



prasa

PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: [A&WGBMAIN-MP/11/2024]

**REQUEST FOR QUOTATION (RFQ) FOR THE AS AND WHEN GENERAL BUILDING
MAINTENANCE CONTRACT IN THE MPUMALANGA PROVINCE MLPS STATIONS**

SECTION 1: SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

BID NUMBER:	A&WGBMAIN-MP/11/2024	CLOSING DATE:	26 November 2024	CLOSING TIME:	12:00 PM
DESCRIPTION	AS AND WHEN GENERAL BUILDING MAINTENANCE CONTRACT IN THE MPUMALANGA PROVINCE MLPS STATIONS				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*):

546 PAUL KRUGER c/o SCHEIDING STREET

PRASA CRES BUILDING

PRETORIA STATION PRECINCT

PRETORIA

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Kholani Mashele
TELEPHONE NUMBER	012 748 7571
E-MAIL ADDRESS	CresNGR.Quotation@prasa.com

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE PRASA TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

NB:

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

2 COMMUNICATION

Bidder/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address (Complaints@prasa.com) for lodging of complaints to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description;

3.1.2 Bid/Tender Reference Number;

3.1.3 Closing date of Bid/Tender;

3.1.4 Supplier Name;

3.1.5 Supplier Contact details; and

3.1.6 The detailed complaint.

4 LEGAL COMPLIANCE

The successful Bidder shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Bidder to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 BINDING OFFER

Any Quotation furnished pursuant to this RFQ shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s)/works and request Bidders to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein; and
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue.

Should a contract be awarded on the strength of information furnished by the bidder, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another bidder.

Should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked bidder provided that he/she/it is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a bidder will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a bidder who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Bidders. PRASA agrees that it shall only process the information disclosed by Bidders in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Bidders or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Bidders. Similarly, PRASA requires Bidders to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria in choosing a Supplier/Service Provider:

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance	
Stage 1A	Mandatory Requirements
Stage 1B	Other Mandatory Requirements
Stage 2	
Technical/Functional Requirements	Threshold of 60%
Stage 3	
Price	80
Specific Goals	20
TOTAL	100

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of 60 **Working Days** from the closing date.

14.2 Bidders are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the delegated authority has approved the process the validity of the successful bidder(s)' bid will be deemed to remain valid until finalization of the of award.).

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Bidders are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Bidders *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. (*Where applicable*).

16 RETURNABLE DOCUMENTS

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

16.1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Bidder's disqualification. Bidders are therefore urged to ensure that all documents are returned with their Quotations.

SECTION 3

1 EVALUATION CRITERIA:

Stage 1A – Mandatory Requirements

If you do not submit the following mandatory documents/requirements, your bid will be automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further:

No.	Description of requirement	
a)	Price Schedule and Pricing form (Section 4) To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule/BOQ and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.	
b)	Signed Joint venture agreement/ Consortium agreement/ Trust Deed (If applicable) JV must indicate the lead partner as per the CIDB standard for uniformity in Engineering and construction works contracts August 2019 and Construction Industry Development Regulations	
c)	Active CIDB grading level of 1-GB or Higher (Bidders to ensure that their CIDB status is active on the system throughout the validity of the tender). (CRS numbers to be provided).	

Stage 1B –Other Mandatory Requirements

If you do not submit the following other-mandatory documents/requirements, PRASA may request the bidder to submit the information within three (3) working days. Should this information not be provided, your bid proposal will be disqualified.

Only bidders who comply with stage 1B will be evaluated further.

No.	Description of requirement	
a)	Completion of ALL RFP documentation (includes ALL declarations)	
b)	Valid Letter of Good Standing (COIDA) issued by Department of labour / (RMA) / (FEM).	
c)	Supply of valid SARS Pin	
d)	CSD supplier registration number	

2.1 Stage 2

Technical / Functionality Requirements

Scoring of Functionality:

The minimum threshold for the Technical/functionality criteria is **(60%)** and bidders who score below this minimum will not be considered for further evaluation in terms of price and Specific Goals.

Sub-Criteria	Description	Weightings
Contractor's experience	<p>The contractor must submit proof of projects successfully completed within the past 10 years. These must be General Building related work.</p> <p>Attach <u>signed reference letter with company letter head or completion certificate with a letter head</u> of similar projects completed in the past 10 years as Proof. Contract values must clearly be indicated in documentation provided.</p>	35%
	No Submission	1
	list of previous jobs completed with written contactable references, appointment letters and value of R100, 000.00 in the last 10 years	2
	list of previous jobs completed with written contactable references, appointment letters to the value of R300, 000.00 in the last 10 years	3
	list of previous jobs completed with written contactable references, appointment letters to the value of R400, 000.00 in the last 10 years.	4
	List of previous jobs completed with written contactable references, appointment letters to the value of R500,000.00 or more in the last 10 years	5
Training and Certification of Staff	<p>The contractor must submit proof (certified trade certificate) of artisans (General Artisan) staff qualified to carry out General Building Works.</p> <p>Scores will be based on relevant certifications provided:</p>	25%
	No information or certifications provided	1

Sub-Criteria	Description	Weightings								
	<table border="1"> <tr> <td data-bbox="391 216 1097 289">1 person certified as a General Artisan.</td> <td data-bbox="1097 216 1190 289">2</td> </tr> <tr> <td data-bbox="391 289 1097 363">2 people certified as General Artisan.</td> <td data-bbox="1097 289 1190 363">3</td> </tr> <tr> <td data-bbox="391 363 1097 436">3 people certified General Artisan.</td> <td data-bbox="1097 363 1190 436">4</td> </tr> <tr> <td data-bbox="391 436 1097 499">4 or more people certified as General Artisan .</td> <td data-bbox="1097 436 1190 499">5</td> </tr> </table>	1 person certified as a General Artisan.	2	2 people certified as General Artisan.	3	3 people certified General Artisan.	4	4 or more people certified as General Artisan .	5	
1 person certified as a General Artisan.	2									
2 people certified as General Artisan.	3									
3 people certified General Artisan.	4									
4 or more people certified as General Artisan .	5									
Relevant Municipality footprint	<p>Demonstration of company existence to Mpumalanga Province with evidence of relevant footprint in (Emakhazeni Municipality or Enhlanzeni Municipality or Mbombela Municipality) . The contractor shall submit Copies of the Rates and Taxes/ Lease agreement (Not older than 3 months) to determine the footprint (Especially from Above mentioned Municipality segment within Mpumalanga Region. (Please indicate a preferred segment by submitting the rates and taxes corresponding with the segment 2 - Emakhazeni Municipality or 3 – Enhlanzeni and Mbombela Municipality) as briefly outlines below.</p> <p><u>Emakhazeni Local Municipality (Segment2):</u></p> <ul style="list-style-type: none"> ● Witbank Station ● Middleburg Station ● Belfast Station ● Waterval Boven <p><u>Enhlanzeni and Mbombela Local Municipality Segment 3</u></p> <ul style="list-style-type: none"> ● Acornhoek Station ● Hoedspruit Station ● Malelane Station ● Nelspruit Station ● Kaapmedein Station ● Komatipoorts Station <table border="1"> <tr> <td data-bbox="391 1724 1097 1797">No Submission</td> <td data-bbox="1097 1724 1190 1797">1</td> </tr> <tr> <td data-bbox="391 1797 1097 1871">Footprint in Northwest Province</td> <td data-bbox="1097 1797 1190 1871">2</td> </tr> <tr> <td data-bbox="391 1871 1097 1927">Footprint in Limpopo Province</td> <td data-bbox="1097 1871 1190 1927">3</td> </tr> </table>	No Submission	1	Footprint in Northwest Province	2	Footprint in Limpopo Province	3	<p style="text-align: center;">25%</p>		
No Submission	1									
Footprint in Northwest Province	2									
Footprint in Limpopo Province	3									

Sub-Criteria	Description	Weightings	
	Footprint in Gauteng Province	4	
	Footprint in Mpumalanga Province	5	
The bidder to submit proof of ownership or rental agreement of a list of vehicles suitable for the execution of the work. Suitable vehicles include “bakkie” or light duty pickup truck.	The contractor must submit a list of vehicles as well as submit proof of ownership or rental (Registration papers or Leasing agreement)		15%
	No proof of ownership/rental agreement provided, or irrelevant submission provided.	1	
	1 vehicle listed with proof of ownership or rental agreement.	2	
	A list of 2 vehicles is provided with proof of ownership or rental agreement	3	
	A list of 3 vehicles is provided with proof of ownership or rental agreement	4	
	a list of 4 vehicles is provided with proof of ownership or rental agreement	5	
Total		100%	

2.2 Stage 3- Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Ownership Level	Scoring	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence required for specific goals
Black Youth owned	10	100% black youth owned	10		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies
		75% – 99% black youth owned	8		
		60% – 74% black youth owned	6		

		51 – 59% black youth owned	3		of ID Documents of the Owners <i>For JVs/Trust Deed/Consortiums:</i> Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
		0 – 50% black youth owned or irrelevant submission/No submission	0		
Black Owned	10	100% black owned	10		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners <i>For JVs/Trust Deed/Consortiums:</i> Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
		75% – 99% black owned	8		
		60% – 74% black owned	6		
		51 – 59% black owned	3		
		0 – 50% black owned or irrelevant submission/No submission	0		
TOTAL	20				

SPLITTING OF AWARDS

- 1.1 PRASA reserves the right to split the award of this bid to more than one service provider, provided that the nature of the services or goods or works to be provided are capable of being split to more than one service provider.

APPOINTMENTS OTHER THAN THE SUCCESSFUL BIDDER

- 1.2 PRASA may appoint a bidder other than the successful bidder under the following instances:
- (i) When a successful bidder, after having been informed of the acceptance of its Bid, fails to sign a contract within a prescribe period of time e.g. 14 (fourteen) days after being called upon to do so;
 - (ii) When a successful bidder has failed to provide the necessary security, bonds or guarantees within the time required to do so by PRASA;

- (iii) When a successful bidder fails to meet a condition precedent for the award of business (e.g. to obtain the necessary funding); and
 - (iv) When final contract negotiations with a preferred bidder fails and a contract is not agreed upon.
- 1.3 PRASA will only award a bid to a bidder other than the highest scoring bidder provided that such bid is still within the bid validity period.
- 1.4 Only if the second ranked bidder is also unable/unwilling, PRASA may proceed to the third ranked bidder.

SECTION 5

PRICING AND DELIVERY SCHEDULE

Bidders are required to complete the attached Pricing Schedule **Annexure:**

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable (delete if not applicable).
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Bidders are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Bidder. PRASA may:
 - 9 Negotiate a market-related price with the Bidder scoring the highest points;
 - 10 If that Bidder does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the second highest points;
 - 11 If the Bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the third highest points;
 - 12 If a market-related price is not agreed with the Bidder scoring the third highest points, PRASA must cancel the RFQ.

I / We _____ (Insert Name of Bidding Entity) of

_____ code _____ (Full address) conducting

business under the style or title of: _____ represented by:

_____ in my capacity as:

_____ being duly authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at _____ a _____ lumpsum, _____ of R_____ (amount in numbers); _____

_____ (amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider)

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other

than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended,

and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The successful Bidder awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Bidder and PRASA, therefore, the successful Bidder and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

SECTION 6

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person

having a controlling interest¹ in the enterprise,
employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 Bidder’s declaration regarding PEPs/PIPs

PRASA requires bidders to disclose if they have Politically Exposed Persons (“PEP”)² or Prominent Influential Persons (“PIP”)³ and related individuals in their organisation and/or beneficial owners /

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

² Both foreign and domestic politically exposed person as specified in Schedule 3A and 3B of the Financial Intelligence Centre Act No. 38 of 2001 as amended. (refer to Annexure 2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

³ As reflected in Schedule 3C of the Financial Intelligence Centre Act No.38 of 2001 (refer to Annexure 2.1.2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

shareholders who are PEP/PIP.

PRASA reserves the right not to enter into a business relationship with such person, official or entity, provided there are objective factors that justify the conclusion of such business relationship, and the decision is based on achieving the best interest of PRASA.⁴

3.1 Is the bidder a PEP/PIP? **YES/NO**

3.2 Does the bidder have an existing relationship with a PEP/PIP? **YES/NO**

3.3 Where a relationship with a PEP/PIP exists, the bidder is required to furnish particulars of the nature of the exposure, term of the office and description of activities relating to exposure, in table below.

Name of PEP/PIP & Nature of the Exposure/Influence	Term of the office	Description of activities relating to Exposure/Influence

3.4 Declaration:

I/We the undersigned _____ (Name) hereby certify that the PEP/PIP information furnished in this bid document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this bid, PRASA may disqualify our bid or terminate a contract we may have with PRASA where we are successful in this tender.

Signature

Date

Position

Name of bidder

4 DECLARATION

⁴ Clause 4.5 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties.

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium⁵ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2, 3 and 4 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

⁵ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated

or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.2. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.3.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Ownership Level	Scoring	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence required for specific goals

Black Youth owned	10	100% black youth owned	10		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners For JVs/Trust Deed/Consortiums: Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
		75% – 99% black youth owned	8		
		60% – 74% black youth owned	6		
		51 – 59% black youth owned	3		
		0 – 50% black youth owned or irrelevant submission/No submission	0		
Black Owned	10	100% black owned	10		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners For JVs/Trust Deed/Consortiums: Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
		75% – 99% black owned	8		
		60% – 74% black owned	6		
		51 – 59% black owned	3		
		0 – 50% black owned or irrelevant submission/No submission	0		
TOTAL	20				

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation

- Y Public Company
- Y Personal Liability Company
- Y (Pty) Limited
- Y Non-Profit Company
- Y State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

SECTION 11

Scope of Work/Specification

AS AND WHEN GENERAL BUILDING MAINTENANCE CONTRACT IN MPUMALANGA

MLPS STATIONS

Scope of Work

1.1. The scope of the work / services to be provided by the contractor is as follows:

- Carry out planned maintenance and corrective maintenance to general building components/ infrastructure and Electrical installations/infrastructure at various Railway Station Platforms, Buildings, Offices, Rental Properties and Workshops.

General Building Maintenance Works in this contract will include but not limited to

- Roof Components Repairs
- Ceiling repairs
- Surfaces (walls and floors) finishing maintenance (incl. painting)
- Doors and windows components maintenance
- Ablution facilities maintenance
- Storm water and drainage goods maintenance
- Exterior surface repairs (Paving and tar) maintenance (incl. painting)
- Gates and Fencing repairs
- Carpentry Installation repairs
- Security doors and safes repairs
- **Stations to be covered in this scope will as per Municipality of a particular district as detailed below;**

Municipality Footprint Segment 2 -Nkangala Local Municipality and Emakhazeni Local Municipality)

- Witbank Station
- Middleburg Station

- Belfast Station
- Waterval Boven Station

Municipality Footprint Segment 3 - (Ehlanzeni Local Municipality , Mbombela Local Municipality and Nkomazi Local Municipality)

- Acorn Hoek station
- Hoedspruit station
- Malelane station
- Nelspruit station
- Kaapmedein station
- Komatipoort station

Contract duration will be for **24 months** from the time of accepting the appointment but can be terminated when there is proof of underperformance or substandard performance.

Definitions

2.1 *PRASA-CRES*: One of the subsidiaries of Passenger Rail Agency of South Africa (PRASA) group responsible for managing the property portfolio of the group and the maintenance thereof.

2.2 *Facilities Manager*: A manager of PRASA-CRES responsible of building and infrastructure portfolio or any person authorised to act in that capacity.

2.3 *Normal Working Hours*: Hours of work as determined by a wage regulating measure or statutory enactment for any trade or activity, during which the basic minimum rate of pay is applicable and excludes all time for which a higher rate of pay is obligatory. Where no wage regulating measure is in force, the hours will be 07h00 to 17h00 Mondays to Fridays excluding a daily meal break.

2.4 *Contractor*: Successful tender who is appointed by PRASA-CRES and will be responsible to carry out the works as per this specification.

Maintenance References

All general building works work will be in accordance with the following publications

- SABS 0400 other applicable Code of Practices
- SANS 10400

- OHS Act 85 of 1993 as amended and
- Other applicable Municipal By-Laws and Regulations.

All electrical and air-conditioning work will be in accordance with the following publications

- SABS 0142, SABS 1152 and SABS 0147 Code of Practices
- OHS Act 85 of 1993 as amended and
- Other applicable Municipal By-Laws and Regulations

Maintenance

All planned work will be carried out during normal working hours at the cost tendered for in the Bill of Quantities. Visits to the premises will be as scheduled for the contractor to carry out maintenance work as per the specification. Sites have visitors' book which is to be properly completed by the Contractor on every visit and the reason for the visit recorded in the book.

The Contractor shall produce and issue to PRASA-CRES a written report or service sheet of any testing, inspection, examination, investigation and/or assessment undertaken and execution of any repairs by the Contractor. Reports will highlight

- the type of work or service done
- problems experienced
- results of inspection
- faults found and their priority thereof

Quotations for any corrective work required shall be submitted to PRASA-CRES and on the approval of such quotations the Contractor will correct or repair accordingly.

PRASA-CRES reserves the right to conduct an independent safety and quality audit to be carried out on the work completed by the contractor. The contractor shall provide his own quality controls to ensure compliance with the specifications and any changes to legislation or regulations applicable. Possible modernisation products to upgrade or to improve the reliability and performance of the installation will be brought to PRASA-CRES for consideration.

Contract Performance

The contractor will sign a service level agreement with the PRASA-CRES. The performance of the Contractor will be discussed on the monthly basis at meetings scheduled to sit at PRASA CRES offices. Performance Items to be discussed will include:

- the number of breakdowns for specific period
- the turnaround time to attend to emergency callouts.
- planned vs. actual progress.
- submission of reports, invoices, and other administration duties
- payment of invoices

Services Measure and Expectations

Response Times for:

- Emergencies – within 3hrs
- Urgent - within 5hrs
- Non-Urgent - within 24hrs

Completion of works, upon the completion of work the service Provider must submit the following:

- Signed job card by the Project Manager or leader (job completion form)
- Guarantee/ Warranty certificates to cover a free maintenance period.
- Material invoice
- Maintenance programs or plan for
- New installations for construction related items.
- Maintenance manuals
- After completion of the specified work order, the Service Provider shall submit an documentation via NGR Facilities Invoice (NGRFacilities.Invoice@prasa.com) within 10 working days.

C.O.C and other related statutory / regulatory documentations

General Information

- The contractor shall be or have in his employment qualified Artisans leading maintenance teams, proof of qualifications for maintenance team leaders shall be provided on request.

- The Contractor must have the capacity to be able to work on more than one site at any given time.
- Where day to day repairs are to be undertaken, the Contractor shall first estimate the labor and material cost based on the schedule of prices, before proceeding with the job.
- All material removed to be returned to PRASA-CRES unless otherwise stated.
- The contractor shall supply all working tools, equipment, material, labour, and consumables, etc, necessary for undertaking and completion of the works to the satisfaction of the client.

Safety and Provision of material

- The contractor is responsible for supply of all material required to repair the faults as per job cards /work order.
- All material used shall be of high standard (SABS approved)
- The material item price shall be based on standard market related plus the percentage mark-up fee.
- Prasa Cres Maintenance Manager /Supervisor reserve the right to query price of any material that is on the material list. He /she may request that the contractor justifies a copy of the material purchased, invoices or actual quotes from reputable suppliers.
- All materials supplied and workmanship to meet the prescribed Statutory Requirements, including the Occupational Health and Safety Act of 1993.
- Provision of a Safety File is a requirement and must be submitted prior to any work commences. The provisional amount of R7 500.00 for a Safety File is included in the schedule of rates table, proof of cost will be required before the contract claim the amount.
- The contractor will be responsible for the safety and protection of his personnel, machinery, equipment, material and partially completed work until the works are handed over to the client.
- Contractor must provide medical certificates and all relevant document every year to update their file. Contractor must have a minimum of two teams available.

NB: The contractor material supplier must be a reputable material supplier and only market related material prices will be accepted by PRASA.

Quality of Work and Workmanship:

- Works with poor workmanship will not be signed off and PRASA Cres reserve the right to hold payments until satisfied with the quality of the works.

Non-Compliance:

- Safety – the contractor will at all times ensure that work is performed in accordance with all the prescribed legal prescripts.

- NB: No work is to be done without approval of Safety File and valid signed site access certificate being issued to the contractor. No Contractor will be allowed on site without having attended the safety Induction training and proof is to be submitted to the Project Manager
- Response time – if an appointed service provider as per the General provisions of the As and When fails to adhere to the priority levels as prescribed PRASA CRES Facilities department hereby reserves the right to penalise the service provider a penalty fee of R 2000 per incident /site will be imposed and if this provision is continually violated the contract will be terminated.
- Qualified personnel- It is a requirement that personnel performing/overseeing works issued to the contractor be qualified in specific Trade.
- In case PRASA Cres find that the contractor's team is executing any plumbing activities without a qualified plumber the penalty of R1000 per incident /site will be imposed.
- If during inspection, the workers are not found in proper PPE (Personnel protective equipment) a penalty of R 200 per employee per day will be imposed.
- If the service provider fails to submit quotation/invoice within the stipulated period as per item 6.3, it will be considered as non-performance.
- In case PRASA Cres find that the contractor's team is executing any bricklayer/ carpenter/painter/ plaster/tiler artisan activities without a qualified bricklayer/ carpenter/painter/ plaster/tiler artisan the penalty up to **R1000** per incident /site will be imposed

10 Pre-qualification requirements

If you do not submit the following documents/information, your submission will be disqualified automatically.

- CIDB grade 1GB or higher

11 Special Conditions

- Negotiations will be conducted when necessary.
- The service provider shall provide the contacts number that is available for 7days a week / 24hours without failure.
- **The service provider is expected to submit the quotation of work done within 7 working days after completion of work. The quotations and supporting documentation shall be submitted to this email address: (NGRfacilities.Invoice@prasa.com)**

12 Estimated Quantities

The estimated quantities/hours/kilometres are only indicative, the actual could be more &/or less but should be within / not to exceed the overall contract price.

Bill of Quantities

Item Number	Description	Unit	YEAR 1 Rate		YEAR 2 Rate	
			Rate (Vat Excl.)	Rate (Vat Incl.)	Rate (Vat Excl.)	Rate (Vat Incl.)
	General Building					
1.1	Vandal Resistant flat back Urinal with integral fixing brackets and Chromium plated back inlet spreader	Each				
1.2	Urinal spreader with Urinal Flush valve recessed into wall above Urinal bowl	Each				
1.3	Anti- vandal Hibiscus Wash hand basin, with one semi-punched tap holes or similar vanity basins	Each				
1.4	Time metering valve with Bubbler spout to be recessed into wall above WHB	Each				
1.5	Anti-vandal Hibiscus Elite back inlet toilet pans	Each				
1.6	wall recessed Push button flush mechanisms	Each				
1.7	Class 1 Solid Hard Wood Door, two panel 813 mm x 2032 mm	Each				
1.8	Transformer door 915mmx 2135 mm BV heavy duty louvered Steel complete with frame	Each				
1.9	Class 3 Anti- Bandit door including a door frame 2095 mm x 930 mm, Finished off with a 220mm x 220mm viewing glass panel and a steel plate to cover the entire outside covering	Each				
1.10	Lockset 4Lever Galvanised/Chrome	Each				
1.11	Roller Shutter door 4500mmx 3000mm Industrial Chain operated galvanised steel sheets / slats, with a profile of 105mm, interlocking sections 0.8mm thickness, complete with a canopy head plate, side guide, bottom rail, chain keep, stops, locking mechanism	Each				
1.12	Window Peg Stay Screw M6x12	Each				
1.13	Window Sliding Stay Screw M6X9,5mm	Each				
1.14	Window Sliding Stay Screw M6X6,0mm	Each				
1.15	Window Sliding Stay 270mm Brass	Each				
1.16	Window Handle Screw M8X19mm	Each				
1.17	Window Handle Nylon Bushes	Each				
1.18	Window Handle L/H Brass	Each				
1.19	Window Peg Stay 300mm Brass	Each				
1.20	Georgian obscure wired glass	Each				
1.21	Branding 38x38	/Meter				
1.22	IBR (686mm Covering) Galvanised Roof Sheets with a thickness of 0,80mm	/Meter				

1.23	IBR (686mm Covering) Clear Polycarbonate Roof Sheets with a thickness of 0,80mm	/Meter				
1.24	Corrugated (762mm Covering) Galvanised Roof Sheets with a thickness of 0,80mm	/Meter				
1.25	Corrugated (762mm Covering) Clear Polycarbonate Roof Sheets with a thickness of 0,80mm	/Meter				
1.26	Steel Galvanised Facia Boards 225mmx 420mm	/Meter				
1.27	Aluminium seamless gutters 150mmx 140mm	/Meter				
1.28	Aluminium downpipes 100mmx 75mm	/Meter				
1.29	Fibre Cement Ceiling 4mm	/M ²				
1.30	Suspended Ceiling Tiles MicroLook 15mm	/M ²				
1.31	Ceiling plasterboards gypsum 6,4mm	/M ²				
1.32	Cornice gypsum 20mm x 76mm	/Meter				
1.33	Wall Tiles 600mm x 300mm Porcelain tiles R11 Colour: POLISHED CREAM	Each				
1.34	Floor Tiles 600mm x 600mm Porcelain tiles R11 Colour: MATT DARK GERY	/m ²				
1.35	Bevel Bond Grey Paver brick 50mm	/m ²				
1.36	Bevel Bond Grey Paver brick 80mm	/m ²				
1.37	Interlocking Grey Paver Brick 60mm	/m ²				
1.38	Interlocking Grey Paver Brick 80mm	/m ²				
1.39	Tapered Kerbs125mmx300mmx90mm	Each				
1.40	Cement stock Brick 7MPa	Each				
1.41	Clay Stock Brick	Each				
1.42	Cement 32.5N bag of 50kg	Each				
1.43	Cement 42.5N bag of 50kg	Each				
1.44	River Sand	/M ³				
1.45	Plaster Sand	/M ³				
1.46	Building Sand	/M ³				
1.47	Ceramic Wall and Floor Tile Adhesive	/kg				
1.48	Porcelain Wall and Floor Tile Adhesive	/kg				
1.49	Ceramic Wall and Floor Tile Adhesive	/kg				
1.50	Tile Grout Waterproof Dove Grey	/kg				
1.51	Tile Grout Waterproof White	/kg				

1.52	Road Marking Paint Hysheen White	Per 5Litre				
1.53	Road Marking Paint Hysheen Black	Per 5Litre				
1.54	Road Marking Paint Hysheen Yellow	Per 5Litre				
1.55	Road Marking Paint Hysheen Red	Per 5Litre				
1.56	Reflective Glass Beads	/kg				
1.57	G.I. BARREL NIPPLE 15MM	Each				
1.58	G.I. SCREW PLUG 15MM	Each				
1.59	G.I TEE PIECE 15MM	Each				
1.60	G.I ELBOW 15MM	Each				
1.61	G.I M/F BEND 15MM	Each				
1.62	G.I UNION 15MM	Each				
1.63	G.1 BARREL NIPPLE 20MM	Each				
1.64	G.I SCREW PLUGS 20MM	Each				
1.65	G.I TEE PIECE 20MM	Each				
1.66	G.I ELBOW 20MM	Each				
1.67	G.I M/F BEND 20MM	Each				
1.68	G.I UNION 20MM	Each				
1.69	G.I BARREL NIPPLE 25MM	Each				
1.70	G.I TEE PIECE 25MM	Each				
1.71	G.I ELBOW 25MM	Each				
1.72	G.I M/F BEND 25MM	Each				
1.73	G.I UNION 25MM	Each				
1.74	G.I REDUCING BUSH 15-20MM	Each				
1.75	G.I REDUCING BUSH 20-25MM	Each				
1.76	BRASS HOSE TAP WITH CONNECTION 20MM	Each				
1.77	BRASS HOSE TAP WITH CONNECTION 15MM	Each				
1.78	C.P BIBCOCK 15MM	Each				
1.79	C.P BIBCOCK 20MM	Each				
1.80	C.P PILLAR TAP 15MM	Each				
1.81	BRASS STOPCOCK 15MM	Each				

1.82	BRASS STOPCOCK 20MM	Each				
1.83	COPPER CONNECTION 356MM ;15MM	Each				
1.84	FLEXI CONNECTOR 15MM X 350MM	Each				
1.85	G.I SOCKET 15MM	Each				
1.86	G.I SOCKET 20MM	Each				
1.87	PIPE POLYCOP 22MM X 6M	Each				
1.88	PIPE POLYCOP 15MM X 6M	Each				
1.89	FLEXI "P" TRAP 32 X 40MM	Each				
1.90	FLEXI "P" TRAP 40 X 40MM	Each				
1.91	VALVE REG LATCO 100KPA 20MM	Each				
1.92	VALVE RELIEF 100 KPA 20MM	Each				
1.93	VALVE BALL 15MM COMPLETE	Each				
1.94	LOCK NIGHT LATCH 92 X 67	Each				
1.95	LOCK MORTICE 2LEVER	Each				
1.96	WASHER BETTA VALVE 32MM	Each				
1.97	WASHER TAP 15MM	Each				
1.98	WASHER TAP 20MM	Each				
1.99	VALVE COMPLETE	Each				
1.100	GATE VALVE 15MM	Each				
1.101	GATE VALVE 20MM	Each				
1.102	G.I JOHNSON COUPLING 15MM	Each				
1.103	G.I JOHNSON COUPLING 20MM	Each				
1.104	G.I JOHNSON COUPLING 25MM	Each				
1.105	G.I PIPE 15MM 6.00M LONG	Each				
1.106	G.I PIPE 20MM 6.00M LONG	Each				
1.107	NAILS WIRE 100MM per KG	Each				
1.108	SCREWS DRYWALL 38 X 8MM	Each				
1.109	SCREWS DRYWALL 25 X 8MM	Each				
1.110	STRAIGHT COUPLER F.I X C 3/4 " X 22MM	Each				
1.111	ELBOW 90 C X C 22 X 22MM	Each				
1.112	TEE C X C X C 15 X 15 X 15MM	Each				

1.113	RED. TEE ALL END COPPER BRANCH RED. 22 X 22 X 15MM	Each				
1.114	RED. TEE ALL ENDS C-RUN EQUALLY RED. 15 X 15 X 22MM	Each				
1.115	TEE C X C X C 22 X 22 X 22 MM	Each				
1.116	REDUCING STRAIGHT COUPLER C X C 22MM X 15MM	Each				
1.117	STRAIGHT COUPLER M.I.X C 1/2" X 15MM	Each				
1.118	STRAIGHT COUPLER C X C 22MM X 22MM	Each				
1.119	STRAIGHT COUPLER C X C 15MM X 15MM	Each				
1.120	STRAIGHT COUPLER C X F.I. 1/2" X 15MM	Each				
1.121	RED. STRAIGHT COUPLER M.I. X C 3/4" X 15MM	Each				
1.122	STRAIGHT COUPLER M.I. X C 3/4" X 22MM	Each				
1.123	WALLPLATE ELBOW F.I. X C 1/2" X 15MM	Each				
1.124	ELBOW 90 F.I. X C 3/4" X 22MM	Each				
1.125	ELBOW 90 M.I. X C 3/4" X 22MM	Each				
1.126	ELBOW 90 F.I. X C 1/2" X 15MM	Each				
1.127	RED. ELBOW C X C 22 X 15MM	Each				
1.128	WALLPLATE 90 F.I. X C 3/4" X 22MM	Each				
1.129	EBOW 90 M.I. X C 1/2" X 15MM	Each				
1.130	RED. STRAIGHT COUPLER F.I. X C 3/4" X 15MM	Each				
1.131	BALL'OSTOP CP (STOPCOCK)	Each				
1.132	ELBOW 90 C X C 15MM X 15MM	Each				
1.133	CLAMP CASCADE 15MM	Each				
1.134	CLAMP CASCADE 20MM	Each				
1.135	CLAMP CASCADE 25MM	Each				
1.136	SUPA FLUSH SEALING WASHER CWS-14 (DPE)	Each				
1.137	STOPCOCK 25MM BRASS	Each				
1.138	VALVE GATE 25MM BRASS	Each				
1.139	LOCK SLEVER DOUBLE THROW SECURITY 800MM X 50MM	Each				
1.140	LOCK SMALL ULTRA SECURITY 120MM X 85MM X 25MM	Each				
1.141	ANGLE IRON 25MMX25MMX3MMX6M	Each				
1.142	ROUND BAR 3.9MM 20EA	Each				
1.143	SHEETMETAL CHECKERPLATE 4.5MM 20	Each				

1.144	WHEELS FOR GATES NO.80, 10 PAIRS	Each				
1.145	BULLET GATE HINGES 100MM X 30MM WITH BALL AND GREASE NIPPLE	Each				
1.146	PVC Pressure Pipe 50 mm Class 16	/Meter				
1.147	PVC Pressure Pipe 63 mm Class 16	/Meter				
1.148	PVC Pressure Pipe 90 mm Class 16	/Meter				
1.149	PVC Pressure Pipe 110 mm Class 16	/Meter				
1.150	PVC Pressure Pipe 160 mm Class 16	/Meter				
1.151	PVC Pressure Pipe 50 mm Class 16	/Meter				
1.152	PVC Pressure Pipe 75 mm Class 16	/Meter				
1.153	HDPE Pipe 25 mm Black Class 16 Code: HDPE-PE100-0025-160 Per Meter	/Meter				
1.154	HDPE Pipe 50 mm Black Class 16 Code: HDPE-PE100-0050-160 Per Meter	/Meter				
1.155	HDPE Pipe 110 mm Black Class 16 Code: HDPE-PE100-0110-160 Per Meter	/Meter				
1.156	HDPE Pipe 25 mm Black Class 16 Code: HDPE-PE100-0025-160	/Meter				
1.157	HDPE Pipe 50 mm Black Class 16 Code: HDPE-PE100-0050-160	/Meter				
1.158	HDPE Pipe 110 mm Black Class 16 Code: HDPE-PE100-0110-160	/Meter				
1.159	Pipe PVC Sewer SV 110 mm	/Meter				
1.160	Pipe PVC Sewer UG 110 mm	/Meter				
1.161	Pipe PVC Waste SV 50 mm	/Meter				
	Electrical Lighting					
1.1	LAMP PL 9 COOL WHITE DULUX S 923 TYPE OSRAM	Ea				
1.2	LAMP PL13 2PIN ENERGY SAVING	Ea				
1.3	LAMP PL18 4PIN ENERGY SAVING	Ea				
1.4	LAMP PL18 2PIN ENERGY SAVER	Ea				
1.5	LAMP PL26, 2PIN ENERGY SAVING	Ea				
1.6	LAMP 2 D 16 WATT OSRAM	Ea				
1.7	LAMP 2 D 28 WATT	Ea				
1.8	LAMP. 70 W FOR ONE TYPE HS. SON-E 230 V, 50HZ (INTERNAL IGNITOR)	Ea				
1.9	LAMP, SODIUM VAPOUR. E40 BASE 400 W HIGH PRESSURE, TUBULAR. 230V. 47 MM DIA X 283 MM LONG.(55/32906-BAL)	Ea				
1.10	LAMP, SODIUM VAPOUR. E40 BASE, 250 W HIGH PRESSURE, TUBULAR. UNIVERSAL BURNING 220V - 230V. USERS DESCRIPTION 47 MM DIA X 257 MM LONG.	Ea				

1.11	LAMP, SODIUM VAPOUR. E27 BASE, 70 W HIGH PRESSURE, ELLIPTICAL. INCORPORATING INTERNAL IGNITION DEVICE. UNIVERSAL BURNING 220 - 230V. USERS DESCRIPTION 71 MM DIA X 156 MM	Ea				
1.12	LAMP. 70 W FOR ONE TYPE HS. SON-E E-27 230 V, 50HZ (EXTERNAL IGNITOR)	Ea				
1.13	LAMP, FLUORESCENT. 1,2 M LONG X 26 MM DIA 36 W COOL WHITE, SWITCH START	Ea				
1.14	LAMP, FLUORESCENT 590 MM LONG X 26 MM DIA 18 W ,WHITE, SWITCH START	Ea				
1.15	LAMP, FLUORESCENT. 1,5 M LONG X 26 MM DIA.58 W COOL WHITE, SWITCH START ONLY.	Ea				
1.16	54 W T5 FLUORESCENT TUBE, 4100 LM, 1200MM	Ea				
1.17	35 W T5 FLUORESCENT TUBE, 3300 LM, 1450MM	Ea				
1.18	FLUORESCENT LAMP T5 28 WATT COOL WHITE 1150MM	Ea				
1.19	14 W T5 FLUORESCENT TUBE, 1100 LM, 550MM,	Ea				
1.20	18 W T8 LED 4 FOOT TUBE	Ea				
1.21	LAMPHOLDER. 250 V. BAYONET-CAP. B.22. BRASS, THREADED 20 MM FOR ELECTRICAL CONDUIT, WITH SHADE RING.	Ea				
1.22	LAMPHOLDER. 250 V, EDISON SCREW E.27, PORCELAIN, NON-SKIRTED, BATTEN TYPE, WITH A BASE AND MOUNTING FACILITIES ON THE OUTSIDE	Ea				
1.23	LAMPHOLDER. 250 V,GOLIATH EDISON SCREW E40 PORCELAIN, NON-SKIRTED.	Ea				
1.24	LAMPHOLDER. 250 V, BAYONET-CAP, B.22, BRASS, THREADED 1/2 (26 TPI), WITH SHADE RING,	Ea				
1.25	LAMPHOLDER. 250 V, BAYONET-CAP, B.22, PORCELAIN, NON-SKIRTED, BATTEN TYPE.	Ea				
1.26	BALLAST FLUORESCENT 13 WATT FOR 1 * PL/2D LAMP. HARPER NR. C31B1230 OR SIMILAR. 0.17 AMPS. LOW POWER FACTOR	Ea				
1.27	BALLAST FOR 2 x 1.200 METRE 36W 230W ELECTRONIC INSTANT START	Ea				
1.28	CAPACITOR FIXED, 250 VOLT AC. 50 HZ.20 UF SUITABLE FOR 250 W. MERCURY VAPOUR AND 35/55 W. LOW PRESSURE SODIUM VAPOUR LAMPS.	Ea				
1.29	IGNITOR. FOR 250- & 400-WATT METAL HALIDE & HIGH-PRESSURE SODIUM LAMPS UP TO 6A.	Ea				

2.1	Cabtyre Cable 1.5mm sq.	/M				
2.2	Cabtyre Cable 2.5mm sq.	/M				
2.3	Suffix Cable 1.5mm sq.	/M				
2.4	Suffix Cable 2.5mm sq.	/M				

2.5	Suffix Cable 4mm sq.	/M				
2.6	Suffix Cable 6mm sq.	/M				
2.7	Wire GP Red 1;5mm	/M				
2.8	Wire GP Black 1;5mm	/M				
2.9	Wire GP Black 4mm	/M				
2.10	Wire GP Red 4mm	/M				
2.11	Wire GP Black 10mm	/M				
2.12	Wire GP Black 16mm	/M				
2.13	Wire GP Red 10mm	/M				
2.14	Wire GP Red 16mm	/M				
2.15	Flexible Cable (Welding Cable) 50 mm	/M				
2.16	Flexible Cable (Welding Cable) 70 mm	/M				
2.17	Flexible Cable (Welding Cable) 95 mm	/M				
2.18	Earth Wire Green	/M				
2.19	1.5 mm sq. x 4 Core PVC SWA PVC	/M				
2.20	2.5mm sq. x4Core PVC SWA PVC	/M				
2.21	10mm sq. x 4 Core PVC SWA PVC	/M				
2.22	16mm sq. x 4 Core PVC SWA PVC	/M				
2.23	25mm sq. x 4 Core PVC SWA PVC	/M				
2.24	35mm sq. x 4 Core PVC SWA PVC	/M				
2.25	50mm sq. x 4 Core PVC SWA	/M				
2.26	70mm sq. x 4 Core PVC SWA PVC1KV	/M				
2.27	95mm sq. x 4 Core PVC SWAPVC 1KV	/M				
2.28	120mm sq. x 4 Core PVC SWA PVC 1KV	/M				
3.1	box-20mm-1-way-galvanised	Ea.				
3.2	box-20mm-2-way-galvanised	Ea.				
3.3	box-20mm-3-way-galvanised	Ea.				

3.4	box-20mm-4-way-galvanised	Ea.				
3.5	box-side-entry-20mm-1-way-bosal	Ea.				
3.6	box-side-entry-20mm-2-way-angle-bosal	Ea.				
3.7	box-side-entry-20mm-2-way-through-bosal	Ea.				
3.8	box-side-entry-20mm-3-way-bosal	Ea.				
3.9	box-side-entry-20mm-4-way-bosal	Ea.				
3.10	box-side-entry-25mm-1-way-bosal	Ea.				
3.11	box-side-entry-25mm-2-way-angle-bosal	Ea.				
3.12	box-side-entry-25mm-2-way-through-bosal	Ea.				
3.13	box-side-entry-25mm-3-way-bosal	Ea.				
3.14	box-side-entry-25mm-4-way-bosal	Ea.				
3.15	male-adaptor-20mm-bosal	Ea.				
3.16	male-adaptor-25mm-bosal	Ea.				
3.17	male-adaptor-32mm-bosal	Ea.				
3.18	male-adaptor-50mm-bosal	Ea.				
3.19	coupling-20mm-bosal	Ea.				
3.20	coupling-25mm-bosal	Ea.				
3.21	coupling-32mm-bosal	Ea.				
3.22	coupling-50mm-bosal	Ea.				
3.23	solid-bend-20mm-bosal	Ea.				
3.24	solid-bend-25mm-bosal	Ea.				
3.25	solid-bend-32mm-bosal	Ea.				
3.26	solid-bend-50mm-bosal	Ea.				
3.27	Bosal conduit 20mm -galvanised	Ea.				
3.28	Bosal conduit 32mm- galvanised	Ea.				
3.29	Bosal conduit 50mm- galvanised	Ea.				
4.1	box-20mm-4-knock-out-pvc	Ea.				

4.2	conduit-box-20mm-y-box-pvc	Ea.				
4.3	conduit-box-20mm-u-box-pvc	Ea.				
4.4	conduit-box-20mm-pvc-angle-pvc	Ea.				
4.5	conduit-box-20mm-4-way-pvc	Ea.				
4.6	conduit-box-20mm-2-way-pvc	Ea.				
4.7	conduit-box-20mm-1-way-pvc	Ea.				
4.8	conduit-25mm-pvc	Ea.				
4.9	conduit-50mm-pvc	Ea.				
4.10	conduit-40mm-pvc	Ea.				
4.11	conduit-box-25mm-1-way-pvc	Ea.				
4.12	conduit-box-25mm-2-way-pvc	Ea.				
4.13	conduit-box-lid-pvc	Ea.				
4.14	conduit-box-20mm-8-knock-out-pvc	Ea.				
4.15	conduit-box-25mm-4-way-pvc	Ea.				
4.16	flexible-sprague-25mm-pvc	Ea.				
4.17	flexible-sprague-20mm-pvc	Ea.				
4.18	compression-gland-pvc-no-1	Ea.				
4.19	push-on-gland-pvc-no-0	Ea.				
4.20	saddles-25mm-pvc	Ea.				
4.21	25mm-spacer-bar-saddles-pvc	Ea.				
4.22	20mm-spacer-bar-saddles-pvc	Ea.				
4.23	compression-gland-pvc-no-2	Ea.				
4.24	compression-gland-pvc-no-0	Ea.				
4.25	female-adaptor-20mm-pvc	Ea.				
4.26	push-on-gland-pvc-no-1	Ea.				
5.1	110mm HDPE double wall corrugated coil	/M				

14.1 Provision for Health and Safety File

Description	Unit	YEAR 1 (Excl. VAT Amount)	YEAR 2 (Excl. VAT Amount)
Provisional Sum for Approval of Safety File as per Annexure 1	Sum	R 7 500.00	R 4 500.00

14.2 Rates Schedule

Item	Description	Unit	Estimated Quantity	YEAR 1			YEAR 2			
				Rate (Excl. VAT)	Amount (Excl. VAT)	Amount (Incl. VAT)	Rate (Excl. VAT)	Amount (Excl. VAT)	Amount (Incl. VAT)	
1	Provisional Sum (Material)	Material	Sum	Value/Amount	N/A	R 200 000.00	R 230 000.00	N/A	R 200 000.00	R 230 000.00
2	Provisional Sum (Specialised work)	Specialised work	Sum	Value/Amount	N/A	R 20 000.00	R 23 000.00	N/A	R 20 000.00	R 23 000.00
3	Percentage mark-up for materials	Material	%	R 200 000.00	%	R	R	%	R	R
4	Percentage mark-up for specialised work	Specialised work	%	R 20 000.00	%	R	R	%	R	R
5	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during Normal working hours (07:00 – 17:00) . This cost shall exclude material, which has previously been dealt with in this schedule.	Artisan	Rate/hour	2 200 hours	R	R	R	R	R	R
6		General Worker	Rate/hour	4 400 hours	R	R	R	R	R	R
7	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during After working hours and Saturdays (17:00 – 07:00) . This cost shall exclude	Artisan	Rate/hour	250 hours	R	R	R	R	R	R
8		General Worker	Rate/hour	500 hours	R	R	R	R	R	R

	material, which has previously been dealt with in this schedule.									
9	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during Sunday and Public Holiday .	Artisan	Rate/hour	100 hours	R	R	R	R	R	R
10	This cost shall exclude material, which has previously been dealt with in this contract	General Worker	Rate/hour	200 hours	R	R	R	R	R	R
11	Call-out rate (only when there is no fault found)		Sum	1	R	R	R	R	R	R
12	Travel cost		Rate/ km	20 000 kilometres	R	R	R	R	R	R

Safety File

ANNEXURE 1: Health Safety Requirements Template For Issuing of Site Access

CONTRACTOR SAFETY FILE CONTENTS LIST

The purpose of this checklist is to guide the contractors and their sub-contractors as to what documents are required for them to prepare a safety file that must be issues to PRASA Cres Regional Departments or Head Office for evaluation before a site access is issued.

This checklist was revised to cater for **COVID 19** requirements as per RSA Government Disaster Management Act as amended and its Regulations.

Human Coronaviruses are common throughout the world. There are many different coronaviruses identified in animals but only a small number of these can cause disease in humans.

On 7 January 2020, 'Severe Acute Respiratory Syndrome Coronavirus 2' (SARS-CoV-2) was confirmed as the causative agent of 'Coronavirus Disease 2019' or COVID-19. The majority of the case-patients initially identified were dealers and vendors at a seafood, poultry and live wildlife market in China. Since then, the virus has spread to more than 100 countries, including South Africa.

The spread of the disease is thought to happen mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. Thus far, the majority of cases have occurred in people with close physical contact to cases and healthcare workers caring for patients with COVID-19.

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with cough, sore throat, shortness of breath or fever.

The complete clinical picture with regard to COVID-19 is still not fully clear. Reported illnesses have ranged from infected people with little to no symptoms to people being severely ill and dying.

Name of the Contractor:

Project:

Safety File Assessor and Date:

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
1	Scope of works and Project Duration		
2	Notification to DOL (If applicable and as defined in the 2014 Construction Regulations)		
3	Registration of the project with DOL for the construction permit (If applicable and as defined in the 2014 Construction Regulations)		

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
4	Valid Letter of Good Standing		
5	Employee List and Certified Copies of their Identity Documents (RSA Citizens) or Passports and Work Permits for foreign Nationals. Employee register to include home address; Contact Numbers; Residential Address; Name of Next of kin with Contacts		
6	Approved Organizational Structure		
7	Approved S/HE Policy		
8	Approved S/HE Plan		
9	Risk Assessments for the projects as per project scope, approved by the Risk Assessor. These should cover any prevalent communicable diseases at the time.		
10	Proof of medical fitness of employees who will be working on the project, from an Occupational Health Practitioner not a General Practitioner (Provide completed Annexure 3 of the Construction Regulations).		
11	All applicable Statutory Appointments e.g. First Aider, SHE Officer, etc. (Signed by the appointer and accepted by appointee's, include CV's and competency certificates)		
12	Tool inspections Checklists and Register		
13	PPE Matrix and Issue Records		
14	Safe Working Procedures or Method Statements for the scope of work and the following: <ul style="list-style-type: none"> - Waste management protocols - Incident reporting procedures - Emergency procedures - Protocols for reporting any prevalent communicable diseases 		
15	Tool box Talks Templates and contractor's induction material		
16	Equipment Maintenance (Calibrations, Safe Working load certificates, etc.) if applicable		
17	Chemicals substances list and Safety Data Sheets (SDSs) for chemicals to be used (14-point format). Include Proof of training on SDSs if applicable.		

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
18	Excavation plan (when applicable)		
19	Fall Protection plan, including scaffolding plan (when applicable)		
20	Declaration of Sub-contractors (when applicable)		
21	Proof of Third Party Liability Cover (Not older than 1 year)		
22	Conclusion / Statement of Compliance		