equipment Risks.

The equipment risks associated with this project is as follows:

This will be a mechanised job with large numbers of mechanised earth moving equipment in close proximity to people, infrastructure, and surrounding environment. This earth moving equipment has to gain access in limited space areas with treacherous ground conditions being stable and at times unstable.

7. Material Risks.

The following could pose risks associated with the project:

- Shortages of herbicide from DEAD&P.
- Obtaining of herbicide from farmers
- Flammable materials such as diesel/petrol in a highly flammable environment
- Hazardous substances as pesticides and herbicides will have to be used

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8. Ergonomic Risks (Ergonomic hazards refer to workplace conditions that pose the risk of injury to the musculoskeletal system of the worker).

The ergonomic risks associated with the above project are as follows:-

- Severe injury/death from falling trees
- Severe injury/death from mechanical plant
- Asphyxiation due to smoke inhalation if burning of biomass is done.
- Drowning due to falling in river.
- Humidity could be high working under canopy with high heat expected.

9. Controls specific to client requirements (two day induction, pink overalls, entrance to existing premises, etc.).

The list of client requirements applicable to this project is:

- Collection of data
- Complete removal of biomass to identified area of the river

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RISK OVERVIEW CHART FOR PROJECT:

RISK CATEGORY	RISK FACTOR	ASSOCIATED RISK	RISK PROBABILITY FACTOR (1-5) 1 being low 5 being very high
LOCATION	High temperatures	Heat exhaustion of personnel	5
	Rain	Worsen conditions underfoot & raise river level	2
GEOGRAPHICAL	Soil conditions aquatic and undulating	Difficult conditions to operate heavy machinery in to remove biomass.	4
ENVIRONMENTAL	Dust pollution	Dust will affect neighboring farmers crops	3
	Indigenous plants	Risk of damaging indigenous vegetation	2
	Soil contamination	Risk of pollution to ground & river by contaminants	4
	Snakes	Risk of being bitten by snakes	5
SCOPE OF WORK	Submerged logs in river	Difficulty in removing biomass from river regarding access and difficulty of extraction	4
	Access to biomass	Access routes through various farm owners and access to riparian zone also difficult	3
	Water over & in water	Dangerous working in flowing river for personnel & equipment	4
EQUIPMENT	Mechanized earthmoving	Working in difficult terrain and in close proximity to personnel	5

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BASELINE RISK ASSESMENT

	equipment		
MATERIAL	Herbicide	Needs to be managed as without herbicide cannot cut logs	3
	Flammable material and pesticides	Dangerous to work with and to store	3
ERGONOMIC	Falling trees	Injury or even loss of life can occur if safety measures are not in place during felling operations	5
	Drowning	Injury or even loss of life can occur if safety measures are not in place while working near or in river.	5
	Asphyxiation	Injury or even loss of life can occur when unplanned fires are started. Damage to infrastructure is a high probability	4
CLIENT REQUIREMENTS	Data collection	Inaccurate data places project at risk as needed for database for Environmental affairs	4

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BASELINE RISK ASSESMENT

Please find below risk assessment template which can be used by the contractor to manage the above identified risks.

Risk assessment							
Title:							
Company name:			Date assessment was carried out:				
Assessment carried out by:			Date of next review:				
Risk assessment Activity or area	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action do you need to take?	Who needs to carry out the action?	When is the action needed by?	Done

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Specialised - Wellington Asbestos Site 2.96 Ha

Herman Pieterse River 2.96Ha

Legend

 Compulsory Site Meeting - Herman Pieterse Route

 Specialised - Wellington - Herman Pieterse Asbestos Site - 2.96 Ha

