



## STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO. **Q14.08.18**

**CALLING FOR QUOTATION FOR PROVISION AND FITTING OF 115M X 2.1M  
ANTI CLIMB, ANTI-VANDAL, ANTI CUT HIGH SECURITY WELDED WIRE MESH  
FENCE AT OLD POST OFFICE IN MHLUZI, MIDDELBURG**

<b>CLOSING DATE:</b>	<b>20/08/2018</b>	<b>TIME</b>	<b>12H00</b>
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<b>NAME OF TENDERER</b>	
<b>CENTRAL SUPPLIER DATABASE NUMBER</b>	<b>MAAA</b>
<b>TAX COMPLIANCE STATUS PIN</b>	
<b>TENDERED AMOUNT</b>	
<b>COMPLETION PERIOD</b>	
<b>CONTACT PERSON</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	

<b>ENQUIRIES REGARDING BID PROCEDURES</b>		<b>TECHNICAL ENQUIRIES</b>	
DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT		DIRECTORATE INFRASTRUCTURE SERVICES	
<b>KENNETH MAHLANGU</b>		<b>SHARON MSEBE</b>	
<b>CHIEF DEMAND AND AQUISIONING</b>		<b>ASSISTANT DIRECTOR: MUNICIPAL BUILDING SERVICES</b>	
<b>TEL. NUMBER</b>	<b>013 249 7702</b>	<b>TEL. NUMBER</b>	<b>013 249 7176</b>
<b>QUOTATION ISSUED BY</b>			
<b>KENNETH MAHLANGU</b>		DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT	
<b>CHIEF DEMAND AND AQUISIONING</b>	<b>TEL. NUMBER</b>	<b>013 249 7702</b>	
STEVE TSHWETE LOCAL MUNICIPALITY		P.O. BOX 14, MIDDELBURG, 1050	

# STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION DETAILS						
QUOTATION NUMBER	<b>Q14.08.18</b>					
QUOTATION TITLE	<b>PROVISION AND FITTING OF 115M X 2.1M ANTI CLIMB, ANTI-VANDAL, ANTI CUT HIGH SECURITY WELDED WIRE MESH FENCE AT OLD POST OFFICE IN MHLUZI, MIDDELBURG</b>					
CLOSING DATE	<b>20/08/2018</b>		CLOSING TIME		<b>12H00</b>	
SITE MEETING	DATE	<b>16/08/2018</b>	TIME	<b>11H00</b>	COMPULSORY	<b>YES</b>
SITE MEETING ADDRESS	<b>OLD POST OFFICE CNR NGWAKO AND PROTEA STREET, MHLUZI GPS COORDINATES: 25° 45'10.1"S 29°26'58".6E</b>					
CIDB GRADING REQUIRED	<b>YES</b>		LEVEL AND CATEGORY		<b>None</b>	
QUOTATION DOCUMENT FEE	<b>FREE (STLM WEBSITE)</b>		PREFERENCE POINT SYSTEM		<b>80/20</b>	
QUOTATION BOX SITUATED AT	<b>SUPPLY CHAIN MANAGEMENT OFFICES, STORES, CORNER OF WALTER SISULU AND PROTEA STREET, MIDDELBURG</b>					
OPERATING HOURS	The bid box is open during office hours, Monday to Thursdays from 8h00 to 16h00 and Fridays from 8h00 to 13h00.					
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF QUOTATION.				

**PLEASE NOTE:**

1. Prospective suppliers must be registered on CSD prior to submitting bids (open bids)
2. **Quotations that are deposited in the incorrect box will not be considered.**
3. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, the General Conditions of contract (GCC) and, if applicable, any other special conditions of contract.
4. Mailed, telegraphic, telex, or faxed tenders will not be accepted.
5. No late bids after closing date and time will be accepted.
6. Bids not clearly marked and unamend will not be accepted.
7. Bids may only be submitted on the bid documentation provided by the municipality.
8. No awards will be made to a person:
  - i. Who is in the service of the state,
  - ii. If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state
  - iii. Who is an advisor or consultant contracted with the municipality or municipal entity

## TABLE OF CONTENTS

<b>BIDDER'S TENDER DOCUMENTATION DECLARATION</b>	1
<b>SCHEDULE OF DOCUMENTS</b>	4
<b>THE TENDER</b>	6
<b>T1 TENDERING PROCEDURES</b>	7
T1.1 TENDER NOTICE & INVITATION	8
T1.2 TENDER DATA	10
T1.3 STANDARD CONDITIONS OF TENDER	16
<b>T2 RETURNABLE DOCUMENTS</b>	28
<b>T2.1 LIST OF RETURNABLE DOCUMENTS</b>	29
SCHEDULE 1 RESOLUTION OF BOARD OF DIRECTORS	32
SCHEDULE 2 RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA / J/V	33
SCHEDULE 3 SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES	35
SCHEDULE 4 SCHEDULE OF PROPOSED SUB-CONTRACTORS	37
SCHEDULE 5 COMMITMENTS OF TENDERER	38
SCHEDULE 6 RECORD OF ADDENDA TO TENDER DOCUMENTS	39
SCHEDULE 7 CLARIFICATION MEETING & SITE VISIT ATTENDANCE CERTIFICATE	40
SCHEDULE 8 LOCAL & NON-LOCAL LABOUR	41
SCHEDULE 9 MANAGEMENT & SUPERVISORY STAFF	42
SCHEDULE 10 WORKMEN'S COMPENSATION REGISTRATION CERTIFICATE	43
SCHEDULE 11 COMPULSORY ENTERPRISE QUESTIONNAIRE	44
SCHEDULE 12 NOTICE OF SUPPLY CHAIN MANAGEMENT	47
SCHEDULE 13 CLEARANCE CERTIFICATE FOR WATER & LIGHTS	48
SCHEDULE 14 EVALUATION SCHEDULE : TENDERER'S EXPERIENCE	49
SCHEDULE 15 EVALUATION SCHEDULE : PROPOSED ORGANIZATION, STAFFING & KEY STAFF EXPERIENCE	<b>Error! Bookmark not defined.</b>
SCHEDULE 16 CAPACITY TO EXECUTE & IMPLEMENT THE TENDER EVALUATION (PHYSICAL RESOURCES)	<b>Error! Bookmark not defined.</b>
SCHEDULE 17 IMPLEMENTATION PLAN & METHODOLOGY TO IMPLEMENT PROJECT	<b>Error! Bookmark not defined.</b>
SCHEDULE 18 ALTERATIONS OR ALTERNATIVE OFFER BY TENDERER	53
<b>T2.2 COMPULSORY MUNICIPAL BID DOCUMENT</b>	54
MBD 1 TAX COMPLIANCE REQUIREMENTS	55
MBD 4 DECLARATION OF INTEREST	56
MBD 5 DECLARATION FOR PROCUREMENT ABOVE R10-MILLION	59
MBD 6.1 BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATES	<b>Error! Bookmark not defined.</b>
MBD 6.2 DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS	<b>Error! Bookmark not defined.</b>
MBD 7.1 CONTRACT FORM - RENDERING OF CONSTRUCTION WORK (PART 1)	75
MBD 7.1 CONTRACT FORM - RENDERING OF CONSTRUCTION WORK (PART 2)	76
MBD 8 DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT	

	PRACTICES.....	77
	MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION.....	79
T2.3	<b>OTHER SCHEDULES &amp; DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT</b> .....	83
	OSD 1 FORM OF INTENT TO PROVIDE A PERFORMANCE GUARANTEE .....	84
	OSD 2 EXECUTION PROGRAMME.....	87
	OSD 3 OCCUPATIONAL HEALTH & SAFETY DECLARATION FORM.....	89
	OSD 4 CONTRACTOR'S SAFETY PLAN.....	92
	OSD 5 PRO FORMA NOTIFICATION FORM IN TERMS OF THE OCCUPATIONAL HEALTH & SAFETY ACT 1993, CONSTRUCTION REGULATIONS 2003 .....	93
	OSD 6 TRANSFER OF RIGHTS.....	96
	OSD 7 PRO FORMA: CONTRACT OF EMPLOYMENT EPWP .....	98
	OSD 8 PRO FORMA: MONTHLY LABOUR REPORT .....	100
	<b>THE CONTRACT</b> .....	101
	C1.1 <b>FORM OF OFFER &amp; ACCEPTANCE</b> .....	103
	C1.1.1 FORM OF OFFER.....	103
	C1.1.2 FORM OF ACCEPTANCE .....	104
	C1.1.3 SCHEDULE OF DEVIATIONS .....	105
	C1.2 <b>CONTRACT DATA</b> .....	106
	C1.2.1 <b>CONDITIONS OF CONTRACT</b> .....	107
	C1.2.2 PART 1 - DATA PROVIDED BY THE EMPLOYER .....	126
	C1.2.3 PART 2: DATA PROVIDED BY THE CONTRACTOR .....	127
	C1.2.4 CONTRACT PRICE ADJUSTMENT SCHEDULE .....	128
C2	<b>PRICING DATA</b> .....	129
	C2.1 PRICING INSTRUCTIONS .....	130
	C2.2 MBD 3.1 BID PRICE .....	134
	C2.3 DAY WORK SCHEDULE .....	137
C3	<b>SCOPE OF WORK</b> .....	138
	C3.1 STANDARD SPECIFICATIONS .....	<b>Error! Bookmark not defined.</b>
	C3.3 PARTICULAR SPECIFICATIONS .....	151
	ANNEXURE 1 CONSTRUCTION OHS ENVIRONMENT AUDIT SYSTEM.....	159
	ANNEXURE 2 GUIDELINES FOR THE DEVELOPMENT OF A HEALTH & SAFETY PLAN .....	167
	ANNEXURE 3 GUIDE TO RISK ASSESSMENT .....	170
	<b>GENERAL CONDITIONS OF CONTRACT</b> .....	1726
	<b>SUPPORTING DOCUMENTATION TO QUOTATION</b> .....	166

## BIDDER'S QUESTIONNAIRE DOCUMENTATION DECLARATION

**\* N/A These schedules do not need to be completed  
Draw solid line through schedules if not applicable**

	QUESTION	REQUIREMENT	BIDDER'S RESPONSE
1	Have you initialed all the pages of the tender document?	YES	*YES / NO
2	Have you completed and signed the returnable schedules required for tender evaluation purposes?		
2.1	▪ Schedule 1 : Resolution of board of directors	YES	*YES / NO
2.2	▪ Schedule 2 : Resolution to enter into consortia or JV's	YES	*YES / NO
2.3	▪ Schedule 3 : Special resolution of consortia or JV's	YES	*YES / NO
2.4	▪ Schedule 4 : Schedule of proposed sub-contractors	YES	*YES / NO
2.5	▪ Schedule 5 : Commitments of tenderer	YES	*YES / NO
2.6	▪ Schedule 6 : Record of addenda to tender documents	YES	*YES / NO
2.7	▪ Schedule 7 : Clarification meeting & site visit certificate	YES	*YES / NO
2.8	▪ Schedule 8 : Local & non-local labour	YES	*YES / NO
2.9	▪ Schedule 9 : Management and supervisory staff	YES	*YES / NO
2.10	▪ Schedule 10 : Registration on Central Supplier Database	YES	* YES / NO
2.10	▪ Schedule 11 : Workmen's Compensation	YES	*YES / NO
2.11	▪ Schedule 12 : Compulsory enterprise questionnaire	YES	*YES / NO
2.12	▪ Schedule 13 : Certificate for water & lights	YES	*YES / NO
2.13	▪ Schedule 14 : Tenderer's experience	YES	*YES / NO
2.14	▪ Schedule 15 : Experience of key staff	YES	*YES / NO
2.15	▪ Schedule 16 : Capacity to execute & implement	YES	*YES / NO
2.16	▪ Schedule 17 : Implementation plan and methodology	YES	*YES / NO
2.17	▪ Schedule 18 : Alterations by tenderer	YES	*YES / NO
3	Have you completed/signed and submitted all relevant information as requested by the evaluation schedules (as and when required)?	YES	*YES / NO
4	Have you completed and signed the MBD 4 form - Declaration of Interest?	YES	*YES / NO
5	Have you completed the questionnaire (MBD 5) regarding the declaration for procurement above R10-million and submitted your company's latest three years audited financial statements (as and when required)?	YES	*YES / NO
6	Have you taken note of the contents of par 5 of MBD 6.1 to substantiate your B-BBEE rating claims. Have you submitted an original, valid or certified copy of your company's B-BBEE certificate to qualify for preference points?	YES	*YES / NO

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

7	Have you completed and sign the following form: MBD 6.2: Declaration certificate for local production and content for designated sectors: .....	YES	*YES / NO
8	Have you completed and signed the following form: MBD 7.1 Form - Contract form for rendering of construction work?	YES	*YES / NO
9	Have you completed and signed the MBD 8 – Declaration of bidder's past supply chain management practices and MBD 9 – Certificate of independent bid determination?	YES	*YES / NO
10	Have you completed / signed and submitted the following schedules / documents: - Execution Programme - Contractor's Health & Safety Declaration - Contractor's Safety Plan - Pro-forma notification form i.t.o Occupational & Safety Act 1993, Construction Regulations 2003	YES	*YES / NO
10.1	OSD 1 : Form of intent to provide a performance guarantee	YES	*YES / NO
10.2	OSD 2 : Execution programme		
10.3	OSD 3 : Occupational health and safety declaration form	YES	*YES / NO
10.4	OSD 4 : Contractor's safety plan	YES	*YES / NO
10.5	OSD 5 : Pro forma notification form in terms of the Occupational Health and Safety Act 1993, Construction Regulations, 2003	YES	*YES / NO
10.6	OSD 6 : Transfer of rights	YES	*YES / NO
10.7	OSD 7 : Pro forma contract of employment EPWP	YES	*YES / NO
10.8	OSD 8 : Pro forma monthly labour report	YES	*YES / NO
11	Have you completed the Form of Offer (C1.1) in <b>WORDS</b> as well as in <b>FIGURES</b> ?	YES	*YES / NO
12	Have you completed and signed Part 2 of C1.2 (contract data)	YES	*YES / NO
13	Have you completed and signed the pro-forma: OHS mandatory form?	YES	*YES / NO
14	Have you completed and signed the bill of quantities as well as C2.3 day work schedule?	YES	*YES / NO
15	Do you understand the scope of work that includes the standard specifications/projects specifications and particular specifications?	YES	*YES / NO
16	Have you completed the MBD 3.3 form and carried over your tendered price (VAT inclusive) to Form of Offer (C1.1)?	YES	*YES / NO
17	Is the company registered with the Construction Industry Development Board (CIDB) in terms of the category required in this specification? Have you submit a copy of your CIDB certificate?	YES	*YES / NO
18	Have you attached all supported documents as per annexures indicated on page 168?	YES	
19	Have you attached all required documents relating to Joint Venture: <ul style="list-style-type: none"> <li>• Signed Joint Venture Agreement</li> <li>• Combined Joint Venture BBBEE certificate</li> <li>• Summary report of Central Supplier Database of JV</li> </ul>	YES	*YES / NO

TENDER NO.					
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BIDDER

WITNESS

EMPLOYER

WITNESS

## BIDDER'S TENDER DOCUMENTATION DECLARATION CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form is correct, completed and submitted.

Name of Bidder	
Position / Designation	
Signature	
Date	

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

## SCHEDULE OF DOCUMENTS

The tender documents for this contract comprises of the following:

### THE TENDER

#### T1: Tendering Procedures

- T1.1 Tender Notice and Invitation to Tender
- T1.2 Tender Data
- T1.3 Standard Conditions of Tender

#### T2: Returnable Documents

##### T2.1 List of Returnable Documents

##### T2.1.1 Returnable Schedules Required for Tender Evaluation Purposes

- Schedule 1 : Resolution of Board of Directors
- Schedule 2 : Resolution of Board of Directors to enter into consortia or JV's
- Schedule 3 : Special Resolution of Consortia or JV's
- Schedule 4 : Schedule of proposed sub-contractors
- Schedule 5 : Commitments of tenderer
- Schedule 6 : Record of addenda to tender documents
- Schedule 7 : Clarification meeting & sit visit attendance certificate
- Schedule 8 ; Local & non-local labour
- Schedule 9 : Management and supervisory staff
- Schedule 10 : Registration on Central Supplier Database
- Schedule 11 : Workmen's Compensation registration certificate
- Schedule 12 : Compulsory enterprise questionnaire
- Schedule 13 : Certificate for water & lights
- Schedule 14 : Evaluation Schedule : Tenderer's experience
- Schedule 15 : Evaluation Schedule : Experience of key staff
- Schedule 16 : Capacity to execute & implement the tender evaluation
- Schedule 17 : Implementation plan & methodology
- Schedule 18 : Alterations by tenderer

##### T2.2.2 Compulsory Municipal Bid Documentation

- MBD 1 : Tax compliance requirements
- MBD 4 : Declaration of Interest
- MBD 5 : Declaration for procurement above R10-million
- MBD 6.1 : Preference Certificate
- MBD 6.2 : Declaration certificate for local production and content for designated sectors
- ANNEX C : Local Content Declaration - Summary Schedule
- ANNEX D : Imported Content Declaration - Supporting Schedule to Annex C
- ANNEX E : Local Content Declaration - Supporting Schedule to Annex C
- MBD 7.1 : Contract form for rendering of construction work (Part 1)
- MBD 7.1 : Contract form for rendering of construction work (Part 2)

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS



- MBD 8 : Declaration of bidder's past supply chain management practices
- MBD 9 : Certificate of Independent Bid Determination

T2.2.3 Other schedules and documents that will be incorporated into the contract

- OSD1 : Form of intent to provide a performance guarantee
- OSD2 : Execution programme
- OSD3 : Occupational health & safety declaration form
- OSD4 : Contractor's safety plan
- OSD5 : Pro forma notification form in terms of the Occupational Health & Safety Act 1993, Construction Regulations, 2003
- OSD6 : Transfer of rights
- OSD7 : Pro forma contract of employment EPWP
- OSD8 : Pro forma monthly labour report

### THE CONTRACT

**C1: Agreement and Contract Data**

- C1.1 Form of Offer and Acceptance
  - C1.1.1 Form of Offer
  - C1.1.2 Form of Acceptance
  - C1.1.3 Schedule of Deviations
- C1.2 Contract Data
  - C1.2.1 Conditions of Contract
  - C1.2.2 Part 1: Data provided by the Employer
  - C1.2.3 Part 2: Data provided by the Service Provider
  - C1.2.4 Contract price adjustment schedule

**C2: Pricing Data**

- C2.1 Pricing Instructions
- C2.2 MBD 3.1: Bid Price

**C3: Scope of Work**

- C3.1 Standard specifications
- C3.2 Project specifications
- C3.3 Particular specifications
- C3.4 Day work schedule

### ANNEXURES

1. Construction OHS environment audit system
2. Guidelines for the development of a health & safety plan
3. Guide to risk assessment

**C4: Supporting documents for quotation**

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

# THE TENDER

TENDER NO.					
		BIDDER	WITNESS	EMPLOYER	WITNESS

# T1 TENDERING PROCEDURES

TENDER NO.					
		BIDDER	WITNESS	EMPLOYER	WITNESS

**T1.1 QUOTATION NOTICE & INVITATION****STEVE TSHWETE LOCAL MUNICIPALITY****QUOTATION NO: Q14.08.18****CLOSING DATE: 20/08/2018 AT 12H00****PROVISION AND FITTING OF 115M X 2.1M ANTI CLIMB, ANTI-VANDAL, ANTI CUT HIGH SECURITY WELDED WIRE MESH FENCE AT OLD POST OFFICE IN MHLUZI, MIDDELBURG**

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for the demolishing of depleted community facilities at Kwazamokuhle.

Quotations are hereby invited for the PROVISION AND FITTING OF 115M X 2.1M ANTI CLIMB, ANTI-VANDAL, ANTI CUT HIGH SECURITY WELDED WIRE MESH FENCE AT OLD POST OFFICE IN MHLUZI, MIDDELBURG , in the Steve Tshwete municipal region. **Tenderers should have a CIDB contractor grading of 1 SQPE or higher.**

Quotation documents will be obtainable on the Municipal website, [www.stlm.gov.za](http://www.stlm.gov.za). Under heading QUOTATIONS.

**Duly completed quotations enclosed in a sealed envelope marked "QUOTATION NO. Q14.08.18 : PROVISION AND FITTING OF 115M X 2.1M ANTI CLIMB, ANTI-VANDAL, ANTI CUT HIGH SECURITY WELDED WIRE MESH FENCE AT OLD POST OFFICE IN MHLUZI, MIDDELBURG "** with the name of the tenderer, shall be deposited in the quotation box provided at **Supply Chain Management Offices, STORES, Corner Walter Sisulu and Protea street, MIDDELBURG**, before **12H00** on 20/08/2018

A compulsory clarification meeting with representatives of the employer will take place at **OLD POST OFFICE CNR NGWAKO AND PROTEA STREET, MHLUZI. Coordinates- 25° 45'10.1"S 29°26'58".6E** on 16/08/2018 starting at 11H00. Contract documentation will not be available on site, and will not be available for inspection purposes on any other occasion.

*Bidders will be evaluated on functionality whereby 60 points has to be attained before financial proposals can be looked at. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No 5 of 2000 and as defined in the conditions of tender in the tender document, read in conjunction with the supply chain management policy of Steve Tshwete Local Municipality where **80 points** will be allocated in respect of price and **20 points** in respect of B-BBEE Status Level of Contribution. Tenderers must have the necessary skills, experience and capacity to perform the required work.*

No awards will be made to a person:

- Who is in the service of the state;
- If that person is not a natural person , of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any quotation or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

NB: Only locally produced or manufactured goods, meeting the stipulated minimum threshold for local production and content, will be considered in line with Regulation 8(2) of the Municipal Supply Chain Management Regulations and National Treasury Circular 69."

The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South-African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid; and Only the South-African Bureau of Standards (SABS) approved technical specification number SATS 12863:2011 must be used to calculate local content.

**Only bidders with a BBEE Level of 1 to 2 will be considered.**

**The following documents have to be attached (Bidders that fail to submit documents indicated as compulsory will be disqualified)**

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

- Original certified copy of valid BBBEE Certificate (non-compulsory, failure to submit no points will be awarded) only SANAS accredited or Affidavits will be accepted.
- Copy of company registration certificate(CK) - Compulsory
- Copy/ printed Tax Clearance Certificate or Tax compliance status Pin to enable the municipality to verify the bidder's tax compliance status- Compulsory
- Copy of current municipal account (not older than 3 months) – copy of Lease Agreement – Compulsory
- CSD summary report – Compulsory
- **Valid proof of registration with CIBD on 1 SQPE or higher- Compulsory**
- Local content is applicable as per MBD 6.2- Compulsory

**B KHENISA**  
**ACTING MUNICIPAL MANAGER**  
 Steve Tshwete Local Municipality  
 Municipal Civic Building  
 Wanderers Avenue  
**MIDDELBURG**  
 1050

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## T1.2 TENDER DATA

CLAUSE NO.	
	<p>The conditions of tender are the Standard Conditions of Tender as contained in Annexure F of CIDB standard uniformity in construction procurement. (See <a href="http://www.cidb.org.za">www.cidb.org.za</a>) which are reproduced without amendment or alteration for the convenience of tenderers in this tender in the section T1.3 of the tender data.</p> <p>The Standard Conditions of Tender for procurement makes several references to the tender data for details that apply specifically to this tender. The tender data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender for procurement other than disposals.</p> <p>Each item of data given below is cross-referenced to the relevant clause in the above mentioned Standard Conditions of Tender.</p>
1.1	The employer is the <b>Steve Tshwete Local Municipality</b>

CLAUSE NO.	
1.4	<p>The employer's agent is:</p> <p>Name : Sharon Msebe            Capacity : Assistant Director: Municipal Buildings Services            Address : Steve Tshwete Local Municipality            P.O. Box 14, Middelburg, 1050            Tel: (013) (249 7176, 7085, 7020)            Fax: (013) (243 2550)            E-mail: (sharonm@stlm.gov.za)</p>
1.5	<p>The employer's right to accept or reject any tender offer:            The employer is not obliged to accept the lowest or any tender offer</p>
1.6.2.1	A competitive negotiation procedure will not be followed
2.1.1	<p>Eligibility</p> <p>A tenderer will not be eligible to submit a tender if:</p> <p>(a) The contractor submitting the tender is under restrictions or has principals who are under restriction to participate in the employer's procurement due to corrupt or fraudulent practices;            (b) The tenderer does not have the legal capacity to enter into the contract;            (c) The contractor submitting the tender is insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of the foregoing;            (d) The tenderer does not comply with the legal requirements stated in the employer's procurement policy;            (e) The tenderer cannot demonstrate that he possesses the necessary professional</p>

QUOTATION NO	Q 00/00/2018				
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CLAUSE NO.	
	<p>and technical qualifications and competent, financial resources, equipment and other physical facilities, managerial capability, personnel, experience and reputation to perform the contract;</p> <p>(f) The tenderer cannot provide proof that he is in good standing with respect to duties, taxes, levies and contributions required in terms of legislation applicable to the work in the contract;</p> <p>(g) Only those tenderers who have in their employ management and supervisory staff satisfying the requirements of the scope of work for labour intensive competencies for supervisory and management staff are eligible to submit tenders;</p> <p>(h) Only those tenderers who are registered with the CIDB as defined in the Regulations 9 June 2004 and 22 July 2005), in terms of the CIDB Act No. 38 of 2000, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 1 SQPE or Higher class of construction work, are eligible to submit tenders.</p> <p>Joint ventures are eligible to submit tenders provided that:</p> <p>(a) every member of the joint venture is registered with the CIDB;</p> <p>(b) the lead partner has a contractor grading designation in the 1 SQPE or Higher class of construction work; and</p>

CLAUSE NO.											
2.1.1	<p>(c) 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 the sum tendered for a/an 1 SQPE or Higher class of construction work.</p> <p>Only those tenderers who score a minimum score of <b>60 points</b> in respect of the following functionality criteria will proceed to the price and preference goals.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f4a460;">Description of Quality Criteria</th> <th style="background-color: #f4a460;">Maximum number of tender evaluation points</th> </tr> </thead> <tbody> <tr> <td>Schedule no 14 : Tenderer's experience</td> <td style="text-align: center;">60</td> </tr> <tr> <td>Schedule no 15 : Construction resources</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Schedule no 16 : Experience of key staff and capacity</td> <td style="text-align: center;">20</td> </tr> <tr> <td><b>Maximum total evaluation points for quality</b></td> <td style="text-align: center;"><b>100</b></td> </tr> </tbody> </table>	Description of Quality Criteria	Maximum number of tender evaluation points	Schedule no 14 : Tenderer's experience	60	Schedule no 15 : Construction resources	20	Schedule no 16 : Experience of key staff and capacity	20	<b>Maximum total evaluation points for quality</b>	<b>100</b>
Description of Quality Criteria	Maximum number of tender evaluation points										
Schedule no 14 : Tenderer's experience	60										
Schedule no 15 : Construction resources	20										
Schedule no 16 : Experience of key staff and capacity	20										
<b>Maximum total evaluation points for quality</b>	<b>100</b>										
	<p>Site visit and clarification meeting</p> <p>The arrangements for the compulsory site inspection visit and clarification meeting are as follows:</p> <p>Location : <b>OLD POST OFFICE CNR NGWAKO AND PROTEA STREET, MHLUZI, GPS COORDINATES: 25° 45'10.1"S 29°26'58".6E</b></p> <p>Date : 16/08/2018 Starting time : 11H00</p>										

QUOTATION NO	Q 00/00/2018				
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CLAUSE NO.	
2.7	<p>Enquiries and confirmation of attendance at least one full working day in advance regarding the meeting and site inspection may be directed to:</p> <p>Name : S Msebe/T Chebase  Telephone No. : 013 249 7176/7085/7020  Fax No. : 013 243 2550  E-Mail address : sharonm@stlm.gov.za/thabisoc@stlm.gov.za</p> <p>Tenderers must sign the attendance list in name of the tendering entity. Addenda will be issued and tenders will be received only from those tendering entities appearing on the attendance list.</p>
2.8	The closing time for submission of tender offers is as indicated in the tender notice and invite
2.11	<p>Alterations to document</p> <p>A tender offer shall not be considered if alterations have been made to the forms of tender data or contract data (unless such alterations have been duly authenticated by the tenderer) or if any particulars required therein have not been completed in all respects. Authenticated alterations must be attached to schedule 6 – record of addenda to tender documents.</p>

CLAUSE NO.	
2.12.1	<p>Alternative tender offers</p> <p>If tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the employer's standards and requirements, the details of which may be obtained from the employer's agent.</p> <p>Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed pricing data must be submitted with the alternative tender offer to enable the employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing data must reflect all assumptions in the development of the pricing proposal.</p> <p>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the employer's standards and requirements.</p> <p>The modified tender data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the employer's costs of confirming the acceptability of the detailed design before it is constructed.</p> <p>Alternative tender offers must be clearly indicated on schedule 19 and completed detail of alternative offer to be attached to the tender document.</p>
2.13.3	Additional copies of the tender offer, document will not be required

QUOTATION NO	Q 00/00/2018			
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CLAUSE NO.	
2.13.5 2.13.7	<p>The employer's address for delivery of quotations and identification details to be shown on such quotation offer package are:</p> <p>Location of quotation box : Steve Tshwete Local Municipality Physical address : Stores, Civic Centre, Corner of Walter Sisulu and Protea street, Middelburg, 1050</p> <p>Identification details: As indicated in the tender notice</p> <p><b><u>Quotation No. Q14.08.18 : PROVISION AND FITTING OF 115M X 2.1M ANTI CLIMB, ANTI-VANDAL, ANTI CUT HIGH SECURITY WELDED WIRE MESH FENCE AT OLD POST OFFICE IN MHLUZI, MIDDELBURG</u></b></p>
2.13.6 3.5	A two-envelope procedure will not be followed
	The site of works is located at Kwazamokuhle. If required by the tenderer's, a site inspection will be arranged immediately after the clarification meeting (on the same day of the clarification)
2.22	<p>Return of other documents</p> <p>All retained tender documents must be returned within 28 days after the expiry of the validity period</p>
2.23	<p>Certificates</p> <p>The tenderer is required to submit with his tender:</p> <p>1. A certificate of contractor registration issued by the Construction Industry Development Board and</p>
3.4	<p>The location for opening of the tender offers, immediately after the closing time thereof shall be at:</p> <p>Time: 12H00 hours on 20/08/2018</p> <p>Location : Quotations will be opened at SCM , STORES, Corner Walter Sisulu and Protea Street, Middelburg</p>
3.11	<p>The procedure for the evaluation of responsive quotations is method 1 accounting to the <b>80/20 point system</b>.</p> <p>The total number of tender evaluation points for preferences to may be claimed is indicated in MBD 6.1</p>
3.13.1	<p>Quotation offers will only be accepted if:</p> <p>(a) the tender offer is signed by a person authorised to sign on behalf of the tenderer;</p> <p>(b) the tenderer has in his or her possession a copy / printed valid tax clearance certificate OR tax compliance status pin issued by the South African Revenue Services</p> <p>(c) the tenderer is registered on the Central Supplier Database;</p> <p>(d) the tenderer is not in arrears for more than three (3) months with municipal rates and taxes and municipal service charges;</p> <p>(e) the tenderer's declaration of compliance with the Occupational Health and Safety Act No. 85 of 1993 and the Construction Regulations 2003, is included with his tender submission;</p>

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

CLAUSE NO.	
	<p>(f) a tenderer who submitted a tender as a Joint Venture has included an acceptable joint venture agreement with his tender;</p> <p>(g) the tenderer or a competent authorised representative of the contractor who submitted the tender has attended the compulsory clarification meeting or site inspection;</p> <p>(h) the tenderer who submits the tender has been registered with the Construction Industry Development Board in accordance with the Construction Industry Development Board Act No. 38 of 2000 and the CIDB Regulations 2003 promulgated in terms of the act, or if the contractor can submit proof or evidence that he will be able to register within 10 days of the closing date for submission of tenders;</p> <p>(i) the tenderer or any of its principals is <u>not</u> listed on the register of tender defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</p>
	<p>(j) the tenderer has <u>not</u> abused the employer's supply chain management system or has failed to perform on any previous contract and has been given a written notice to this effect;</p> <p>(k) the tenderer or any of its principals, directors or managers is <u>not</u> employed in the service of the State or any municipality. In the event that such principals are involved, official approval from the executing authority regarding carrying out remunerative work outside of the public service must be included in the tender submission;</p> <p>(l) the employer is satisfied that the tenderer or any of his principals have <u>not influenced</u> the tender offer and acceptance by the following criteria:</p> <ul style="list-style-type: none"> <li>i) having offered, promised or given a bribe or other gift or remuneration to any person in connection with the obtaining or execution of this contract;</li> <li>ii) having acted in a fraudulent or corrupt manner in obtaining or executing this contract;</li> <li>iii) having approached an officer or employee of the employer or the employer's agent with the objective of influencing the award of a contract in the tenderer's favour;</li> <li>iv) having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from tendering for this contract or as to the amount of the tender to be submitted by either party;</li> <li>v) having disclosed to any other person, firm or company other than the employer, the exact or approximate amount of his proposed tender;</li> <li>vi) the employer may, in addition to using any other legal remedies, repudiate the tender offer and acceptance and declare the contract invalid should it have been concluded already.</li> </ul>
3.17	The number of paper copies of the signed contract to be provided by the employer is one

QUOTATION NO	Q 00/00/2018			
	BIDDER	WITNESS	EMPLOYER	WITNESS

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

# T1.3 STANDARD CONDITIONS OF TENDER

## 1 GENERAL

### 1.1 Actions

1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in clause 2 and clause 3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices

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

**Note:**

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

1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract

### 1.2 Tender documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

### 1.3 Interpretation

1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

1.3.3 For the purposes of these conditions of tender, the following definitions apply:

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

- a) **conflict of interest** means any situation in which:
  - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially;
  - ii) an individual or organization is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
  - iii) Incompatibility or contradictory interests exist between an employee and the organization which employs that employee.
- b) **comparative offer** means the tenderer's financial offer after all tendered parameters that will affect the value of the financial offer have been taken into consideration in order to enable comparisons to be made between offers on a comparative basis
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels
- e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body
- f) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

#### 1.4 **Communication and employer's agent**

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

#### 1.5 **The employer's right to accept or reject any tender offer**

1.5.1 The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

1.5.2 The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

#### 1.6 **Procurement procedures**

##### 1.6.1 **General**

Unless otherwise stated in the tender data, a contract will, subject to **clause 3.13**, be concluded with the tenderer who in terms of **clause 3.11** is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## 1.6.2 Competitive negotiation procedure

- 1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of clause 3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of clause 3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.
- 1.6.2.2 All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of clause 2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.
- 1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.
- 1.6.2.4 The contract shall be awarded in accordance with the provisions of clause 3.11 and clause 3.13 after tenderers have been requested to submit their best and final offer.

## 2 TENDERER'S OBLIGATIONS

### 2.1 Eligibility

- 2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.
- 2.1.2 Submit a tender offer only if the tenderer satisfies that the minimum score for functionality criteria will be met.
- 2.1.3 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

### 2.2 Cost of tendering

Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**2.3 Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

**2.4 Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

**2.5 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

**2.6 Acknowledge addenda**

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

**2.7 Clarification meeting**

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

**2.8 Seek clarification**

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

**2.9 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) may not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

**2.10 Pricing the tender offer**

2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT)), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**2.11 Alterations to documents**

Not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

**2.12 Alternative tender offers**

2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

**2.13 Submitting a tender offer**

2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

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

2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

2.13.4 Sign the original and all copies of the tender offer where required In terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

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

2.13.6 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

2.13.7 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.13.8 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

QUOTATION NO	Q 00/00/2018				
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BIDDER

WITNESS

EMPLOYER

WITNESS



**2.14 Information and data to be completed in all respects**

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

**2.15 Closing time**

2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery

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

**2.16 Tender offer validity**

2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period (not less **than 90** days) stated in the tender data after the closing time stated in the tender data.

2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.

2.16.4 Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of **clause 2.13** with the packages clearly marked as "SUBSTITUTE".

**2.17 Clarification of tender offer after submission**

2.17.1 Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note:

**Clause 2.17.1** does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the employer elect to do so.

**2.18 Provide other material**

2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

QUOTATION NO	Q 00/00/2018				
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BIDDER

WITNESS

EMPLOYER

WITNESS

**2.19 Inspections, tests and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

**2.20 Submit securities, bonds, policies etc.**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

**2.21 Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

**2.22 Return of other tender documents**

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

**2.23 Certificates**

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

**3 THE EMPLOYER'S UNDERTAKINGS**

**3.1 Respond to requests from the tenderer**

3.1.1 Unless otherwise stated in the tender data, respond to a request for clarification received up to five working days before the tender closing time stated in the tender data and notify all tenderers who drew procurement documents.

3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

**3.2 Issue addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the tender data. If, as a result a tenderer applies for an extension to the closing time stated in the tender data, the employer may grant such extension and, shall then notify all tenderers who drew documents.

QUOTATION NO	Q 00/00/2018				
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BIDDER

WITNESS

EMPLOYER

WITNESS

**3.3 Return late tender offers**

Return tender offers received after the closing time stated in the tender data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

**3.4 Opening of tender submissions**

3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, preferences claimed and time for completion for the main tender offer only.

3.4.3 Make available the record outlined in **clause 3.4.2** to all interested persons upon request.

**3.5 Non-disclosure**

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

**3.6 Grounds for rejection and disqualification**

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

**3.7 Test for responsiveness**

3.7.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

3.7.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

3.7.3 Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

**3.8 Arithmetical errors, omissions and discrepancies**

3.8.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

3.8.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with **clause 3.11** for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
  - i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
  - ii) the summation of the prices.

3.8.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and invite the tenderer to either confirm the tender offer as tendered or accept the corrected total of prices.

3.8.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

**3.9 Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

**3.10 Evaluation of tender offers**

**3.10.1 General**

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

**3.10.2 Method 1: Financial offer, quality and preference**

In the case of a financial offer, quality and preferences:

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

- a) Score each tender in respect of the financial offer made, quality and preferences claimed, if any, in accordance with the provisions of **clause 3.11.3, clause 3.11.4 and clause 3.11.5**
- b) Score each of the criteria and sub-criteria for quality in accordance with the provisions of the tender data. Calculate the total number of tender evaluation points for quality using the formula in clause 3.11.5.
- c) Only tender who score the minimum required points will proceed to price and preference evaluation stage.
- d) Score the financial offers of remaining responsive tender offers using the formula in clause 3.11.3.
- e) Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.
- f) Calculate the total number of tender evaluation points ( $T_{EV}$ ) in accordance with the following formula:

$$T_{EV} = N_{FO} + N_P$$

where:  $N_{FO}$  is the number of tender evaluation points awarded for the financial offer made in accordance with **clause 3.11.3**;

$N_P$  is the number of tender evaluation points awarded for preferences claimed in accordance with **clause 3.11.4**.

- g) Rank tender offers from the highest number of tender evaluation points to the lowest.
- h) Recommend the tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- i) Re-score and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points, and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this sub-clause is repeated

### 3.10.3 **Decimal places**

Score financial offers, preferences and quality, as relevant, to two decimal places.

### 3.10.4 **Scoring financial offers**

Score the financial offers of remaining responsive tender offers using the following formula:

$$N_{FO} = W_1 \times A$$

where:  $N_{FO}$  is the number of tender evaluation points awarded for the financial offer.

$W_1$  is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the tender data.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

A is a number calculated using either formulas 1 or 2 below as stated in the Tender Data.

Formula	Comparison aimed at achieving	Option 1	Option 2
1	Highest price or discount	$A = 1 + \frac{(P-P_m)}{P_m}$	$A = \frac{P}{P_m}$
2	Lowest price or percentage commission / fee	$A = 1 - \frac{(P-P_m)}{P_m}$	$A = \frac{P_m}{P}$
$P_m$	=	the comparative offer of the most favourable tender offer.	
$P$	=	the comparative offer of tender offer under consideration	

### 3.10.4 Scoring preferences

Confirm that tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where tenderers are not eligible for such preferences.

Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.

### 3.10.5 Scoring quality

Score each of the criteria and sub criteria for quality in accordance with the provisions of the tender data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$N_Q = W_2 \times S_Q / M_S$$

Where:  $S_Q$  is the score for quality allocated to the submission under consideration;  
 $M_S$  is the maximum possible score for quality in respect of a submission; and  
 $W_2$  is the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data

### 3.11 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

### 3.12 Acceptance of tender offer

Accept the tender offer, if in the opinion of the employer, it does not present any unacceptable commercial risk and only if the tenderer:

- is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the tender data, and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

**3.13 Prepare contract documents**

3.13.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the employer and the successful tenderer.

3.13.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

**3.14 Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

**3.15 Notice to unsuccessful tenderers**

3.15.1 Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

3.15.2 After the successful tenderer has been notified of the employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.

3.15.3 Unsuccessful forms / documents will be disposed of after 24 months.

**3.16 Provide copies of the contracts**

Provide to the successful tenderer the number of copies stated in the tender data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

**3.17 Provide written reasons for actions taken**

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

QUOTATION NO	Q 00/00/2018				
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BIDDER

WITNESS

EMPLOYER

WITNESS

## T2 RETURNABLE DOCUMENTS

TENDER NO.					
		BIDDER	WITNESS	EMPLOYER	WITNESS



## T2.1 LIST OF RETURNABLE DOCUMENTS

### 1 RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES

- 1.1 Schedule 1 : Resolution of Board of Directors
- 1.2 Schedule 2 : Resolution of Board of Directors to enter into consortia or JV's
- 1.3 Schedule 3 : Special Resolution of Consortia or JV's
- 1.4 Schedule 4 : Schedule of proposed sub-contractors
- 1.5 Schedule 5 : Commitments of Tenderer
- 1.6 Schedule 6 : Record of Addenda to tender document
- 1.7 Schedule 7 : Clarification meeting & sit visit attendance certificate
- 1.8 Schedule 8 : Local & non-local labour
- 1.9 Schedule 9 : Management and supervisory staff
- 1.10 Schedule 10 : Workmen's Compensation registration certificate
- 1.11 Schedule 11 : Compulsory enterprise questionnaire
- 1.12 Schedule 12 : Registration on Central Supplier Database
- 1.13 Schedule 13 : Certificate for water and lights
- 1.14 Schedule 14 : Application to register on supplier database
- 1.15 Schedule 15 : Evaluation Schedule : Tenderer's experience
- 1.16 Schedule 16 : Evaluation Schedule : Experience of key staff
- 1.17 Schedule 17 : Capacity to execute & implement the tender evaluation
- 1.18 Schedule 18 : Implementation plan and methodology
- 1.19 Schedule 19 : Alterations by tenderer

### 2 COMPULSORY MUNICIPAL BID DOCUMENTATION

- 2.1 MBD 1 : Tax compliance requirements
- 2.2 MBD 4 : Declaration of interest
- 2.3 MBD 5 : Declaration for procurement above R10-million
- 2.4 MBD 6.1 : Preference certificate
- 2.5 MBD 6.2 : Declaration certificate for local production and content for designated sectors
- 2.6 MBD 7.1 : Contract form for rendering of construction work (Part 1)
- 2.7 MBD 7.1 : Contract form for rendering of construction work (Part 2)
- 2.8 MBD 8 : Declaration of bidder's past supply chain management practices
- 2.9 MBD 9 : Certificate of Independent Bid Determine

### 3 OTHER SCHEDULES AND DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

- 3.1 OSD1 : Form of intent to provide a performance guarantee
- 3.2 OSD2 : Execution programme
- 3.3 OSD3 : Occupational health and safety declaration form
- 3.4 OSD4 : Contractor's safety plan
- 3.5 OSD5 : Pro forma notification form in terms of the Occupational Health and Safety Act 1993, Construction Regulations, 2003
- 3.6 OSD6 : Transfer of rights
- 3.7 OSD7 : Pro forma contract of employment EPWP
- 3.8 OSD8 : Pro forma monthly labour report

## THE CONTRACT

### C1: Agreement and Contract Data

- C1.1 Form of Offer and Acceptance
  - C1.1.1 Form of Offer
  - C1.1.2 Form of Acceptance
  - C1.1.3 Schedule of Deviations
- C1.2 Contract Data
  - C1.2.1 Conditions of Contract
  - C1.2.2 Part 1: Data provided by the Employer
  - C1.2.3 Part 2: Data provided by the Service Provider
  - C1.2.4 Contract price adjustment schedule

### C2: Pricing Data

- C2.1 Pricing Instructions
- C2.2 MBD 3.1: Bid Price

### C3: Scope of Work

- C3.1 Standard specifications
- C3.2 Project specifications
- C3.3 Particular specifications
- C3.4 Day work schedule

## ANNEXURES

1. Construction OHS environment audit system
2. Guidelines for the development of a health and safety plan
3. Guide to risk assessment

### General Conditions of Contract

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

**T2.1.1 RETURNABLE SCHEDULES FOR TENDER EVALUATION PURPOSES**

TENDER NO.					
		BIDDER	WITNESS	EMPLOYER	WITNESS

## SCHEDULE 1

### RESOLUTION OF BOARD OF DIRECTORS

**Resolution** of a meeting of the Board of \*Directors / Members / Partners of:

		(Enterprise Name)
Held at		
	(place)	
on		
	(date)	

**RESOLVED that:**

1.	The enterprise submits a bid / tender to the Steve Tshwete Local Municipality in respect of the following project:	
	<b>QUOTATION NR: Q14.08.18 : PROVISION AND FITTING OF 115M X 2.1M ANTI CLIMB, ANTI-VANDAL, ANTI CUT HIGH SECURITY WELDED WIRE MESH FENCE AT OLD POST OFFICE IN MHLUZI, MIDDELBURG</b>	
	Mr / Mrs / Ms	
	in his/her capacity a:	(Position in the Enterprise)
2.	and who will sign as follows:	(Authorized Signature)
	be, and is hereby, authorized to sign the bid / tender, and any and all other documents and/or correspondence in connection with and relating to the bid /tender, as well as to sign any contract, and any and all documentation, resulting from the award of the bid / tender to the enterprise mentioned above.	

**Directors / Members / Partners of:**

	NAME	CAPACITY	SIGNATURE
1			
2			
3			

**Note:**

1. *\*Delete which is not applicable*
2. **NB.** *This resolution must be signed by all the directors / members / partners of the bidding enterprise*
3. *Should the number of directors / members / partners exceed the space available above, additional names and signatures must be supplied on a separate page*

**ENTERPRISE STAMP**

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Page 32 of 179

TENDER NO.				
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BIDDER

WITNESS

EMPLOYER

WITNESS

## SCHEDULE 2

### RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA / J/V

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

		(Enterprise Name)
Held at		
	(place)	
On		
	(date)	

**RESOLVED that:**

1.	The enterprise submits a bid / tender, in consortium / joint venture with the following enterprises:	
	(List all the legally correct full names and registration numbers, if applicable, of the enterprises forming the consortium / joint venture)	
	To the to the Steve Tshwete Local Municipality in respect of the following project	
	<b>QUOTATION Q14.08.18 : PROVISION AND FITTING OF 115M X 2.1M ANTI CLIMB, ANTI-VANDAL, ANTI CUT HIGH SECURITY WELDED WIRE MESH FENCE AT OLD POST OFFICE IN MHLUZI, MIDDELBURG</b>	
2.	Mr / Mrs / Ms	
	in his/her capacity as	(Position in the Enterprise)
	and who will sign as follows	(Authorized Signature)
2.1	be, and is hereby, authorized to sign a consortium / joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium / joint venture, in respect of the project described under item 1 above.	
2.2	The enterprise accepts joint and several liability with the parties listed under item 2 above for the due fulfillment of the obligations of the joint venture deriving from, and in any way connected with, the contract to be entered into with the department in respect of the project described under item 1 above.	
2.3	The enterprise chooses as its <i>domicilium citandi et executandi</i> for all purposes arising from this joint venture agreement and the contract with the department in respect of the project under item 1 above	
	i) Physical address	
	ii) Postal address	
		(Code)
	iii) Telephone number	
	iv) Fax Number	

QUOTATION NO	Q 00/00/2018			
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BIDDER

WITNESS

EMPLOYER

WITNESS

## RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

Directors / Members / Partners of:

	NAME	CAPACITY	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Note:**

1. *Delete which is not applicable*
2. **NB.** *This resolution must be signed by all the directors / members / partners of the bidding enterprise*
3. *Should the number of directors / members / partners exceed the space available above, additional names and signatures must be supplied on a separate page*

**Enterprise Stamp**

QUOTATION NO	Q 00/00/2018				
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BIDDER

WITNESS

EMPLOYER

WITNESS

## SCHEDULE 3

### SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

**RESOLUTION** of a meeting of the duly authorized representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below:

	LEGAL ENTITIES (ENTERPRISE) NAME	ENTITY REGISTRATION NUMBER	AUTHORIZED SIGNATURE
1			
2			
3			
4			

Held at		(place)
on		(date)

**RESOLVED that:**

**QUOTATION NR: Q14.08.18 : PROVISION AND FITTING OF 115M X 2.1M ANTI CLIMB, ANTI-VANDAL, ANTI CUT HIGH SECURITY WELDED WIRE MESH FENCE AT OLD POST OFFICE IN MHLUZI, MIDDELBURG**

1.	The above-mentioned enterprises submit a bid in consortium / joint venture to the Steve Tshwete Municipality in respect of the following project	
2.	Mr / Mrs / Ms	
	in his/her capacity as	(Position in the Enterprise)
	and who will sign as follows	(Authorized Signature)
be, and is hereby, authorized to sign the bid, and any and all other documents and/or correspondence in connection with and relating to the bid, as well as to sign any contract, and any and all documentation, resulting from the award of the bid to the enterprises in consortium /joint venture mentioned above.		

(a) The enterprises constituting the consortium / joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

QUOTATION NO	Q 00/00/2018			
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BIDDER

WITNESS

EMPLOYER

WITNESS

- (b) The enterprises to the consortium / joint venture accept joint and several liabilities for the due fulfillment of the obligations of the consortium / joint venture deriving from, and in any way connected with, the contract entered into with the municipality in respect of the project described under item 1 above.

Any of the enterprises to the consortium / joint venture intending to terminate the consortium / joint venture agreement, for whatever reason, shall give the department 30 days written notice of such intention. Notwithstanding such decision to terminate, the enterprises shall remain jointly and severally liable to the

- (c) municipality for the due fulfillment of the obligations of the consortium / joint venture as mentioned under item C above.
- (d) No enterprise to the consortium / joint venture shall, without the prior written consent of the other enterprises to the consortium / joint venture and of the municipality, cede any of its rights or assign any of its obligations under the consortium / joint venture agreement in relation to the contract with the municipality referred to herein.
- (e) The enterprises choose as the *domicilium citandi et executandi* of the consortium / joint venture for all purposes arising from the consortium / joint venture agreement and the contract with the municipality in respect of the project under item A above:

Physical address	
Postal address	
	(Code)
Telephone number	
Fax Number	

*Note*

1. *Delete which is not applicable*
2. **NB.** *This resolution must be signed by all the duly authorized representatives of the legal entities to the consortium / joint venture submitting this bid*
3. *Should the number of duly authorized representatives of the legal entities joining forces in this bid exceed the space available above, additional names and signatures must be supplied on a separate page*
4. *Resolutions, duly completed and signed, from the separate enterprises who participate in this consortium/ joint venture must be attached to the special resolution.*

QUOTATION NO	Q 00/00/2018				
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## SCHEDULE 4

### SCHEDULE OF PROPOSED SUB-CONTRACTORS

We notify you that it is our intention to employ the following sub-contractors for work in this contract. If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed sub-consultants in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us. We agree we will not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for such preference.

	NAME AND ADDRESS OF PROPOSED SUB-CONTRACTOR	NATURE AND EXTENT OF WORK	PREVIOUS EXPERIENCE WITH SUB-CONTRACTOR
1			
2			
3			
4			
5			

<b>NAME OF REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>CAPACITY</b>	<b>DATE</b>

<b>NAME OF ORGANIZATION</b>	
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QUOTATION NO	Q 00/00/2018				
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## SCHEDULE 5

### COMMITMENTS OF TENDERER

Kindly provide particulars of commitments which the tenderer is presently engaged and/or involved with:

CURRENT PROJECTS / CONTRACT	ORGANIZATION	CONTACT PERSON NAME	CONTACT TEL. NO.	CONTRACT AMOUNT	CONTRACT PERIOD	DATE OF COMMENCEMENT	SCHEDULED DATE OF COMPLETION
1.							
2.							
3.							
4.							
5.							

<b>NAME OF REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## SCHEDULE 6

### RECORD OF ADDENDA TO TENDER DOCUMENTS

I / we confirm that the following communications received from the Steve Tshwete Municipality before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

Attach communication requirement by municipality amending the tender documents.

	DATE	TITLE OR DETAILS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

I / we confirm that no communications were received from the Steve Tshwete Municipality before the submission of this tender offer, amending the tender documents.

<b>NAME OF REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

QUOTATION NO	Q 00/00/2018				
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## SCHEDULE 7

### CLARIFICATION MEETING & SITE VISIT ATTENDANCE CERTIFICATE

LOCATION	<b>OLD POST OFFICE CNR NGWAKO AND PROTEA STREET, MHLUZI</b>  <b>GPS COORDINATES: 25° 45'10.1"S 29°26'58".6E</b>	DATE	<b>16/08/2018</b>	TIME	<b>11H00</b>
----------	---	------	-------------------	------	--------------

This is to certify that, I	
representing	
in the company of	
attended the clarification meeting and site visit on	

I have made myself familiar with all conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the clarification meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

I/we acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me/us to take account of everything necessary when compiling our rates and prices included in the tender.

<b>NAME OF REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

Attendance of the above persons at the meeting is confirmed by the employers' representative

<b>NAME OF MUNICIPAL REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

QUOTATION NO	Q 00/00/2018				
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## SCHEDULE 8

### LOCAL & NON-LOCAL LABOUR

In order to complete the works under this contract, I / we propose that the following labour be employed:

Number of local labour	
Number of non-local labour	
TOTAL labour employed	

<b>NAME OF REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

In order to complete the works under this contract (30%) of the contract must be local labour. Indicate in the schedule the proposed labour to be employed.

Note:

Also note other schedule documents (OSD) 7 and 8 which must be completed on a monthly basis under the EPWP requirements for local and non-labour.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## SCHEDULE 9

### MANAGEMENT & SUPERVISORY STAFF

In order to manage and supervise this project the following are the key staff we propose to be on site:

NAME	ROLE i.e. MANAGERIAL OR SUPERVISORY	EXPERIENCE (YEARS)	NQF LEVEL COMPLETED (SEE SD8-1)

<b>NAME OF REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

QUOTATION NO	Q 00/00/2018				
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# SCHEDULE 10

## WORKMEN'S COMPENSATION REGISTRATION CERTIFICATE

### (COMPENSATION FOR OCCUPATIONAL INJURIES & DISEASES ACT NO. 130 OF 1993)

A certified copy of the certificate or proof of payment thereof obtained from the Workmen's Compensation Commissioner to be inserted here.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

# SCHEDULE 11

## COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise**

**Section 2: VAT registration number, if any**

**Section 3: Particulars of sole proprietors and partners in partnerships**

No	Name*	Identity Number*	Personal Income Tax Number*
3.1			
3.2			
3.3			

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 4: Particulars of companies and close corporations**

4.1	Company Registration number	
4.2	Close corporation number	
4.3	Tax reference number	

**Section 5: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

A member of any municipal council		An employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)	
A member of any provincial legislation		A member of an accounting authority of any national or provincial public entity	
A member of the National Assembly or the National Council of Provinces		An employee of Parliament or a provincial legislature	
A member of the board of directors of any municipal entity		An official of any municipality or municipal entity	

QUOTATION NO	Q 00/00/2018				
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Name of sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

**Section 6: Records of spouses, children and parents in the service of the state**

Indicate by making the relevant boxes with a cross, if any spouses, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

A member of any municipal council		An employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management act, 1999 (act 1 of 1999)	
A member of any provincial legislature		A member of an accounting authority of any national or provincial public entity	
A member of the National Assembly or the National Council of Province.		An employee of Parliament or a provincial legislature	
A member of the board of directors of any municipal entity		An official of any municipality or municipal entity	

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

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

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of frauds or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Note: insert separate page if necessary

QUOTATION NO	Q 00/00/2018				
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<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>CAPACITY</b>	<b>DATE</b>

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## SCHEDULE 12

### NOTICE OF SUPPLY CHAIN MANAGEMENT APPLICATION FOR REGISTRATION ON CENTRAL SUPPLIER DATABASE

**Section 14(1)(a) of the municipal supply chain management policy states that the municipality may only transact with vendors registered on the National Treasure Central Supplier Database.”**

The purpose of this notice is to obtain proof that the service provider is registered on the Central Supplier Database. **Registration is COMPULSORY in order to conduct business with Steve Tshwete Local Municipality.** The database will be used to verify the accreditation of a supplier before an award can be made.

Each bidder must complete the below checklist (please tick with an X where appropriate).

QUESTIONS		YES	NO
1.	Is your company registered on the Central Supplier Database?		
2.	If yes, provide the following details:		
2.1	▪ CSD registration number	MAAA	
2.2	▪ Unique CSD number		
3.	Enquiries related to par. 2.1 and 2.2 can be made to Ms. Martha Makoala and Thembi Jiyane at (013) 2497309 / 2497164		
4.	If no, please register on Central Supplier Database ,website, <a href="http://www.csd.gov.za">www.csd.gov.za</a> , before submitting tender document		
I, (insert full name)			
of (insert physical address)			
being a Director, Principal Shareholder, owner of company (insert company name)			
hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge			
SIGNATURE			
5.	VERIFICATION BY STEVE TSHWETE LOCAL MUNICIPALITY OFFICIAL		
I, (insert full name)			
in the capacity as			
hereby confirms that the information submitted by the service provider was verified with the Central Supplier Database and found as correct to be the best of my knowledge			
SIGNATURE			

## SCHEDULE 13

### CLEARANCE CERTIFICATE FOR WATER & LIGHTS

**Section 45(1)(d) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.**

The purpose of this schedule is to obtain proof that municipal services, rates and taxes of the service provider are not in arrears for more than three months, with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business.

**Each bidder must complete the below checklist. Important: if you fail to complete this form, the bid will be non-responsive.** (Please tick with **X** where appropriate):

QUESTIONS		YES	NO
1.	Is your municipal rates and taxes account up to date / current (not in arrears for more than three months)?		
2.	If yes, provide the following details:		
2.1	▪ Municipality name		
2.2	▪ Municipal account number		
3.	If yes, please attached proof in the form of the original or certified copy of the bidder's municipal rates and taxes account not older than 3 months		
4.	Does the bidder lease / rent the property where the business is situated?		
5	If yes, provide the following details:		
5.1	▪ Landlord name		
5.2	▪ Address property is situated		
5.3	▪ Contact number of landlord		
6.	Please attach the copy of the lease agreement signed by the landlord / lessor and the tenant / lessee as proof		
I, (Insert full name)			
of (insert physical address)			
being a Director, Principal Shareholder, owner of company (Insert company name)			
Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge			
SIGNATURE			

**\* IMPORTANT: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR QUOTE AS NON RESPONSIVE**

QUOTATION NO	Q 00/00/2018			
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BIDDER

WITNESS

EMPLOYER

WITNESS

## SCHEDULE 14

### EVALUATION SCHEDULE : TENDERER'S EXPERIENCE

The following is a statement of major works of a similar nature successfully executed by myself/ourselves (see clause 2.1(3) of the tender data.

The experience of the tenderer in similar projects or nature or similar areas and conditions in relation to the scope of work for **PROVISION AND FITTING OF 115M X 2.1M ANTI CLIMB, ANTI-VANDAL, ANTI CUT HIGH SECURITY WELDED WIRE MESH FENCE AT OLD POST OFFICE IN MHLUZI, MIDDELBURG** will be evaluated.

Briefly describe company or individual experience in regard to the above scope of work and attach this to this schedule.

**NB: Proof of previous work history must be attached, completion certificate or reference letter etc.**

A summary of the relevant work experience in line with the scope of work should be indicated in the table below: (Any additional information regarding previous work experience can be attached to this schedule).

Employer, contact person and telephone number, where available	Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date completed

The scoring of the tenderer's experience will be as follows:

0 point	No fence installation executed and completed.
10 points	1 installations of fencing completed equal to or more than R 100 000.00 per installation.
20 points	2 installations of fencing completed equal to or more than R 150 000.00 per installation..
30 points	2 installations of fencing completed equal to or more than R 180 000.00 per installation..
40 points	2 installations of fencing completed equal to or more than R 200 000.00 per installation..
50 points	2 installations of fencing completed equal to or more than R 250 000.00 per installation..
60 points	2 installations of fencing completed equal to or more than R 300 000.00 per installation..

**NB: Only bidders who score a minimum of 70 points will be further evaluated on price and BBBEE.**

I the undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.	
SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY

QUOTATION NO	Q 00/00/2018				
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## SCHEDULE 15

### EVALUATION SCHEDULE: CONSTRUCTION RESOURCES

The maximum number of tender evaluation points for this category will be distributed as follows:

- Construction equipment owned and to be hired by the Tenderer = 10 points
- Staffing = 10 points

**1. Construction equipment:**

The tenderer must list the following categories of construction equipment:

- (a) Construction equipment that is owned the tenderer (including leased equipment) and will be available immediately for this Contract,
- (b) Construction equipment that will hired for this Contract

The information required for each category should be put in tabular form with the indicated headings.

*Major construction equipment owned by the tenderer that will be available for this Contract. Provide proof of ownership, such a certified copy of the company's register of assets. Major construction equipment that will be hired for this Contract. Provide proof of availability, such as a certified letter of commitment from the owner:*

Equipment should include but not limited to the following:

- One Rollers or Crows – 2
- Transport (Bakkie) - 2
- One Hand tools - 2
- Two Stick Welder - 2
- One Block and Tackle – 2

Evaluation points will be awarded in accordance with physical resources capacity, age and ownership status.

**LIST OF MAIN PHYSICAL RESOURCES AND EQUIPMENT TO BE USED ON PROJECT:**

Quantity	Description, size, capacity, manufacturing, etc.	Year/Age of equipment	Registration Number	Owned/ Hired/ Acquired/ Company	Roadworthy/ Condition
Example:					
1	4 ton truck,	2005, 5 years	Xxx123mp	Owned	Yes, good with service record
2	3m trailer	2000, 10 years	Xxx123mp	Leased equipment for period of tender.	Yes, fair

QUOTATION NO	Q 00/00/2018				
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**2. Staffing:**

The tenderer should propose the structure and composition of their construction team.

The roles and responsibilities of each **key staff member** should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared.

**The tenderer must attach his / her organization and staffing proposals to this page.**

**The proposed staffing should include but not limited to the following:**

- **Project Manager - 2**
- **Fencing Supervisor – 2**
- **First Aider level 1 - 1**
- **Health and safety officer – 1**
- **Labourers - 4**

An indication of the expertise of the staff must be indicated, other than their Job description.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

<b>SIGNED AT</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>NAME AND CAPACITY</b>

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## SCHEDULE 16

### EVALUATION SCHEDULE: EXPERIENCE OF KEY STAFF

A CV of each key staff member of not more than 2 pages should be attached to this schedule. The CV should be structured under the following headings:

1. Personal particulars
  - name
  - date and place of birth
  - place (s) of tertiary education and dates associated therewith
  - professional awards
2. Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations). Attach certificates
3. Name of current employer and position in enterprise
4. Overview of post graduate / diploma experience (year, organization and position)
5. Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the experience of key staff will be as follows:

	Qualifications:	Years of experience:
<b>Project Manager (max 6 points)</b>	<b>Minimum of relevant diploma: 2 points Professional registration: 1 points</b>	<b>At least 3 years of experience: 3 points</b>
<b>Fencing Supervisor (max 5 points)</b>	<b>Minimum of relevant certificate: 2 points</b>	<b>At least 3 years of experience: 3 points</b>
<b>First Aider / (max 2 points)</b>	<b>Level 1 or higher First Aider Certificate: 2 point</b>	
<b>Health and Safety Officer (max 2 points)</b>	<b>Health and Safety Certificate: 1 point</b>	<b>At least 1 year of experience: 1 point</b>
<b>Labour (max 5 points)</b>		<b>At least 6 labourers with a minimum of 1 year experience: 5 points</b>

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

<b>SIGNED AT</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>NAME AND CAPACITY</b>

**NB: Only bidders who score a minimum of 60 points will be further evaluated on price and BBEE.**

QUOTATION NO	Q 00/00/2018				
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## SCHEDULE 17

### ALTERATIONS OR ALTERNATIVE OFFER BY TENDERER

Should the tenderer desire to make any departures from or modifications to the General Conditions of Contract, Contract Specific Data, Specifications, Bill of Quantities or Drawings, or to qualify his tender in any way, he must set out his proposals clearly hereunder, or alternatively state them in a covering letter attached to his tender and referred to hereunder, failing which the tender will be deemed to be disqualified.

If no departure or modifications are desired, the schedule hereunder must be scratched out and signed by the tenderer.

CLAUSE OR ITEM	PROPOSED ALTERATIONS

<b>NAME OF REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

QUOTATION NO	Q 00/00/2018				
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BIDDER

WITNESS

EMPLOYER

WITNESS

## T2.2.2 COMPULSORY MUNICIPAL BID DOCUMENT

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

# MBD 1

## **1. TAX COMPLIANCE REQUIREMENTS**

1. Bidders must ensure compliance with their tax obligations.
2. Bidders are required to submit their unique personal identification number(PIN) issued by SARS to enable Organ of state to view the taxpayer's profile and tax status.
3. Application for the tax compliance status (TCS) certificate or PIN may be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za)
4. Foreign suppliers have must complete the pre-award questionnaire in part 2.
5. Bidders may also submit a printed TCS certificate together with the bid.
6. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
7. Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

## **2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- |   |          |
|---|----------|
| 1. Is the entity a resident of the Republic of South Africa?  | YES / NO |
| 2. Does the entity have a branch in the RSA?                  | YES / NO |
| 3. Does the entity have a permanent establishment in the RSA? | YES / NO |
| 4. Does the entity have any source of income in RSA?          | YES / NO |
| 5. 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 SARS AND IF NOT REGISTER AS PER 1.3. ABOVE)**

**NB: Failure to provide any of the above particulars may render the bid invalid.**

.....  
**Signature of BIDDER**

.....  
**Date**

.....  
**Capacity under which this bid is signed**

**MBD 4****DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, hareholder <sup>2</sup> )		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state?  If yes, please furnish particulars :	Yes	No
3.7.1	Name of director		
3.7.2	Service of state organization <sub>1</sub>		
3.8	Have you been in the service of the state for the past twelve months?  If yes, please furnish particulars:	Yes	No

3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars:	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars:	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? If yes, please furnish particulars:	Yes	No
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state? If yes, please furnish particulars:	Yes	No
3.12.1	Name of director		
3.12.2	Name of relative		
3.12.3	Relationship		
3.13	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	Yes	No





### CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form is correct.

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

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

QUOTATION NO	Q 00/00/2018				
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## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**                      **or**                      **90/10**

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

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS





8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES	
1.	.....
2.	.....

.....	
SIGNATURE(S) OF BIDDERS(S)	
DATE:	.....
ADDRESS	.....
	.....
	.....

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## MBD 6.2

### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

QUOTATION NO	Q 00/00/2018				
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- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

QUOTATION NO	Q 00/00/2018				
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**Administration overheads and mark-up**

(E12)(Marketing, insurance, financing, interest etc.)

(E13) Total local content

Signature of tenderer from Annex B

**This total must correspond with Annex  
C - C24**

\_\_\_\_\_

Date: \_\_\_\_\_

*The guidance document can be found at: [www.dti.gov.za/industrial\\_development/docs/ip/guideline.pdf](http://www.dti.gov.za/industrial_development/docs/ip/guideline.pdf)*

QUOTATION NO	Q 00/00/2018				
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ITEM	QUESTION	YES	NO
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

### CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

QUOTATION NO	Q 00/00/2018				
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## MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This municipal bidding document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - 3.1. take all reasonable steps to prevent such abuse;
  - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> **Includes price quotations, advertised competitive bids, limited bids and proposals.**

<sup>2</sup> **Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

QUOTATION NO	Q 00/00/2018				
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6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - 7.1 Prices;
  - 7.2 Geographical area where product or service will be rendered (market allocation);
  - 7.3 Methods, factors or formulas used to calculate prices;
  - 7.4 The intention or decision to submit or not to submit a bid;
  - 7.5 The submission of a bid which does not meet the specifications and conditions of the bid;  
or
  - 7.6 Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</sup> **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.**

10. 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.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**T2.2.3 OTHER SCHEDULES & DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT**

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**OSD 1****FORM OF INTENT TO PROVIDE A PERFORMANCE GUARANTEE**

*The tenderer must attach hereto a letter from the bank or institution with whom he has made the necessary arrangements, to the effect that the said bank or institution will be prepared to provide the required performance guarantee when asked to do so.*

*A performance guarantee equal to (%) of the tender amount is required on this tender. The bidder must provide the signed performance guarantee within ten (10) working days from date of appointment/award letter of the tenderer.*

The following Pro-forma is attached for tenderers to use.

**PRO-FORMA FOR A PERFORMANCE GUARANTEE  
PERFORMANCE GUARANTEE**

Employer name				
Employer address				
Tender No.				
Tender title				
WHEREAS				
	hereinafter referred to as "the employer" entered into a contract with			
	hereinafter called "the contractor"			
	on this		day of	20
For the construction of (tender title)				
	at			
	And WHEREAS it is provided by such contract that the contractor shall provide the employer with security by way of a guarantee for the due and faithful fulfillment of such contract by the contractor;			
AND WHEREAS				
	hereinafter referred to as "the guarantor" has/have at the request of the contractor agreed to give such guarantee			
NOW THEREFORE WE				

QUOTATION NO	Q 00/00/2018			
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Do hereby guarantee and bind ourselves jointly and severally as guarantor and co-principal debtors to the employer under renunciation of the benefits of division and exclusion for the due and faithful performance by the contractor of all the terms and conditions of the said Contract, subject to the following conditions:

1. The employer shall, without reference and/or notice to us, have complete liberty of action to act in any manner authorized and/or contemplated by the terms of the said contract, and/or to agree to any modifications, variations, alterations, directions or extensions of the completion data of the works under the said contract, and that its rights under this guarantee shall in no way be prejudiced nor our liability hereunder be affected by reason of any steps which the employer may take under such contract, or of any modification, variation, alterations of the completion date which the employer may make, give, concede or agree to under the said contract.
2. This guarantee shall be limited to the payment of a sum of money.
3. The employer shall be entitled, without reference to us, to release any guarantee held by it, and to give time to or compound or make any other arrangement with the contractor.

However, upon receipt by us of an authenticated copy of the certificate of completion in terms of the contract, the amount of liability shall be reduced by 50%, which shall be in force until the issue of the final approval certificate at expiry of the defects liability period.

4. This guarantee shall remain in full force and effect until the issue of the certificate of completion in terms of the contract, unless we are advised in writing by the employer before the issue of the said certificate of his intention to institute claims, and the particulars thereof, in which event this guarantee shall remain in full force and effect until all such claims have been paid of liquidated.
5. Our total liability hereunder shall not exceed the sum of:

	(in words)
R	(in figures)
(xxx insert guarantee %), which amount I/we agree to hold at your disposal.	

6. The guarantor reserves the right to withdraw from this guarantee by depositing the guaranteed sum with the beneficiary, whereupon the guarantor's liability hereunder shall cease.
7. I / we declare that I/we, on behalf of the guarantor, waive the legal exceptions available to a guarantor and undertake to pay the said amount or such portion thereof as may be demanded, immediately on receipt of a written demand from you.
8. A certificate under your hand shall be sufficient and satisfactory evidence as to the amount of the guarantor's liability for the purpose of enabling provisional sentence or any similar relief to be obtained against the guarantor.
9. This guarantee is neither negotiable nor transferable, and must be surrendered to the guarantor in the event of the full amount of the guarantee being paid to the employer.
10. I / we hereby choose our address for the serving of all notices for all purposes arising here from as

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**OSD 2**

**EXECUTION PROGRAMME**

The tenderer shall detail below or attach a preliminary programme reflecting the proposed sequence and tempo of execution of the various activities comprising the work for this contract. The programme shall be in accordance with the information supplied in the contract, requirements of the project specifications and with all other aspects of this tender.

The execution programme must be based on the completion time as specified in the contract data.

**PLEASE NOTE:** the cash flow projections from the contractor (to be submitted before commencement of the execution of the contract) must be in accordance with this execution plan in order to ensure proper cash flow management by the department and to minimise delayed payments.

PROGRAMME															
ACTIVITY	MONTHS														
	July	August	September	October	November	December	January	February	March	April	May	June	July	August	No. of weeks
<b>TOTAL DELIVERY TIME / PERIOD</b>															

<b>CASH FLOW PROJECTIONS</b>	
<b>MONTH</b>	<b>AMOUNT (VAT INCL.)</b>
July	R
August	R
September	R
October	R
November	R
December	R
January	R
February	R
March	R
April	R
May	R
June	R
July	R
<b>TOTAL AMOUNT</b>	<b>R</b>

<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>

QUOTATION NO	Q 00/00/2018			
		BIDDER	WITNESS	EMPLOYER
				WITNESS

**OSD 3****OCCUPATIONAL HEALTH & SAFETY DECLARATION FORM**

In terms of clause 4(4) of the OHS Act 1993 Construction Regulations 2003 (referred to as "the Regulations" hereafter), a contractor may only be appointed to perform construction work if the employer is satisfied that the contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act No. 85 of 1993 and the OHS Act 1993 Construction Regulations 2003.

To that effect a person duly authorised by the tenderer must complete and sign the declaration hereafter in detail.

**Declaration by tenderer**

1	I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act No. 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No. 181 of 1993), and the OHS Act 1993 Construction Regulations 2003.		
2	I hereby declare that my company has the competence and the necessary resources to safely carry out the construction work under this contract in compliance with the Construction Regulations and the employer's health and safety specifications.		
3	I propose to achieve compliance with the Regulations by one of the following:		
A	From my own competent resources as detailed in 4(a) hereafter:	Yes	No
B	From my own resources still to be appointed or trained until competency is achieved, as detailed in 4(b) hereafter:	Yes	No
C	From outside sources by appointment of competent specialist sub-contractors as detailed in 4(c) hereafter: (* = delete whatever is not applicable)	Yes	No
4	Details of resources I propose: <i>(Note: Competent resources shall include safety personnel such as a construction supervisor and construction safety officer as defined in Regulation 6, and competent persons as defined in Regulations 7, 8, 10, 11, 12, 14, 15, 18, 21(1), 22, 26 and 27, as applicable to this contract)</i>		

- (a) Details of the competent and qualified key persons from my company's own resources, who will form part of the contract team:

NAMES OF COMPETENT PERSONS	POSITIONS TO BE FILLED BY COMPETENT PERSONS

QUOTATION NO	Q 00/00/2018			
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(b) Details of training of persons from my company's own resources (or to be hired) who still have to be trained to achieve the necessary competency:

(i)	By whom will training be provided?	
(ii)	When will training be undertaken?	
(iii)	List the positions to be filled by persons to be trained or hired	

(c) Details of competent resources to be appointed as subcontractors if competent persons cannot be supplied from own company:

Name of proposed subcontractor	
Qualifications or details of competency of the subcontractor	

5. I undertake to acquaint the appropriate officials and the employees of the contractor with all relevant provisions of the Act, and the regulations promulgated in terms of the act.
6. I undertake that all relevant duties, obligations and prohibitions imposed in terms of the act and regulations will be fully complied with.
7. I hereby accept sole liability for such due compliance with the relevant duties, obligations and prohibitions imposed by the Act and regulations in respect of the work included in the contract.
8. I shall be obliged to report forthwith to the employer any investigation, complaint, or criminal charge which may arise as a consequence of the provisions of the act and regulations pursuant to work performed on behalf of the employer, and shall, on written demand, provide full details in writing of such investigation, complaint or criminal charge.
9. I hereby undertake, if my tender is accepted, to provide, before commencement of the works under the contract, a suitable and sufficiently documented health and safety plan in accordance with Regulation 5(1) of the Construction Regulations, which plan shall be subject to approval by the employer.
10. I confirm that copies of my company's approved Health and Safety Plan, the employer's safety specifications as well as the OHS 1993 Construction Regulations 2003 will be provided on site and will at all times be available for inspection by the contractor's personnel, the employer's personnel, the engineer, visitors, and officials and inspectors of the Department of Labour.
11. I hereby confirm that adequate provision has been made in my tendered rates and prices in the schedule of quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHS 1993 Construction Regulations 2003, and that I will be liable for any penalties that may be applied by the employer in terms of the said Regulations (Regulation 30) for failure on the contractor's part to comply with the provisions of the act and the regulations.

QUOTATION NO	Q 00/00/2018			
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**OSD 4****CONTRACTOR'S SAFETY PLAN**

*The contractor must submit the contractor's health and safety plan as required in terms of Regulation 5 of the Occupational Health and Safety Act 1993 Construction Regulations 2003 before commencement of the works.*

*Attached a copy of the draft plan to the tender document.*

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS



**OSD 5****PRO FORMA NOTIFICATION FORM IN TERMS OF THE OCCUPATIONAL HEALTH & SAFETY ACT 1993, CONSTRUCTION REGULATIONS 2003**

*The pro-forma form must be completed and prior to commencement of work on site, the final form must be completed by all contractors that qualify in terms of Regulation 3 of the Construction Regulations 2003, to the office of the Department of Labour.*

1	(a)	Name and postal address of contractor	
	(b)	Postal address	
	(c)	Name of contractor's contact person	
		Telephone number	
Fax number			
		Email	
2		Contractor's workman's compensation registration number	
3	(a)	Name and postal address of employer	Steve Tshwete Local Municipality P.O. Box 14 MIDDELBURG 1050
	(b)	Name of employer contact person or agent	
		Telephone number	
		Fax number	
		Email	
4	(a)	Name and postal address of consultants / designer(s) for the project	
	(b)	Name of consultants / designer(s) contact person	
			Telephone number

	Fax number	
	Email	
5	Name of contractor's construction supervisor on site appointed in terms of Regulation 6(1)	
	Telephone number	
	Fax number	
	Email	
6	Name/s of contractor's sub-ordinate supervisors on site appointed in terms of regulation 6(2)	
7	Exact physical address of the construction site or site office	
8	Nature of the construction work	
9	Expected commencement date	
10	Expected completion date	
11	Estimated maximum number of persons on the construction site	
12	Planned number of subcontractors on the construction site accountable to contractor	
13	Name(s) of subcontractors already chosen	

I, the undersigned certify that the information furnished on this information statement is true and correct.

CONTRACTOR / BIDDER NAME	
NAME OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	
DATE	
EMPLOYER REPRESENTATIVE	
DATE	

QUOTATION NO	Q 00/00/2018			
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**OSD 6****TRANSFER OF RIGHTS**

The successful tenderer shall complete and submit a transfer of rights form to claim for materials on site with every progress payment for the project. No payment for materials on site would be granted if this document is not submitted with the progress payment being considered. This form together with the documentary proof of ownership or proof of payment by the contractor to the supplier shall accompany the contractor's claim for payment for materials on site in terms of clause 49.1.5 of the General Conditions of Contract 2004.

**TRANSFER OF RIGHTS AND INDEMNITY**

**(To be completed during construction by successful tenderer only)**

Claim for materials on site, payment certificate No.	
Date	
Contract No.	
For (contract title)	
I, the undersigned (name of signatory)	
in my capacity as	
of (name of contractor)	

duly authorized hereto on behalf of the contractor hereby transfer, cede and assign all the contractor's rights, title and interest in and to the materials and goods, for which evidence of bona fide ownership is attached hereto, unto and in favour of (name of employer)

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Insofar as the contractor retains actual control of the materials and goods, the right of ownership thereof passes to the Employer by *constitutum possessorium*.

I herewith indemnify the employer against any claim to and in respect of said materials by reason of the contractor's sequestration or liquidation or of any defect in the contractor's title to the materials and agree that no payment for materials on site will be made by the employer until such time as I have submitted documentary proof of bona fide ownership of the said materials and goods.

This transfer shall become effective upon conclusion of the contractor receiving payment from the employer or from any other person on behalf of the employer for the materials and goods as materials on site, payment of retention money thereon excluded.

I further confirm that I am fully responsible for all materials and goods listed under this transfer of rights and that they have been insured adequately against all risks and will remain insured until they are built into or used in the permanent works and taken over by the employer.

**This certificate of Transfer of Rights applies only to the materials and goods as listed in the following table.**

DESCRIPTION OF ITEM	UNIT	QUANTITY	RATE	AMOUNT	SUPPLIER
<b>TOTAL VALUE OF MATERIALS AND GOODS</b>					

<b>SIGNED BY REPRESENTATIVE</b>	<b>DATE</b>
<b>WITNESSED BY</b>	<b>DATE</b>

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**OSD 7****PRO FORMA: CONTRACT OF EMPLOYMENT EPWP**

This contract must be completed and submitted for local and non-local labour appointed under the EPWP project

**CONTRACT OF EMPLOYMENT BETWEEN****CONTRACTOR**

Name of contractor	
Address	
ID	

AND

**WORKER**

Name of worker	
Address	
ID	

I am pleased to confirm that you have been appointed to work on a task based\*/a time basis\* employment contract within an Expanded Public Works Programme (EPWP) project.

Within this contract you will undertake numerous groups of tasks.

This contract must be read in conjunction with the standard terms and conditions of employment on EPWP attached.

The project where will be employed is located at **INSERT LOCATION**

The contract will start on	
----------------------------	--

You must be aware that this contract is a limited term contract and not a permanent job.

The contract may be terminated for one of the following reasons:

- 1.1. If the contractor does not get additional contracts from the EPWP.
- 1.2. Funding for the programme in your area comes to an end.
- 1.3. You repeatedly do not perform in terms of the tasks set out in your work programme.
- 1.4. You have worked a maximum of 24 months within a 60 month cycle.

You will be employed as a		within the team.
While you are working you will report to		

Payment

- a) You will be paid a fixed amount of R..... for completing a fixed amount of work.
- b) The amount of work required for the agreed rate of pay will vary from task to task.  
You will be informed at the beginning of each task or group of tasks how much work you are expected to complete per day.
- c) You will only be paid for work completed.
- d) You will be paid the amount for the number of days quoted in the contract even if you finish the work before the time or after the estimated date of completion.
- e) A contractor must pay you the production bonus (the extra days if the work is finished early) if you have completed your share of tasks.
- f) The contractor will be paid within 30 days after the work is completed. You will be paid within 5 days of the contractor being paid.

*\* delete whichever is not applicable.*

In addition to the conditions above all the terms and conditions of employment on EPWP apply to your employment. If you breach any of these terms your contract may be terminated.

Signatures:

Signed on this		day of		20
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<b>AUTHORIZED REPRESENTATIVE</b>	<b>DATE</b>
<b>WORKER</b>	<b>DATE</b>
<b>WITNESS</b>	<b>DATE</b>

**OSD 8****PRO FORMA: MONTHLY LABOUR REPORT**

This form must be submitted monthly to the relevant project coordinator for work completed on the project for the

MONTH OF

CERTIFICATE OF PAYMENT NO.

**JOBS CREATED****As per Business Plan**

A	B	C	D	E	F	G	H	I	J
Category	No. of persons employed in category	Rate (R/d)	Local P-days	Non-local P-days	Total P-days (D +E)	Amount expended on labour (C x F)	P-days by women	P-days by youth	P-days by disabled
Clerical									
Managerial									
Supervisory									
Skilled									
Semi-skilled									
Unskilled									
All occupations									

**Actual to date**

A	B	C	D	E	F	G	H	I	J
Category	No. of persons employed in category	Rate (R/d)	Local P-days	Non-local P-days	Total P-days (D +E)	Amount expended on labour (C x F)	P-days by women	P-days by youth	P-days by disabled
Clerical									
Managerial									
Supervisory									
Skilled									
Semi-skilled									
Unskilled									
All occupations									

**Summary**

Planned person-days target (see cell F8 of business plan)  
 Tendered construction period (months)  
 Overall person-days target per month  
 Months represented by this report  
 Person-day target for this month  
 Achieved person-days to date (see cell F8 of actual)  
 Person-days ahead/behind target

QUOTATION NO	Q 00/00/2018			
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## THE CONTRACT

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## C1 AGREEMENT AND CONTRACT DATA

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**C1.1 FORM OF OFFER & ACCEPTANCE****C1.1.1 FORM OF OFFER**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the following project:

Bid / Tender Number	<b>Q14.08.18</b>
Tender Title	<b>PROVISION AND FITTING OF 115M X 2.1M ANTI CLIMB, ANTI-VANDAL, ANTI CUT HIGH SECURITY WELDED WIRE MESH FENCE AT OLD POST OFFICE IN MHLUZI, MIDDELBURG</b>

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

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

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS THE FOLLOWING:**

AMOUNT IN WORDS (INCL. VAT)	AMOUNT IN FIGURES (INCL VAT)
RAND	R

**(Amount must be in words as well as figures)**

This offer may be accepted by the employer by communicating such acceptance in writing to the tenderer or by signing the acceptance part of this Form of Offer and Acceptance and returning one copy thereof to the tenderer, whereupon the tenderer becomes the party named as the provider . consultant in the conditions of contract identified in the contract data.

<b>SIGNATURE BLOCK: TENDERER</b>			
Signature		Date	
Name			
Capacity			
Name of organization			
Address of organization			
Signature of witness		Date	
Name of witness			

QUOTATION NO	Q 00/00/2018			
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### C1.1.3 SCHEDULE OF DEVIATIONS

Standardized items of Schedule of Deviations:

- (c) Any clarification of the terms of the offer by the tenderer in writing;
- (d) Any clarification, confirmation or changes to the documents provided by the Employer in writing prior to or simultaneous with award / written acceptance of the offer;
- (e) Any amendments to the draft Service Level Agreement included in the tender document as agreed and undersigned by the parties after award / written acceptance of offer.

1	Subject	
	Details	
2	Subject	
	Details	
3	Subject	
	Details	
4	Subject	
	Details	

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

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of written acceptance of its offer shall have any meaning or effect in the contract between the parties arising from this agreement.

QUOTATION NO	Q 00/00/2018			
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## C1.2 CONTRACT DATA

*Section 1.01 The General Conditions of Contract for Construction Works (2004) published by the South African Institution of Civil Engineering, is applicable to this contract. Copies of these conditions of contract may be obtained from the South African Institution of Civil Engineering (Tel: 011-805 5947).*

The General Conditions of Contract for Construction Works make several references to the contract data for specific data, which together with these conditions collectively describe the risks, liabilities and obligations of the contracting parties and the procedures for the administration of the contract. The contract data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the general conditions of contract.

Each item of data given below is cross-referenced to the clause in the General Conditions of Contract for construction works to which it mainly applies.

QUOTATION NO	Q 00/00/2018			
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**C1.2.1 CONDITIONS OF CONTRACT****Contract Specific Data**

The Contract Specific Conditions of contract are as numbered and set out below. These clauses are the only variations from and/or additions to the clauses of the General Conditions of Contract. The variables are listed after these clauses in the form of an appendix.

CLAUSE	CONTRACT SPECIFIC DATA
1.1	<p>Delete clause 1.1.1 and replaced by:</p> <p>“1.1.1 Contract” means the agreement made in the form of offer and acceptance and the documents referred to herein”.</p> <p>Delete clause 1.1.1.2 and replace by:</p> <p>“1.1.1.2 Contract agreement means the document called form of offer and acceptance.</p> <p>Delete clause 1.1.2 and replaced by:</p> <p>“1.1.2 Specification” means that document entitled scope of work, as included the contract, and any variation of such document”.</p> <p>Delete clause 1.1.3 and replaced by:</p> <p>“1.1.3 Drawings” means the employer’s drawings of the works as listed in the scope of works and any variation of such drawings”.</p> <p>Delete clause 1.1.1.18 and replace by:</p> <p>“1.1.1.18 Variation means a change to the scope of work (if any), which is instructed by the employer under sub-clause 10.1.”</p> <p>Amend clause 1.1.3 to read:</p> <p>“1.1.3.1 “Certificate of Completion” means the certificate issued by the engineer signifying that the whole, or portion, of the works has been sufficiently completed for the defects liability period for the whole, or portion, of the works to commence, although some minor work may be outstanding.</p> <p>1.1.3.2 “Certificate of Practical Completion” means the certificate issued by the engineer signifying that the whole, or portion, of the works has reached the stage of readiness for occupation or use for the purpose intended, although some minor work may be outstanding”.</p> <p>Amend clause 1.1.4 to read:</p> <p>“1.1.4 “Commencement date” means the date of delivery to the contractor of a written notice from the Employer informing him of the acceptance of his offer”.</p>

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

CLAUSE	CONTRACT SPECIFIC DATA
1.1	<p>Clause 1.1.13: Add the following to the end of this definition:</p> <p>"This clause shall apply <i>mutatis mutandis</i> to any portion or phase of the works that may be described in the scope of works or in the contract data, or agreed subsequently between the contractor and the employer, and committed to writing".</p> <p>Add the following definition:</p> <p>"1.1.25 "Schedule of Documents" means the document so designated in and forming part of the tender documents."</p>
6 & 38.1	<p>Special non-working days are Sundays and the following statutory public holidays as declared by National or Regional Government:</p> <p>New Year's Day, Human Rights Day, Good Friday, Family Day, Freedom Day, Workers Day, Youth Day, National Women's Day, Heritage Day, Day of Reconciliation, Christmas Day and the Day of Goodwill including the construction industry year-end break.</p> <p>The year-end break commences on the first working day after 15 December and ends on the first working day after 5 January of the next year.</p>
2.3	<p>The engineer is, in terms of his appointment by the employer for the design and administration of the works included in the contract, required to obtain the specific approval of the employer for the execution of the following duties:</p> <p>2.3.1 The issuing of an order to suspend the progress of the works, the extra cost resulting from which order is to be borne by the employer in terms of clause 39 or the effect of which is liable to give rise to a claim by the contractor for an extension of time under clause 45 of these conditions.</p> <p>2.3.2 The issuing of an instruction or order to vary the nature or quantity of the works in terms of clause 36, the estimated effect of which will be to increase the contract price by an amount exceeding R50 000, the valuation of all variation orders in terms of clause 37 and the adjustment of the sum(s) tendered for general items in terms of clause 50.</p> <p>2.3.3 The approval of any claim submitted by the contractor in terms of clause 48.</p>
4.2	<p>Add the following to the clause:</p> <p>The contractor shall provide the following to the engineer for retention by the employer or his assignee in respect of all works designed by the contractor:</p> <p>4.2.1 a Certificate of Stability of the Works signed by a registered professional engineer confirming that all such works have been designed in accordance with the appropriate codes of practice.</p> <p>4.2.2 proof of registration and of adequate and current professional indemnity insurance cover held by the designer(s).</p> <p>4.2.3 design calculations should the engineer request a copy thereof.</p>

QUOTATION NO	Q 00/00/2018				
BIDDER		WITNESS		EMPLOYER	
				WITNESS	



CLAUSE	CONTRACT SPECIFIC DATA
4.2	<p>4.2.4 engineering drawings and workshop details (both signed by the relevant professional engineer), in order to allow the engineer to compare the design with the specified requirements and to record any comments he may have with respect thereto.</p> <p>4.2.5 "As-Built" drawings in DXF electronic format after completion of the works. The contractor shall be responsible for the design of the temporary works.</p>
4.5.2	<p>Add the following to the clause:</p> <p>The contractor shall comply with the Occupational Health and Safety Specification prepared by the employer in terms of the Construction Regulations, 2003 promulgated in terms of section 43 of the Occupational Health and Safety Act (Act No. 85 of 1993).</p> <p>Without limiting the contractor's obligations in terms of the contract, the contractor shall before commencement of the works or any part thereof, be in the possession of an approved Health and Safety Plan. The contractor shall submit an approved Health and Safety Plan to the engineer within 14 days of the commencement date.</p>
4.6	<p>Add the following new clause:</p> <p>Contractor's liability as mandatory</p> <p>Notwithstanding any actions which the employer may take, the contractor accepts sole liability for due compliance with the relevant duties, obligations, prohibitions, arrangements and procedures imposed by the Occupational Health and Safety Act, 1993 (Act 85 of 1993), and all its regulations, including the Construction Regulations, 2003, for which he is liable as mandatory. By entering into this contract it shall be deemed that the parties have agreed in writing to the above provisions in terms of section 37(2) of the act.</p>
4.7	<p>Add the following new clause:</p> <p>Contractor to notify employer</p> <p>The employer retains an interest in all inquiries conducted under this contract in terms of section 31 and/or 32 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and its Regulations following any incident involving the contractor and/or sub-contractor and/or their employees. The contractor shall notify the employer in writing of all investigations, complaints or criminal charges which may arise pursuant to work performed under this contract in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and Regulations.</p>

QUOTATION NO	Q 00/00/2018				
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CLAUSE	CONTRACT SPECIFIC DATA
4.8	<p>Add the following new clause:</p> <p>Contractor's designer</p> <p>The contractor and his designer shall accept full responsibility and liability to comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and the Construction Regulations, 2003 for the design of the temporary works and those part of the permanent works which the contractor is responsible to design in terms of the contract.</p>
4.9	<p>Add the following new clause:</p> <p>The contract shall be construed to be interpreted in English.</p>
6.3	<p>Add at the beginning of clause 6.3:</p> <p>"Except as provided for in 6.6".</p>
6.4	<p>Delete the contents of the clause and insert the following:</p> <p>Any consent granted in accordance with clause 6.2 or appointment of a sub-contractor in accordance with clause 6.3 shall not imply a contract between the employer and the subcontractor, or a responsibility or liability on the part of the employer to the subcontractor and shall not relieve the contractor from any liability or obligation under the contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the contractor, his agents or employees.</p> <p>The engineer's consent in respect of any particular subcontractor may be withdrawn at any time should reasonable grounds be given therefore in writing to the contractor by the engineer, in which event the contractor shall forthwith terminate the engagement or that subcontractor on the works.</p> <p>The withdrawal by the engineer of his consent in respect of any particular sub-contractor that is engaged in the execution of any portion of the works, including any portions of the works which are sub-let by the contractor in accordance with clause 6.3 shall not relieve the contractor of any of his obligations under the contract, nor of any of his obligations to sub-let the particular portions of the works concerned.</p>
6.5	<p>Delete the contents of the clause and insert the following:</p> <p>Unless otherwise stipulated in the contract:</p> <p>6.5.1 the provision of labour, whether locally employed or not; or  6.5.2 the purchase of materials which are in accordance with the contract; or  6.5.3 the purchase or hire of constructional plant;</p> <p>shall not be regarded as sub-letting, as contemplated in this clause, for which the contractor is required to obtain the engineer's consent in terms of clause 6.2.</p>

QUOTATION NO	Q 00/00/2018				
BIDDER		WITNESS		EMPLOYER	
				WITNESS	

CLAUSE	CONTRACT SPECIFIC DATA
7.1	<p>The contractor shall deliver his guarantee within 14 days of the commencement date.</p> <p>The amount of the guarantee will be 10% of the contract price (including Value Added Tax) at the time that the agreement comes into effect. The guarantee shall remain valid until the issue of the certificate or certificates of completion in respect of the whole of the permanent works. The Form of Guarantee (Deed of Suretyship) is appended to the contract data as Annexure A.</p> <p>Add the following to the first paragraph of this clause:</p> <p>This approval or otherwise shall be based upon legal opinion to be provided by the engineer.</p> <p>Replace the last paragraph of the clause with the following:</p> <p>The guarantee shall be returned to the contractor within 14 days after the issue of the certificates or certificates of completion in respect of the whole of the permanent works.</p>
9.2	<p>Add the following new clause:</p> <p>The copyright in all documents, drawings and records (prepared by the engineer) related in any manner to the Works shall vest in the employer or the engineer or both (according to the dictates of the contract that has been entered into by the engineer and the employer for the works), and the contractor shall not furnish any information in connection with the works to any person or organisation without the prior approval of the employer to this effect.</p>
10.1	<p>The contractor shall (subject to the provisions of clause 4.5.2 commence executing the works within a period of 14 days from the commencement date.</p>
11.1	<p>Replace clause 11.1 and the first two lines of clause 11.1.1 with the following:</p> <p>The employer, or the engineer acting on his behalf, shall, subject to any requirements in the contract as to the order in which the works shall be executed:</p> <p>11.1.1 On the commencement date that is applicable to any phase or portion of the works, give the contractor right of access to that part of the site on which such phase or portion is to be constructed, the location of which access shall be stated in the site Information.</p>
12.1	<p>Add the following to the clause:</p> <p>In this regard the contractor shall have regard for the phases and sub-phases (if applicable) for the development, which shall also be the order in which the permanent works shall be constructed, unless otherwise agreed between the parties and committed to writing. If phased construction is applicable, the phases and sub-phases will be described in the specifications and/or will be indicated on the phasing plan, which forms part of the drawings.</p>

QUOTATION NO	Q 00/00/2018				
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CLAUSE	CONTRACT SPECIFIC DATA
12.2	The contractor shall deliver his programme within 14 days of the commencement date.
12.3.4	Add the following to the clause: The contractor shall deliver his detailed cash flow forecast within 14 days of the commencement date.
20.3	Add the following new clause: The contractor shall use local labour in accordance with the requirements contained within the scope of work.
21.1	In clause 21.1, amend the first paragraph to read: "The contractor shall employ, for the purposes of the contract, only such persons as are careful, competent and efficient in their several trades and callings".
23.1	Add at the end of clause 23.1: "Unless otherwise directed in writing by the engineer, materials for the permanent works shall be new and unused".
29.1	Add to clause 29.1: "The contractor shall where practicable before delivery, and in any event not later than 24 hours after delivery to the site, inform the engineer of any materials which are not his sole property".
29.2	In clause 29.2, last line, amend "works" to read "permanent works".
32.1.3	Add to clause 35.1.3: "The minimum amount of insurance required in terms of this clause, as stated in part 1 of the contract data, shall be per event, the number of events being unlimited." Amend clause 35.1.4 to read: "Insurance of all materials stored off site, and intended for incorporation in the permanent works, including their delivery to the site and off-loading on site, to the value of such materials for which payment is made in terms of clause 49.1.5 hereof".
35.1.1.2.3	The amount to cover professional fees for repairing damage and loss to be included in the insurance sum is R8 500,00 (way leave).

QUOTATION NO	Q 00/00/2018				
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CLAUSE	CONTRACT SPECIFIC DATA
35.1.3	The limit of indemnity for liability insurance is equal contract amount for any single liability claim. Liability insurance shall include spread of fire risk.
35.6	Add the following to the clause: Proof of insurance shall be submitted to the employer prior to commencement of the works (clause 10.1), and copies of the policies and proof of due payment of all premiums shall be presented to the employer within twenty eight (28) days of the date of commencement.
35.9	Add clause 35.9: "In the event of any claim arising under the policies held in terms of this clause, the contractor shall forthwith take all necessary steps to lodge his claim on the joint behalf of himself and the employer, and to secure settlement of such claim, and he shall submit to the engineer copies of all claims and associated documents. The claim submitted by the contractor shall cover the cost of repairing and making good as required by clauses 32.2.1 and 32.2.3".
35.10	Add clause 35.10: "With regard to the Compensation for Occupational Injuries and Diseases Act (Act No. 130 of 1993), where applicable, the contractor shall, within such time as is stated in the appendix for the production of insurance policies in terms of sub-clause 35(6), deliver to the employer a letter, either  (a) from his insurance company certifying that the contractor has effected insurance with the company for the full extent of his potential liability in respect of all workmen employed by him on the contract and undertaking to notify the employer of the expiry date of the policy at least one calendar month before such date, or  (b) from the Compensation Commissioner certifying that the contractor has complied with the requirements of the above-mentioned act and is at present in good standing with the Compensation Fund".
37.2.2.3	The percentage allowance to cover overhead charges is 15%.
38.1	Special non-working days shall be all South African statutory holidays and the official building holidays.
40.1	Add the following to the clause: No such instruction by the engineer to expedite progress shall be the subject of additional compensation to the contractor unless the instruction explicitly states that the contractor is entitled to additional compensation, and cites the amount of such compensation or the basis upon which it is to be determined.
42.1	The works shall be completed within 4 months excluding special non-working days and the year-end break.

QUOTATION NO	Q 00/00/2018				
BIDDER		WITNESS		EMPLOYER	
		WITNESS		WITNESS	

CLAUSE	CONTRACT SPECIFIC DATA
42.2	<p>Add to clause 42.2:</p> <p>"Should the contractor consider that he may, during the course of the contract, wish to invoke "abnormal climatic conditions" as a circumstance entitling him to an extension of time for the completion of the works, he shall, before commencing any of the permanent works, establish an approved weather recording station with an approved observer who shall record daily the weather conditions that the contractor may wish to invoke. The records shall be submitted weekly to the engineer's representative, together with a statement recording the contractor's opinion of the effect on his programme of any weather condition that he may consider to be abnormal".</p>
42.3	<p>Add to clause 42.3.2:</p> <p>"Extension of time in respect of abnormal climatic conditions shall be calculated in accordance with the method and data given in the specification data / scope of work".</p>
42.4	<p>Delete the contents of the clause and insert the following:</p> <p>If an extension of time is granted, other than an extension resulting from abnormal climatic conditions in terms of clause 42.5, the contractor shall be paid such additional time-related general items as are appropriate having regard to any other compensation which may already have been granted in respect of the circumstances concerned.</p>
42.5	<p>Add the following new clause:</p> <p>Extension of time due to abnormal rainfall</p> <p>Extension of time for completion of the contract shall be allowed in the event of abnormal rainfall in accordance with the following formula:</p> $V = (Nw - Nn) + (Rw - Rn)/20$ <p>Where:</p> <p>V = Extension of time in calendar days for the calendar month under consideration</p> <p>Nw = Actual number of days during the calendar month under consideration on which a rainfall of 10mm and more is recorded</p> <p>Rw = Actual total rainfall in mm recorded during the calendar month under consideration</p> <p>Nn = Average number of days, derived from rainfall records, on which a rainfall of 10mm and more was recorded during the relevant calendar month as per the data tabulated hereinafter</p> <p>Rn = Average total rainfall in mm for the relevant calendar month, derived from rainfall records, as tabulated hereinafter</p>

QUOTATION NO	Q 00/00/2018				
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42.5	<p>Where the extension of time due to abnormal rainfall has to be calculated for portion of a calendar month, pro rata values shall be used. Should V be negative for any particular month, and should its absolute value exceed the corresponding value of <math>N_n</math>, then V shall be taken as being equal to minus <math>N_n</math>. The total extension of time to be granted shall be the algebraic sum of all the monthly extensions, provided that if this total is negative then the time for completion shall not be reduced due to subnormal rainfall.</p> <p>Rainfall records for the period of construction shall be taken on site. The contractor shall provide and install all the necessary equipment for accurately measuring the rainfall. The contractor shall also provide, erect and maintain a security fence plus gate, padlock and keys at each measuring station, all at his own cost. The engineer or his representative shall take and record the daily rainfall readings. The contractor shall be permitted to attend these readings, in the company of the engineer's representative. Access to the measuring gauge(s) shall at all times be under the engineer's control.</p> <p>Unless otherwise provided in the site information, the value of "n" shall be taken as equal to the tendered time for completion of the works in months, rounded off to an integer.</p> <p>Extension of time during normal working days will be granted to the degree to which actual delays as determined in accordance with clause 42.5 hereof, exceed the number of "n" normal working days.</p> <p>The value of "n" does not take into account further or concurrent delays which are caused by other abnormal climatic conditions such as floods, which have to be determined separately in accordance with clause 42.5 hereof.</p> <p>The rainfall records applicable to this contract are those recorded at weather station Sabie climb 05554867.</p> <p>The following values of <math>N_n</math> and <math>R_n</math> shall apply:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #f4a460;">MONTH</th> <th style="background-color: #f4a460;"><math>R_n</math> (mm)</th> <th style="background-color: #f4a460;"><math>N_n</math> (days)</th> </tr> </thead> <tbody> <tr><td>January</td><td>170</td><td></td></tr> <tr><td>February</td><td>101</td><td></td></tr> <tr><td>March</td><td>83</td><td></td></tr> <tr><td>April</td><td>53</td><td></td></tr> <tr><td>May</td><td>36</td><td></td></tr> <tr><td>June</td><td>7</td><td></td></tr> <tr><td>July</td><td>5</td><td></td></tr> <tr><td>August</td><td>9</td><td></td></tr> <tr><td>September</td><td>33</td><td></td></tr> <tr><td>October</td><td>93</td><td></td></tr> <tr><td>November</td><td>256</td><td></td></tr> <tr><td>December</td><td>152</td><td></td></tr> <tr><td>TOTAL</td><td>74.83</td><td></td></tr> </tbody> </table>	MONTH	$R_n$ (mm)	$N_n$ (days)	January	170		February	101		March	83		April	53		May	36		June	7		July	5		August	9		September	33		October	93		November	256		December	152		TOTAL	74.83	
MONTH	$R_n$ (mm)	$N_n$ (days)																																									
January	170																																										
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QUOTATION NO	Q 00/00/2018			
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CLAUSE	CONTRACT SPECIFIC DATA
43	<p>Delete the contents of the clause and insert the following:</p> <p>43.1 If the contractor fails by the due completion date to complete the works, or any specific portion thereof that is identified in the scope of works to the extent which entitles him in terms of clause 51.2 to receive a certificate of practical completion for the works, then the contractor shall be liable to the employer for the sum(s) stated below as (a) penalty(ies) for every day which shall elapse between the due completion date for the works or the specific portion of the works and the actual date of practical completion of the works or of the specific portion. The penalty for delay shall be 0.05 % of the total tender sum per calendar day.</p> <p>43.2 If before the issue of a certificate of practical completion for the whole of the works, or for any specific portion thereof that is identified in the scope of works, any further part of the works has been:</p> <p>43.2.1 certified as complete in terms of a certificate of practical completion; or</p> <p>43.2.2 occupied or used by the employer, his agents, employees or other contractors (not being employed by the contractor); then the appropriate penalty for delay referred to in clause 43.1 above shall be reduced by the amount which is determined by the engineer to be appropriate under the circumstances.</p> <p>43.3 The imposition of penalties in terms of clause 43.1 shall not relieve the contractor from his obligation to complete the works, nor from any of his obligations and liabilities under the contract.</p> <p>43.4 All penalties for which the contractor becomes liable in terms of clause 43.1 shall be accumulative. The employer may, without prejudice to any other method of recovery, deduct the amounts of all such penalties from any monies in his possession that are or may become due to the contractor.</p> <p>43.5 The imposition of any penalties in terms of clause 43.1 shall not limit the right of the engineer of the employer to act in terms of clause 55.1.5.</p>
45.1	In clause 45.1.2.1.1, the first line, after the word "sums", insert ", excluding VAT," and in clause 45.1.2.1.2, the third line, after the word "amount" insert ", excluding VAT".
45.2	In clause 45.2, line 4, after the word "price", insert ", excluding VAT".
46.2	<p>The application of a contract price adjustment factor will apply to this contract.</p> <p>In clause 46.2, line 3, after "clause 46.3" insert: "but including new rates or prices fixed in terms of clause 37.1".</p>
46.3	Price adjustments for variations in the cost of special materials are allowed. The contractor will be required to provide full details in part 2 of the contract data.

QUOTATION NO	Q 00/00/2018				
BIDDER		WITNESS		EMPLOYER	
		WITNESS			



CLAUSE	CONTRACT SPECIFIC DATA
46.4	In line 6 delete the words "between the employer and the contractor".
49.1.5	The percentage limit for materials not yet built into the permanent works is 80%.
49.3	The percentage retention on the amounts due to the contractor is 10%, excluding contract price adjustment, contingencies and VAT, and limited to 5% of the contract amount, excluding contract price adjustment, contingencies and VAT. The retention shall be reduced to 5% at the end of the project.
49.4	In line 3 delete the word "said" and insert the word "correct".
49.6	A retention money guarantee is permitted. Replace the term "bank" with "bank or insurance company".
50.1	In line 2 of the second paragraph delete "15 percent" and replace it with "25 percent".
53.1	The defects liability period is 12 months measured from the date of the certificate of completion.
53.2	In clause 53.2, paragraph 2, line 2, after the words "defects liability period", insert "within the period specified by the engineer", and amend "thereafter" to read "after the defects liability period".
54	<p>Conditions relevant to labour-intensive construction works:</p> <p>The following contains extracts from the Expanded Public Works Programme guidelines. Although they contain references to "task work" it is the contractor's responsibility as to whether he employs and manages his labour on a task work or time basis.</p> <p>Payment for the labour-intensive component of the works:</p> <p>Payment for works identified in the scope of work as being labour-intensive shall only be made in accordance with the provisions of the contract if the works are constructed strictly in accordance with the provisions of the scope of work. Any non-payment for such works shall not relieve the contractor in any way from his obligations either in contract or in delict.</p> <p>Applicable labour laws:</p> <p>The Ministerial Determination, Special Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice No. R63 of 25 January 2002, as reproduced below, shall apply to works described in the scope of work as being labour intensive and which are undertaken by unskilled or semi-skilled workers.</p>

QUOTATION NO	Q 00/00/2018				
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CLAUSE	CONTRACT SPECIFIC DATA
54	<p>1. Introduction</p> <p>1.1 This clause contains the standard terms and conditions for workers employed in elementary occupations on a Special Public Works Programme hereinafter called the Expanded Public Works Programme (EPWP). These terms and conditions do NOT apply to persons employed in the supervision and management of EPWP contracts.</p> <p>1.2 In this document –</p> <ul style="list-style-type: none"> <li>(a) “department” means any department of the state or implementing agent;</li> <li>(b) “employer” means any department, implementing agency or contractor that hires workers to work in elementary occupations on a EPWP;</li> <li>(c) “worker” means any person working in an elementary occupation on a EPWP;</li> <li>(d) “elementary occupation” means any occupation involving unskilled or semi-skilled work;</li> <li>(e) “management” means any person employed by a department or implementing agency to administer or execute an EPWP;</li> <li>(f) “task” means a fixed quantity of work;</li> <li>(g) “task-based work” means work in which a worker is paid a fixed rate for performing a task;</li> <li>(h) “task-rated worker” means a worker paid on the basis of the number of tasks completed;</li> <li>(i) “time-rated worker” means a worker paid on the basis of the length of time worked.</li> </ul> <p>2. Terms of work</p> <p>2.1 Workers on an EPWP are employed on a temporary basis.</p> <p>2.2 A worker may NOT be employed for longer than 24 months in any five-year cycle on an EPWP.</p> <p>2.3 Employment on an EPWP does not qualify as employment as a contributor for the purposes of the Unemployment Insurance Act 30 of 1966.</p> <p>3. Normal hours of work</p> <p>3.1 An employer may not set tasks or hours of work that require a worker to work;</p> <ul style="list-style-type: none"> <li>(a) more than forty hours in any week</li> <li>(b) on more than five days in any week; and</li> <li>(c) for more than eight hours on any day.</li> </ul> <p>3.2 An employer and worker may agree that a worker will work four days per week. The worker may then work up to ten hours per day.</p> <p>3.3 A task-rated worker may not work more than a total of 55 hours in any week to complete the tasks allocated (based on a 40-hour week) to that worker.</p>

QUOTATION NO	Q 00/00/2018			
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CLAUSE	CONTRACT SPECIFIC DATA
54	<p>4. Meal breaks</p> <p>4.1 A worker may not work for more than five hours without taking a meal break of at least thirty minutes duration.</p> <p>4.2 An employer and worker may agree on longer meal breaks.</p> <p>4.3 A worker may not work during a meal break. However, an employer may require a worker to perform duties during a meal break if those duties cannot be left unattended and cannot be performed by another worker. An employer must take reasonable steps to ensure that a worker is relieved of his or her duties during the meal break.</p> <p>4.4 A worker is not entitled to payment for the period of a meal break. However, a worker who is paid on the basis of time worked must be paid if the worker is required to work or to be available for work during the meal break.</p> <p>5. Special conditions for security guards</p> <p>5.1 A security guard may work up to 55 hours per week and up to eleven hours per day.</p> <p>5.2 A security guard who works more than ten hours per day must have a meal break of at least one hour or two breaks of at least 30 minutes each.</p> <p>6. Daily rest period</p> <p>Every worker is entitled to a daily rest period of at least eight consecutive hours. The daily rest period is measured from the time the worker ends work on one day until the time the worker starts work on the next day.</p> <p>7. Weekly rest period</p> <p>Every worker must have two days off every week. A worker may only work on their day off to perform work which must be done without delay and cannot be performed by workers during their ordinary hours of work (“emergency work”).</p> <p>8. Work on Sundays and public holidays</p> <p>8.1 A worker may only work on a Sunday or public holiday to perform emergency or security work.</p> <p>8.2 Work on Sundays is paid at the ordinary rate of pay.</p> <p>8.3 A task-rated worker who works on a public holiday must be paid –</p> <p>(a) the worker’s daily task rate, if the worker works for less than four hours;</p> <p>(b) double the worker’s daily task rate, if the worker works for more than four hours.</p>

QUOTATION NO	Q 00/00/2018			
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CLAUSE	CONTRACT SPECIFIC DATA
54	<p>8.4 A time-rated worker who works on a public holiday must be paid –</p> <p>(a) the worker’s daily rate of pay, if the worker works for less than four hours on the public holiday;</p> <p>(b) double the worker’s daily rate of pay, if the worker works for more than four hours on the public holiday.</p> <p>9. Sick leave</p> <p>9.1 Only workers who work four or more days per week have the right to claim sick-pay in terms of this clause.</p> <p>9.2 A worker who is unable to work on account of illness or injury is entitled to claim one day’s paid sick leave for every full month that the worker has worked in terms of a contract.</p> <p>9.3 A worker may accumulate a maximum of twelve days’ sick leave in a year.</p> <p>9.4 Accumulated sick-leave may not be transferred from one contract to another contract.</p> <p>9.5 An employer must pay a task-rated worker the worker’s daily task rate for a day’s sick leave.</p> <p>9.6 An employer must pay a time-rated worker the worker’s daily rate of pay for a day’s sick leave.</p> <p>9.7 An employer must pay a worker sick pay on the worker’s usual payday.</p> <p>9.8 Before paying sick-pay, an employer may require a worker to produce a certificate stating that the worker was unable to work on account of sickness or injury if the worker is –</p> <p>(a) absent from work for more than two consecutive days; or</p> <p>(b) absent from work on more than two occasions in any eight-week period.</p> <p>9.9 A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or a clinic staff member authorized to issue medical certificates indicating the duration and reason for incapacity.</p> <p>9.10 A worker is not entitled to paid sick-leave for a work-related injury or occupational disease for which the worker can claim compensation under the Compensation for Occupational Injuries and Diseases Act.</p>

QUOTATION NO	Q 00/00/2018			
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CLAUSE	CONTRACT SPECIFIC DATA
54	<p>10. Maternity leave</p> <p>10.1 A worker may take up to four consecutive months' unpaid maternity leave.</p> <p>10.2 A worker is not entitled to any payment or employment-related benefits during maternity leave.</p> <p>10.3 A worker must give her employer reasonable notice of when she will start maternity leave and when she will return to work.</p> <p>10.4 A worker is not required to take the full period of maternity leave. However, a worker may not work for four weeks before the expected date of birth of her child or for six weeks after the birth of her child, unless a medical practitioner, midwife or qualified nurse certifies that she is fit to do so.</p> <p>10.5 A worker may begin maternity leave –</p> <ul style="list-style-type: none"> <li>(a) four weeks before the expected date of birth; or</li> <li>(b) on an earlier date –               <ul style="list-style-type: none"> <li>(j) if a medical practitioner, midwife or certified nurse certifies that it is necessary for the health of the worker or that of her unborn child; or</li> <li>(ii) if agreed to between employer and worker; or</li> </ul> </li> <li>(c) on a later date, if a medical practitioner, midwife or certified nurse has certified that the worker is able to continue to work without endangering her health.</li> </ul> <p>10.6 A worker who has a miscarriage during the third trimester of pregnancy or bears a stillborn child may take maternity leave for up to six weeks after the miscarriage or stillbirth.</p> <p>10.7 A worker who returns to work after maternity leave, has the right to start a new cycle of twenty-four months employment, unless the EPWP on which she was employed has ended.</p> <p>11. Family responsibility leave</p> <p>11.1 Workers, who work for at least four days per week, are entitled to three days paid family responsibility leave each year in the following circumstances –</p> <ul style="list-style-type: none"> <li>(a) when the employee's child is born;</li> <li>(b) when the employee's child is sick;</li> <li>(c) in the event of a death of –               <ul style="list-style-type: none"> <li>(i) the employee's spouse or life partner;</li> <li>(ii) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.</li> </ul> </li> </ul>

QUOTATION NO	Q 00/00/2018				
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CLAUSE	CONTRACT SPECIFIC DATA
54	<p>12. Statement of conditions</p> <p>12.1 An employer must give a worker a statement containing the following details at the start of employment –</p> <ul style="list-style-type: none"> <li>(a) the employer’s name and address and the name of the EPWP;</li> <li>(b) the tasks or job that the worker is to perform; and</li> <li>(c) the period for which the worker is hired or, if this is not certain, the expected duration of the contract;</li> <li>(d) the worker’s rate of pay and how this is to be calculated;</li> <li>(e) the training that the worker will receive during the EPWP.</li> </ul> <p>12.2 An employer must ensure that these terms are explained in a suitable language to any employee who is unable to read the statement.</p> <p>12.3 An employer must supply each worker with a copy of these conditions of employment.</p> <p>13. Keeping records</p> <p>13.1 Every employer must keep a written record of at least the following:</p> <ul style="list-style-type: none"> <li>(a) the worker’s name and position;</li> <li>(b) in the case of a task-rated worker, the number of tasks completed by the worker;</li> <li>(c) in the case of a time-rated worker, the time worked by the worker;</li> <li>(d) payments made to each worker (see 21 below).</li> </ul> <p>13.2 The employer must keep this record for a period of at least three years after the completion of the EPWP.</p> <p>14. Payment</p> <p>14.1 An employer must pay all wages at least monthly in cash or by cheque or into a bank account.</p> <p>14.2 A task-rated worker will only be paid for tasks that have been completed.</p> <p>14.3 An employer must pay a task-rated worker within five weeks of the work being completed and the work having been approved by the manager or the contractor having submitted an invoice to the employer.</p> <p>14.4 A time-rated worker will be paid at the end of each month.</p> <p>14.5 Payment must be made in cash, by cheque or by direct deposit into a bank account designated by the worker.</p>

QUOTATION NO	Q 00/00/2018			
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CLAUSE	CONTRACT SPECIFIC DATA
54	<p>14.6 Payment in cash or by cheque must take place –</p> <ul style="list-style-type: none"> <li>(a) at the workplace or at a place agreed to by the worker;</li> <li>(b) during the worker's working hours or within fifteen minutes of the start or finish of work;</li> <li>(c) in a sealed envelope which becomes the property of the worker.</li> </ul> <p>14.7 An employer must give a worker the following information in writing</p> <ul style="list-style-type: none"> <li>(a) the period for which payment is made;</li> <li>(b) the numbers of tasks completed or hours worked;</li> <li>(c) the worker's earnings;</li> <li>(d) any money deducted from the payment;</li> <li>(e) the actual amount paid to the worker.</li> </ul> <p>14.8 If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it</p> <p>14.9 If a worker's employment is terminated, the employer must pay all monies owing to that worker within one month of the termination of employment.</p> <p>15. Deductions</p> <p>15.1 An employer may not deduct money from a worker's payment unless the deduction is required in terms of a law.</p> <p>15.2 An employer must deduct and pay to the SA Revenue Services any income tax that the worker is required to pay.</p> <p>15.3 An employer who deducts money from a worker's pay for payment to another person must pay the money to that person within the time period and other requirements specified in the agreement law, court order or arbitration award concerned.</p> <p>15.4 An employer may not require or allow a worker to –</p> <ul style="list-style-type: none"> <li>(a) repay any payment except an overpayment previously made by the employer by mistake;</li> <li>(b) state that the worker received a greater amount of money than the employer actually paid to the worker; or</li> <li>(c) pay the employer or any other person for having been employed.</li> </ul> <p>16. Health and safety</p> <p>16.1 Employers must take all reasonable steps to ensure that the working environment is healthy and safe.</p>

QUOTATION NO	Q 00/00/2018				
BIDDER		WITNESS		EMPLOYER	
		WITNESS		WITNESS	

CLAUSE	CONTRACT SPECIFIC DATA
54	<p>16.2 A worker must –</p> <ul style="list-style-type: none"> <li>(a) work in a way that does not endanger his/her health and safety or that of any other person;</li> <li>(b) obey any health and safety instruction;</li> <li>(c) obey all health and safety rules of the EPWP;</li> <li>(d) use any personal protective equipment or clothing issued by the employer;</li> <li>(e) report any accident, near-miss incident or dangerous behaviour by another person to their employer or manager.</li> </ul> <p>17. Compensation for injuries and diseases</p> <p>17.1 It is the responsibility of the employers (other than a contractor) to arrange for all persons employed on a EPWP to be covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993.</p> <p>17.2 A worker must report any work-related injury or occupational disease to their employer or manager.</p> <p>17.3 The employer must report the accident or disease to the Compensation Commissioner.</p> <p>17.4 An employer must pay a worker who is unable to work because of an injury caused by an accident at work 75% of their earnings for up to three months. The employer will be refunded this amount by the Compensation Commissioner. This does NOT apply to injuries caused by accidents outside the workplace such as road accidents or accidents at home.</p> <p>18. Training</p> <p>A worker shall be trained as specified in the specification data of the scope of work.</p> <p>19. Termination</p> <p>19.1 The employer may terminate the employment of a worker for good cause after following a fair procedure.</p> <p>19.2 A worker will not receive severance pay on termination.</p> <p>19.3 A worker is not required to give notice to terminate employment. However, a worker who wishes to resign should advise the employer in advance to allow the employer to find a replacement.</p> <p>19.4 A worker who is absent for more than three consecutive days without informing the employer of an intention to return to work will have terminated the contract. However, the worker may be re-engaged if a position becomes available for the balance of the 24-month period.</p> <p>19.5 A worker who does not attend required training events, without good reason, will have terminated the contract. However, the worker may be re-engaged if a position becomes available for the balance of the 24-month period.</p>

QUOTATION NO	Q 00/00/2018			
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Clause	Contract Specific Data
54	<p>20. Certificate of service</p> <p>20.1 On termination of employment, a worker is entitled to a certificate stating –</p> <ul style="list-style-type: none"> <li>(a) the worker's full name;</li> <li>(b) the name and address of the employer;</li> <li>(c) the EPWP on which the worker worked;</li> <li>(d) the work performed by the worker;</li> <li>(e) any training received by the worker as part of the EPWP;</li> <li>(f) the period for which the worker worked on the EPWP;</li> <li>(g) any other information agreed on by the employer and worker.</li> </ul> <p>21. Reporting</p> <p>The contractor shall report the breakdown of each payment certificate into the broad categories of:</p> <ul style="list-style-type: none"> <li>(a) overheads,</li> <li>(b) supervision,</li> <li>(c) materials,</li> <li>(d) plant, and</li> <li>(e) labour.</li> </ul> <p>The contractor shall further report for each payment certificate the person-days of employment as set out in the pro forma, schedule: monthly labour report.</p> <p>In the calculation of person-days, a day shall be taken as 8 hours and no time over and above 8 hours per day shall be used to contribute to the number of person-days reported.</p> <p>22. Source of Labour</p> <p>The contractor shall source his labour from the local area through the services of the appropriate councillor or community liaison officer or other appointed person who has contact with a labour pool in the area.</p>
55.1.9	<p><u>Delete the contents of the clause and insert the following:</u></p> <p>The contractor furnished inaccurate information in the returnable documents or returnable schedules forming part of the contract.</p>
58.1.4	<p>Dispute resolution shall be by adjudication.</p> <p><b>or:</b></p> <p>Disputes are to be referred to mediation</p>
58.2	<p>Dispute resolution shall be by adjudication.</p>

QUOTATION NO	Q 00/00/2018				
BIDDER		WITNESS		EMPLOYER	
				WITNESS	

**C1.2.2 PART 1 - DATA PROVIDED BY THE EMPLOYER**

The following contract specific data are applicable to this contract:

<b>REFERENCE</b>	<b>CONTRACT SPECIFIC DATA BY THE EMPLOYER</b>	
Clause 1.1.14	Name of Employer	Steve Tshwete Local Municipality
Clause 1.2.2	The address for receipt of communications is	Steve Tshwete Local Municipality Civic Centre P.O. Box 14 Middelburg 1050
	Telephone	
	Facsimile	
	Email	
Clause 1.1.15	Name of Engineer	
Clause 1.2.2	Address of Engineer	
	Telephone	
	Email	

**Optional:**

**C1.2.3 PART 2: DATA PROVIDED BY THE CONTRACTOR**

The following contract specific data are applicable to this contract:

REFERENCE	CONTRACT SPECIFIC DATA BY THE CONTRACTOR	
Clause 1.1.8	Name of Contractor	
Clause 1.2.2	Address of the Contractor	
	E-mail of contractor	
	Telephone No. of contractor	
	Facsimile No. of contractor	

Clause 37.2.2.3 The percentage allowance to cover all charges for the contractor's and subcontractor's profits, timekeeping, clerical work, insurance, establishment, superintendence and the use of hand tools is as stated in the bill of quantities / day work schedule.

Clause 46.3: The variation in cost of all special materials is to be provided in the table SM 1 for special materials.

The rates and prices for the special materials shall be furnished by the tenderer, which rates and prices shall not include VAT but shall include all other obligatory taxes and levies. The quoted price is the ruling price on the month prior to close of tender.

**Table: SM1**

Special material	Unit on which variation will be determined		Price for base month ex-factory, excluding transport, labour or any other costs
	Containers	Delivered in bulk	

\* Contractor to indicate the type, unit and rate of special material to be listed. When called upon to do so, the contractor shall substantiate the above rates or prices with acceptable documentary evidence. Contractor to provide any other special materials if deemed necessary

QUOTATION NO	Q 00/00/2018			
		BIDDER	WITNESS	EMPLOYER
				WITNESS

### C1.2.4 CONTRACT PRICE ADJUSTMENT SCHEDULE

CONTRACT PRICE ADJUSTMENT SCHEDULE	
Clause	Contract Data
1.	<p>The price adjustment formula provided in the general conditions of contract will apply, together with the following coefficients and the definition of the relevant indices indicated below;</p> <p>X=0,15      a=0,20      b=0,30      c=0,35      d=0,15</p>
2.	<p>Replace the definitions of the relevant indices with the following:</p> <p>“L” is the “Labour Index” and shall be the “Consumer Price Index” for the urban area of Nelspruit / Witbank as published in the Consumer Price Index Statistical Release PO 141.1 (Table 21 – Consumer Price Index and percentage change according to Urban Area) of Statistics South Africa.</p> <p>“P” is the “Plant Index” and shall be the “Civil Engineering Plant” index as published in the Production Price Index Statistical Release PO 142.1 (Table 16 – Price Index for selected materials) of Statistics South Africa.</p> <p>“M” is the “Materials Index” and shall be the “Civil Engineering” index as published in the Production Price Index Statistical Release PO 142.1 (Table 15 – Production Price for materials used in certain industries) of Statistics South Africa.</p> <p>“F” is the “Fuel Index” and shall be the “Diesel oil – Coast and Witwatersrand” index as published in the Production Price Index Statistical Release PO 142.1 (Table 16 - Production Price Index for selected materials) of Statistics South Africa.</p>

QUOTATION NO	Q 00/00/2018			
		BIDDER	WITNESS	EMPLOYER
				WITNESS

## C2 PRICING DATA

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## C2.1 PRICING INSTRUCTIONS

### 1. General

The pricing instructions describe the criteria and assumptions which will be assumed in the contract that the Tenderer has taken into account when developing his prices. The bills of quantities record the contractor's rates for providing supplies, services, engineering and construction works in accordance with the scope of work.

The terms of payment and the provisions for price adjustment, if applicable, are established in the contract data. These items are not described in the pricing data.

The tenderer's obligations in pricing the tender offer and the employer's undertakings in the checking and correction of arithmetical errors are dealt with in the standard conditions of tender contained in annexure F of SANS 294, as amended in and read in conjunction with the tender data.

### 2. Documents mutually explanatory

The documents forming the Contract are to be taken as mutually explanatory of one another. The bill of quantities forms an integral part of the contract documents and shall be read in conjunction with the tender data, contract data, scope of work, site information general and special conditions of contract, the specifications and the drawings.

### 3. Definitions

For the purpose of this bill of quantities, the following words shall have the meanings hereby assigned to them:

Unit	The unit of measurement for each item of work as defined in the scope of work and site information
Quantity	The number of units of work for each item.
Rate	The payment per unit of measurement at which the contractor contracts to do the work.
Amount	The product of the quantity and the rate tendered for an item.
Sum	An amount contracted for an item, the extent of which is described in the bill of quantities, the specifications or elsewhere but the quantity of work of which is not measured in any units.

### 4. Descriptions

Descriptions in the bill of quantities are abbreviated and comply generally with those in the standardised specifications. Clause 8 of each standardised specification, read together with the relevant clauses of the scope of work, set out what ancillary or associated activities are included in the rates for the operations specified. Should any requirements of the measurement and payment clause of the applicable standardised specification, or the scope of work, conflict with the terms of the bill, the requirements of the standardised specification or scope of work, as applicable, shall prevail.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## 5. References

The clauses in a specification in which further information regarding the schedule item can be obtained appear under "reference clause" in the bill. The reference clauses indicated are not necessarily the only sources of information in respect of scheduled items. Further information and specifications may be found elsewhere in the contract documents. Standardised specifications are identified by the letter or letters which follow SABS in the SABS 1200 series of specifications, eg. G for SABS 1200 G.

## 6. Units of measurement

The units of measurement indicated in the bill of quantities are metric units.

The following abbreviations are used in the bill of quantities:

%	per cent
h	hour
ha	hectare
kg	kilogram
kl	kilolitre
km	kilometre
km-pass	kilometre-pass
kW	kilowatt
l	litre
m	metre
mm	millimetre
MN	mega newton
MN-m	mega newton-metre
MPa	mega Pascal
m <sup>2</sup>	square metre
m <sup>3</sup>	cubic metre
m <sup>3</sup> -km	cubic metre-kilometre
m <sup>2</sup> -pass	square metre-pass
no	number
PC sum	Prime Cost sum
Prov Sum	Provisional Sum
sum	lump sum
t	ton (1 000 kg)

## 7. Net measurements

Unless otherwise stated, items are measured net in accordance with the drawings, and no allowance is made for off-cuts and waste.

## 8. Quantities

The quantities set out in the bill of quantities are the estimated quantities of the contract works, but the contractor will be required to undertake whatever quantities may be directed by the engineer from time to time. The contract price for the completed contract shall be computed from the actual quantities of work accepted and certified for payment.

## 9. Currency

All rates and sums of money quoted in the bill of quantities shall be in Rand and whole cents. Fractions of a cent shall be discounted.

## 10. Value Added Tax

Value Added Tax shall be excluded from the rates and sums contracted for the various items of work included in the bill of quantities. VAT will be added as a single entry to the summary.

## 11. Rates and prices

### 11.1 General

- a) The contractor must price each item in the bill of quantities in BLACK INK. Reproduced computer printouts of the bills of quantities will not be acceptable.
- b) The rates and prices to be inserted in the bill of quantities shall cover all the services and incidentals for the work described under the several items. Such prices and rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit. Reasonable prices shall be inserted as these will be used as a basis for assessment of payment for additional work that may have to be carried out.
- c) Where the contractor is required to furnish detailed drawings and designs or other information in terms of the contract data, all costs thereof shall be deemed to have been provided for and included in the unit rates and sum amounts contracted for the items scheduled in the bill of quantities. Separate additional payments will not be made.
- d) A price or rate is to be entered against each item in the bill of quantities, whether the quantities are stated or not. An item against which no price is entered will be considered to be covered by the other prices or rates in the bill. The contractor will not be paid for items against which no rate or lump sum has been entered in the bill of quantities.
- e) Should the contractor group a number of items and contract one lump sum for such group of items, this single lump sum shall apply to that group of items and not to each individual item.
- f) Should the contractor indicate against any item that compensation for such item is included in another item, the rate for the item included in another item shall be deemed nil.
- g) A submission may be regarded as non-responsive if any rates or lump sums in the bill of quantities are, in the opinion of the employer, unreasonable or out of proportion.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS



## 11.2 "Rate only" items

The contractor shall fill in a rate (in the rate column) against all items where the words "rate only" appear in the amount column, which rate will constitute payment for work which may be done in terms of this item. Such "rate-only" items are used where it is estimated that little or no work will be required under the item or where the item is to be considered as an alternative to another item for which a quantity is given.

## 11.3 Arithmetic

Excepting where sum amounts are required or where provisional sums have been indicated, the contractor shall enter an applicable rate in the rate column of the bill of quantities for each scheduled item. He shall also enter an appropriate sum in the Amount column for each scheduled item, by determining in the applicable line item the product of the quantity and the unit rate.

If there is an error in the line item resulting from the product of the unit rate and the quantity, the rate shall be binding and the error of extension as entered in the tender offer will be corrected by the employer in determining the contract price.

Where there is an error in addition, either as a result of other corrections required by this checking process or in the tenderer's addition of prices, such error will be corrected by the employer in determining the contract price.

## 12. Variation in text

No alteration, erasure or addition is to be made in the text of the bill of quantities. Should any alteration, erasure or addition be made, it will not be recognized; the original wording of the bill of quantities will be adhered to.

## 13. Construction

- a) Attention is drawn to clause 44.1 of the general conditions of contract and the contractor must not order the quantities of materials stated in the bill of quantities until he has confirmed from the construction drawings or measurement on site that such quantities are in fact the correct quantities.
- b) Items marked "L" in the bill of quantities shall be carried out using labour intensive methods.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**C2.2 MBD 3.1 BID PRICE****Bid Number BS12/08/2017****(Note : Contract amount to be carried over to Form of Offer C1.1.1)****The following Schedule will be the basis of the tender****Tenderer(s) are not permitted to change the basis upon which they have been asked to tender. Any variation from the Pricing Instructions will invalidate this tender.****Prices to include Material and Labour unless stated****BUILDING AGREEMENT AND PRELIMINARIES**

The JBCC Series 2000 Principal Building Agreement (March 2005 edition) prepared by the Joint Building Contracts Committee, shall be the agreement, amended as hereinafter described The Preliminaries for use with the JBCC Series 2000 Principal Building Agreement (May 2005 edition) prepared by the Joint Building Contracts Committee, shall be deemed to be incorporated in these bills of quantities Contractors are referred to the above-mentioned documents for the full intent and meaning of each clause thereof These clauses are hereinafter referred to by clause number and heading only. Where standard clauses or alternatives are not entirely applicable to this contract such modifications, corrections or supplements as will apply are given under each relevant clause heading and such modifications, corrections or supplements shall take precedence notwithstanding anything contrary contained in the above-mentioned documents Where any item is not relevant to this specific contract such item is marked N/A, signifying "not applicable" Notwithstanding anything to the contrary contained in any of the contract documents including the Principal Building Agreement and the Preliminaries, the provision of the "Preliminaries" as hereinafter set forth shall prevail and shall take precedence

**PREAMBLES FOR TRADES**

The Model Preambles for Trades (2008 edition) as published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in these bills of quantities and no claim arising from brevity of description of items fully described in the said Model Preambles for Trades will be entertained Supplementary preambles to the Model Preambles covering clauses of a general nature, clauses pertaining to specific materials and amendments to clauses in the Model Preambles are incorporated in these bills of quantities to satisfy the requirements of this project The contractor's prices for all items throughout these bills of quantities must take account of and include for all of the obligations, requirements and specifications given in the Model Preambles and in any supplementary preambles.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

ITEM	TASK	UNIT	QUANTITY	RATE	AMOUNT
1	TIME BASED COSTS:				
1	PRELIMINARIES AND GENERAL				
1.1	COMPLIANCE WITH OHS REGULATIONS Clause 7.0 Note: The provisions herein include inter alia, compliance with all the requirements set out in the Construction Regulations, 2003 issued under the Occupational Health and Safety Act, 1993 (Act No 85 of 1993), and in particular with Regulation 5(1) requiring the compilation of a health and safety plan, as well as Regulation 6(1) requiring the appointment of a construction supervisor	Item	1	R	R
1.2	The P's & G's shall entail but not limited to: Defined works area, Inspection of the site, Existing premises occupied, Protection of existing services, works and premises, Security of the works, Works cleaning and clearing while works is in progress, sound protection, Management of the works, Programme for the works, Labour and plant, Samples of materials, Workmanship samples, Shop drawings, Compliance with manufacturers' instructions, Telecommunication, and all other overheads.	Item	1	R	R
1.3	Supply JBCC document. Contract document to be entered into by the contracting parties	Item	R1000.00	R1000.00	R
2.0	<b>SITE CLEARANCE ETC</b>				
	Site clearance 1 Digging up and removing rubbish, debris, vegetation, hedges, shrubs and trees not exceeding 200mm girth, bush, etc	Item	1	R	R
2.1	Remove existing gate	item	1	R	R
2.2	Pegging and laying out	Item	1	R	R
3.0	<b>EXCAVATION, FILLING, ETC</b>				
3.1	Excavation in earth not exceeding 0,5m deep (400 x 400 x 400mm)	m3	7	R	R
3.2	Extra over trench and hole excavations in earth for excavation in				
3.2.1	Soft rock	m3	1	R	R
3.2.2	Hard rock	m3	1	R	R
3.3	<b>Extra over all excavations for carting away</b>				
3.3.1	Surplus material from excavations and/or stock piles on site to a dumping site to be	m3	1	R	R

QUOTATION NO	Q 00/00/2018				
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BIDDER

WITNESS

EMPLOYER

WITNESS

ITEM	TASK	UNIT	QUANTITY	RATE	AMOUNT
	located by the contractor m3				
3.4	Risk of collapse of excavations				
3.4.1	Sides of trench and hole excavations not exceeding 1,0m deep	Sum	1	R	R
3.5	Keeping excavations free of water				
3.5.1	Keeping excavations free of all water other than subterranean water Item	Sum	1	R	R
3.5.2	Backfilling to trenches, holes	Sum	1	R	R
<b>4.0</b>	<b>EXTERNAL WORKS</b>				
4.1	SOIL POISONING				
4.1.1	Soil insecticide to bottoms and sides of trenches etc	Sum	1	R	R
4.2	REINFORCED CONCRETE CAST AGAINST EXCAVATED SURFACES				
4.2.1	25MPa/19mm concrete Bases (size of each base 400 x 400 x 400mm thick)	m3	4	R	R
4.2.2	Making and testing 150 x 150 x 150mm concrete strength test cube	Sum	1	R	R
<b>5.0</b>	<b>INSTALL FENCING</b>				
5.1	Installation Of 115m X 2.1m Anti Climb, Anti-Vandal, Anti Cut High Security Welded Wire Mesh Fence (Precoated Black)	m	115	R	R
<b>5.2</b>	Installation Of 1m X 2.1m Anti Climb, Anti-Vandal, Anti Cut High Security Welded Wire Mesh Sliding gate	Sum	2	R	R
<b>4</b>	<b>SITE CLEANING</b>				
4.1	Clear site of all rubble	Sum	1	R	R
	Sub-total				R
	Allow 10% contingencies to be used at the discretion of the Project Manager and to be deducted in whole or in part if not required				R
	Add value added tax @ 14%				R
	<b>TOTAL AMOUNT CARRIED FORWARD TO FORM OF OFFER</b>				<b>R</b>

**N.B: ALL WORK IS TO BE MEASURED PRIOR TO THE COMMENCEMENT OF WORK. IT MUST FURTHER BE NOTED THAT THE SCOPE OF WORK MAY BE INCREASED OR REDUCED TO ACCOMMODATE VARIATIONS WHICH MAY NOT BE MORE THAN 20% OF THE TOTAL SCOPE.**

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID**

QUOTATION NO	Q 00/00/2018				
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BIDDER

WITNESS

EMPLOYER

WITNESS



### C3 SCOPE OF WORK

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**C3.1 STANDARD SPECIFICATIONS****C3.2 PROJECT SPECIFICATIONS****PART A GENERAL**

PS-1	Project description
PS-2	Description of the site and access
PS-3	Details of the works
PS-4	Construction management requirements
PS-5	Site facilities available
PS-6	Facilities required on site
PS-7	Features of the contract requiring special attention
PS-8	Rainfall figures
PS-9	Security clearance of personnel
PS-10	Safety
PS-11	Subcontractors
PS-12	Deviation from construction programme
PS-13	Delay in completion
PS-14	Supply of materials
PS-15	Execution of works
PS-16	Information that will be provided by the municipality
PS-17	Key performance indicators
PS-18	Payments
PS-19	Period of tender
PS-20	Accept of offer
PS-21	Evaluation
PS-22	Validity period
PS-23	Estimate timeframes

**PART B VARIATIONS, AMENDMENTS & ADDITIONS TO THE STANDARD SPECIFICATIONS****C3.3 PARTICULAR SPECIFICATIONS**

PO:	Occupational health and safety specifications
Annexures	1, 2 & 3

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

### **C3: SCOPE OF WORK**

PROVISION AND FITTING OF 115M X 2.1M ANTI CLIMB, ANTI-VANDAL, ANTI CUT HIGH SECURITY WELDED WIRE MESH FENCE AT OLD POST OFFICE IN MHLUZI, MIDDELBURG .

The work involves the supply of equipment, materials and labours and construction.

All work shall be undertaken in accordance with all Acts, Codes, regulations and "SABS" Standards.

#### **DESCRIPTIONS OF WORKS**

##### **Overview of the Works**

*The WORKS consist of supply of labour, material, equipment, plant, etc. necessary for the Installation and completion of the Fence*

- 115m anti climb fence
- 2 Pedestrian gates

#### C3.1 SCOPE OF WORKS AND SPECIFICATIONS

##### SECTION A1 HIGH SECURITY FENCES PART 1 – GENERAL

A. This specification covers material requirements and installation of security fencing and gates, for the fencing at the Service Centre, Middelburg.

##### 1.2 Work Included

A. Furnish and install fence and accessories as required and shown.

##### 1.3 References Codes and Standards

A. CSIR, SABS, North Atlantic Treaty Organization (NATO) and International Aviation Authority Organization (ICAO).

CSIR Test 980289, 050036, 050056, T09998

SABS Test 2536/YM139

Nato Stock 5600/99-458-7474

ICAO ICAO Security Manual

##### 1.4 Submittals

A. Certificate of compliance for materials and coatings

B. Submittal requirements are identified within the Specification.

C. Quality control program shall be submitted to the Engineer for review prior to commencement of any work.

##### PART 2 – PRODUCTS

##### 2.1 General

A. All steel materials shall be of good commercial quality, galvanized steel.

B. All pipes shall be galvanized, one piece without joints. Furnish moisture proof caps for all posts.

C. Zinc coating shall be smooth and essentially free from lumps, globs, or points.

D. Miscellaneous material shall be galvanized.

F. All posts shall be set in minimum 15 MPa (2000 psi) (28-day compressive strength) concrete, 25 mm (1 in) aggregate; no air entrapment.

##### 2.2 Suggested Manufacturer: Cochrane Steel

##### 2.3 Description of Fence System

##### A. Post:

Post shall be 2.7m long Taper Locking Post.

Post width shall be 85 mm - tapering to 45 mm with a depth of 85 mm.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS



Post shall include 'Locking Recess Mechanism' to secure panel edge.  
 Post shall be sealed with a UV stabilized polymer cap and fitted with a 12mm base pin. Post finish shall be 'Hot Dipped Galvanized'.

#### B. Panel:

Panel shall be of 2,0 m – 3,0m width and 2,1 -2.4m in height.  
 Panel aperture size (centres) shall be 76.2 mm x 12.7 mm.  
 Wire diameter will be 3mm -4mm  
 The panel shall be reinforced with 4 x 50 mm deep 'v' formation horizontal recessed bands (rigidity)  
 Panel shall have 2 x 70' flanged along sides (internal fixtures- all fixtures shall be on the inside of fence line)  
 Panel shall have 2 x 30' flanges along top and toe (integrated rigid angle, anti scale locating devices).  
 Panel post shall have a flush panel post finish with no climbing aid.

#### High Security Fences

Panel shall be affixed to post over 48 line wires using 8 x Double bolt comb clamps and 8 x Single bolt comb clamps using 24 x Anti vandal bolts.  
 Panel and fixtures shall be galvanized then coated with alu galv epoxy.

#### C. Additions

Additions are available for review

D. Fence Corner Configuration. The fence configuration should not have any sharp corners and all angles at changes of direction should be a minimum of 130 degrees.

#### 2.4 Gates (If applicable)

##### 2.4.1 Swing Gates

A. All connections and joints shall be welded to form rigid frames or assembled with corner fittings.  
 B. Hinges shall not twist or turn under the action of the gate, shall be so arranged that a closed gate cannot be lifted off the hinges to obtain entry.

##### 2.4.2 Sliding Gates

- i. Gate frame fabrication and miscellaneous items shall be similar to Swing Gates.
- ii. All fittings, brackets and rear wheel tracks shall be standard manufactured products for the intended application.
- iii. Provided with a locking mechanism to lock the gate with padlocks.
- iv. Integrated rollers/wheel tracks in under beams diameter 80 -120 mm depending on height of gates.
- v. Security topping to be constructed for 2.4m high gates. Use heavy duty floor tracks bolted to concrete beam for gates 3m to 6m wide.
- vi. Price to include for manufacture, supply and delivery and Installation complete with concrete work and labour
- vii. Gates to be made to manually open and close and must be made to incorporate a gate motor if needed.

### PART 3 – EXECUTION

#### 3.1 General

A. Install all fencing and gates in accordance with the drawings, specifications, instructions, and as specified lines and grades indicated. Line posts shall be spaced at intervals not exceeding 3.3 m (10 ft). Terminal posts shall be set at abrupt changes in vertical and horizontal alignment.

#### 3.2 Posts

A. Post holes shall be cleared of loose material. Waste material shall be spread where directed by Engineer. The ground surface irregularities along the fence line shall be eliminated to the extent necessary  
 B. Posts shall be set plumb, and follow the indicated alignment. All posts shall be set to the depth indicated on the design documents. Concrete shall be thoroughly consolidated around each post, free of voids, and finished with a domed shaped surface, with the base of dome at grade elevation. Concrete shall be allowed to cure prior to installing any additional components to the posts.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

C. Concrete footings shall be carried down to at least the depth indicated on the design documents and shall not be smaller than the dimensions shown. Where a rock layer is encountered within the required depth to which the post is to be erected, a hole of a diameter slightly larger than the largest dimension of the post may be drilled into the rock and the post grouted in. Then the regular concrete footing shall be placed between the top of the rock and the top of the footing elevation as shown on the design documents. Posts shall be approximately centred in their footings. All concrete shall be placed promptly and consolidated by tamping or other approved methods.

D. Where the ground is firm enough to permit excavation of the post hole to neat lines, the concrete may be placed without forms by completely filling the hole. Curing may be achieved by covering the concrete with not less than four inches of loose moist material immediately after placing concrete, or by using a curing compound. All excess material from footings, including loose material used for curing, shall be disposed of as directed by the Engineer

E. Where the ground cannot be satisfactorily excavated to neat lines, forms shall be used to place concrete for footings. Under these conditions the earth and forms coming in contact with the concrete shall be moistened and all ponded water shall be removed from the hole prior to placing concrete. When forms are removed, the footing shall be backfilled with moistened material, and thoroughly tamped. The top of the concrete shall then be covered with not less than 100 mm (4 in) of loose moistened material or use curing compound if the 7-days cure is not completed. All excess material from footings, including loose material used for curing, shall be disposed of as directed.

#### Client's Objective

It is a specific goal of this project that the labour component be maximized where it is economically feasible, and that the use of this labour goes hand in hand with on the job training of the labour force. The project is thus process and product orientated, and it is expected that the contractor will pursue these goals in the execution of the project.

The works will incorporate all existing services and will aim to extend the current features of the site, as not to destroy any of the existing infrastructure as far as possible, but to compliment it with the additions.

#### **Extend of the Works**

The major items of work to be executed by the Contractor are as follows:

##### **a) General**

- i) Contractual requirements and Site establishment.
- ii) Locating of existing service.  
Verifications of dimension for setting-out purposes.

##### **b) Supplementary Works**

- i) Rendering of maintenance manuals.
- ii) The maintenance of the works during construction and for 12 months from the date of the Certificate of Completion.  
Deviation report on construction drawings issued.

The successful tenderer shall provide before commencement of any work on the site the following information:

- Proof of Accreditation under the Building Services "CIDB" Authority
- Programme of works
- Letter of Acceptance
- Labour content and details including local labour

The site is to be left clean and tidy to the entire satisfaction of the municipal or the municipal's nominated representative. The soft fall area is to be clear of construction debris.

#### **General**

- 1 Tendered prices will be fixed (no escalation) and will include all materials, labour and other costs.
- 2 The contractor must have a valid bank account.
- 3 The contractor must comply with all labour legislation as well as health and safety act. Proof in this regard will be required before construction commences.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

- 4 The contractor will be liable for any damages incurred to the works due to his negligence.
- 5 The contractor will be fully responsible for security at the site until final handover.
- 6 Final handover will only be approved when the site has been cleared of all materials, rubble and all existing finishes has been made.
- 9 Only SABS approved materials will be used and all works will be carried out in accordance with the National Building Regulations.
- 10 It is a specific requirement for this Quotation that only local labour be employed for the duration of the contract.
- 11 The contractor must complete the project within 4 Weeks from the date of issue of an official order.
- 12 R 500.00 per calendar day will be deducted from contract amount for delays.

Making good shall be included in the descriptions of the relevant alteration items where expedient, otherwise it shall be given separately in accordance with the principles laid down in the relevant trades Junctions of new with old finishes shall be deemed to be included in the descriptions Strutting, shoring, etc incidental to alterations shall be deemed to be included in the descriptions. Prescribed strutting and shoring shall be given in accordance with the principles laid down in "Lateral Support"

**Old materials**

The manner of disposal of old materials shall be stated and where materials are to become the property of the contractor provision shall be made for allowing credit. Where old materials are permitted to be re-used in new work this shall be stated. Old materials or components which are to remain the property of the employer shall be so described including storage as necessary. Old materials or components required to be set aside for refixing shall be so described and temporary storage thereof shall be deemed to be included in the descriptions.

**Barricades, screens, etc**

Prescribed temporary barricades, screens, roofs, etc shall be given in meters or in number or may be given in detail in accordance with the principles laid down in the relevant trades.

**Removals**

Removal of walls, slabs and surface beds shall be given in square meters. Removal of concrete beams, columns and stairs shall be given in number or in cubic meters.

Removal of finishes from walls, floors, ceilings, etc shall be given in square meters. Removal of roofs shall be given in number and descriptions shall include ceilings, eaves, etc.

Removal of suspended floors, panelling, ceilings, etc shall be given in square meters and descriptions shall include skirtings, rails, cornices, etc

Removal of partitions shall be given in meters and descriptions shall include doors, ironmongery, glass, etc

Removal of doors, windows, fittings, etc shall be given in number and descriptions shall include frames, ironmongery, glass, sills, etc; those to be removed from walls to be demolished shall be given separately

Removal of sanitaryware shall be given in number and descriptions shall include disconnection from pipes, traps, cisterns, etc. Removal of pipes shall be given in meters and descriptions shall be deemed to include pipe fittings and pipe supports

Alternatively, where expedient, items required to be given in cubic, square or linear meters may be given in number and descriptions may include making good and any incidental new work.

**Alteration work**

Alteration work shall be given in number in inclusive items embodying more than one trade as necessary.

Alternatively alteration work may be given in detail in accordance with the principles laid down in the relevant trades.

**Openings**

Cutting or altering openings in structures shall be given in number and descriptions shall include lintels, arches and making good to jambs and finishes all round.

New doors, windows and the like in existing structures, including ancillary work such as sills and thresholds, shall be given in detail in accordance with the principles laid down in the relevant trades.

**Building up openings**

Building up openings shall be given in number and descriptions shall include bonding new to existing work, finishes, etc

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**Re-use of existing components**

Re-use of existing components shall be given in number or in the units as provided for in the relevant trades

**Work in patches**

Work in patches, not included in the foregoing, shall be so described

**Sundries**

Cutting through floors or ceilings for the passage of new walls etc shall be given in meters and for the passage of columns, etc shall be given in number.

Wedging up new walling to underside of existing structures shall be measured only when required for the support of existing work over and shall be given in square meters.

Making good to ends of walls and faces of walls where cross walls are removed shall be given in meters

**NB: Where colour is required samples are to be submitted for the client's approval.**

**PS2 DESCRIPTION OF THE SITE AND ACCESS****2.1 Location of site**

Old Post Office Cnr Ngwako And Protea Street, Mhluzi

GPS COORDINATES: 25° 45'10.1"S 29°26'58".6E

**2.2 Access to site**

Tenderer's must allow for all conditions on site in their tenders, since extra claims arising from difficult site conditions in respect to transport, handling, loading, off-loading, labour, housing, etc., will not be entertained.

Access routes to the site shall at all times be kept serviceable, or alternatives shall be provided. These include road entrances that may have to be kept closed overnight.

**PS3 DETAILS OF THE WORKS****3.1 Brief description of works**

This section covers the general technical specifications for the demolishens of existing structures and all the necessary fittings for the project. Where the specification refers to items not required the specific clauses shall be ignored.

**3.2 Nature of stratum on site**

The underground cable will be installed in a rocky area and tenderers need to make provision for "hard rock".Existing services such as water and sewer pipelines need to be exposed every 20 meters before excavations takes place to prevent damages.

**3.3 Construction in confined areas**

It may be necessary for the contractor to work within confined areas.Except where provided for in the specifications, no additional payment shall be made for work done in restricted areas.In certain places excavation, construction and filling works will have to be performed in a small ( $\pm 1,0$  m width) working space.The method of construction in these confined areas largely depends on the contractor's constructional plant. The contractor shall note that, unless provided for in terms of the scheduled payment items of the project specifications, measurement and payment shall be in accordance with the specified excavation, construction and filling works, irrespective of the method used for achieving these cross sections and dimensions, and that the tendered rates and amounts shall include full compensation for all special equipment and construction methods and for all difficulties encountered when working in confined areas and narrow widths, and at or around obstructions, and that no extra payment shall be made nor shall any claim for additional payment be considered in such cases.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## PS4 CONSTRUCTION PROGRAMME

### PS 4.1 General

The submission of a construction programme as stated per clause 15 of the general conditions of contract is compulsory.

Before any work is to be commenced on the site (within a period as stated in clause 15.2 of the general conditions of contract), the contractor must submit a detailed project programme for the construction of the works to the engineer for his approval.

In preparation of the construction programme the contractor must liaise with the engineer and the programme must take into account the coordination of all activities. The programme must consist of a detailed schedule or block diagram covering all aspects of the works and the planned time thereof must, with the contract period as time basis, be shown.

Rainfall conditions will be taken as abnormal when the average rainfall, as shown in clause PS 8, is exceeded and the contractor must then apply in writing for extension of the contract period using clause 50(5) of the special conditions of contract.

The contractor shall submit to the engineer a realistic, detailed programme not later than 14 days after receipt of the letter of acceptance. The programme shall be in bar-chart format showing in detail how the contractor proposes to complete the work covered by this contract by the due completion date.

The following details must be stated:

- i) The quantity of work applicable to each bar item as well as the rate at which the work will be completed.
- ii) A budget of the value of completed work, month by month, for the full contract period.
- iii) The contractor's plant commitment on the contract for every fortnight.
- iv) The critical path.

The programme shall be kept up to date. If a contractor fails to maintain progress in terms of the programme, he shall produce a revised programme showing the modifications to the original programme necessary to ensure completion of the works before the due completion date.

The approval of any programme by the engineer shall have no contractual significance, other than satisfying the engineer that the work is carried out according to such programme and that the contractor undertakes to carry out the work in accordance with the programme. The engineer will have the right to instruct the contractor to revise the programme if necessitated by circumstances.

### PS 4.2 Time for completion

4 Weeks (each project) from the date of letter of acceptance.

## PS 5 SITE FACILITIES AVAILABLE

### PS 5.1 Water supply

Fresh water will be available for domestic and construction purposes, but the contractor must supply all necessary materials for the water connection at a position pointed out by the engineer. The availability of water cannot be guaranteed by the municipality and in the event of water no longer being freely available, the contractor must make his own arrangements to acquire it. **It**

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**should be noted that no contractor shall be permitted to draw water from Municipal fire hydrants.**

The rates tendered for the relevant items in the preliminary and general section of the schedule shall include all costs for the establishment and maintenance of water supply to the works and the contractor shall make his own arrangements for the possible conveyance and storage of water if necessary. The contractor will be held responsible for any wastage of water due to negligence.

**PS 5.2 Power supply**

Electrical power cannot be guaranteed by the municipality. During power failures and shortages, the contractor must make his own arrangements for the provision of electricity.

The rates tendered for the relevant items in the preliminary and general section of the schedule shall include all costs for the establishment and maintenance of a power supply to the works.

**PS 6 FACILITIES REQUIRED ON SITE**

**PS 6.1 Facilities for the engineer**

A site office for the engineer is not required.

**PS 6.2 Facilities for the contractor**

The following facilities are required on the site for the contractor in addition to the facilities required by the contractor for his own purposes:

Ablution and sanitary facilities

The contractor shall erect and maintain on the site proper ablution facilities. The contractor shall service and maintain the facilities in a clean and hygienic state for the duration of the contract period and on completion of the works it from the site.

Site establishment

The engineer shall indicate the location for the site office before the contractor establishes site.

**PS 6.3 Laboratory facilities (clause 7 SABS 1200A)**

The contractor shall provide Laboratory facilities at an SABS accredited laboratory to conduct tests as required or as specified/measured in the bills of quantity.

**PS 6.4 Municipal name board**

Not applicable

**PS 6.5 Housing for the engineer and/or his representative**

No housing is required for the engineer or his representative.

**PS 6.6 Telephone Facilities**

Telephone facilities are not needed on the site. The contractor's representative on site shall at all times be reachable by cell phone.

**PS 6.7 Rail facilities**

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

The nearest rail siding is **Middelburg** Railway Station.

## PS 7 FEATURES OF THE CONTRACT REQUIRING SPECIAL ATTENTION

The execution of this contract is primarily the replacing of roof. Construction work is to be conducted in areas of presumably unstable sub-surface conditions and the tenderer shall provide special insurance to cover the works, machinery and his and the employer's personnel in the event of ground movement during execution of work.

The engineer or employer shall not be responsible or liable for any losses or damages incurred by the contractor irrespective if it is due to the execution of work as per specifications or as directed in writing or verbally by the employer or engineer.

## PS 8 RAINFALL FIGURES

The following figures are applicable for clause 50(5) of the special conditions of contract:

INFORMATION SOURCE	National Weather Bureau, Department of Transport Pretoria, Tel.: (012) 309 3911
RAINFALL STATION	Belfast
PERIOD	From January 1961 to December 1990

MONTH	Nn	Rn
JANUARY	170	
FEBRUARY	101	
MARCH	83	
APRIL	53	
MAY	36	
JUNE	7	
JULY	5	
AUGUST	9	
SEPTEMBER	33	
OCTOBER	93	
NOVEMBER	256	
DECEMBER	152	
ANNUAL AVERAGE	74.83	

**Nn** = Average amount of days on which a rainfall of 10 mm or more has been recorded

**Rn** = Average monthly rainfall in mm

## PS 9 SECURITY CLEARANCES OF PERSONNEL

Tenderers to note that the Steve Tshwete Local Municipality may require that security clearance investigations be conducted on any number of the tenderer's personnel.

If so required, by the Steve Tshwete Local Municipality, the tenderer must remove personnel as indicated immediately and ensure that they have no access to the works or documentation or any other information pertaining to the site.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

The employer shall not be liable for any cost concerning the removal of personnel or the effect thereof on the execution of the work.

## **PS 10 SAFETY**

### **PS10.1 Safety of workmen**

The safe conduct of the works shall be a primary consideration and the entire works shall be carried out in conformity with all applicable statutory regulations and requirements and tenderers must price their tenders accordingly.

The contractor shall provide and maintain in readiness on the site, all equipment, and materials necessary to render first aid in case of accidents or other emergencies. The contractor shall also assign to the works and designate for this purpose, trained employees who are able to render first aid.

### **PS10.2 Health and safety requirements**

It is a requirement of this contract that the contractor shall provide a safe working environment and to direct all his activities in such a manner that his employees and any other persons who may be directly affected by his activities are not exposed to hazards to their health and safety.

To this end the contractor shall conform to all the stipulations of the Occupational Health and Safety Act (Act 85 of 1993) and the regulations applicable at the time of tender, which inter alia provide for the designation of a health and safety representative (or representatives) when an employer has more than 20 employees in his employ.

## **PS 11 SUB-CONTRACTORS**

The employer shall have the right to cede any sub-contract under this contract to a pre-approved subcontractor, in accordance with the provisions of clause 9 of the general conditions of contract.

## **PS 12 DEVIATION FROM CONSTRUCTION PROGRAMME**

The programme of work as required in terms of the "General Conditions of Contract –Sixth Edition (1990)" shall be submitted to the engineer not later than fourteen days after the commencement date.

The contractor shall take into account the requirements of the Occupational Health and Safety Act, as well as the construction regulations in the drafting of the programme.

The format shall not be in the form of a bar chart only, but shall also clearly indicate the anticipated quantity of work to be executed each month. The construction programme shall also clearly indicate the local and foreign labour to be utilised for the duration of the Contract.

If during the progress of the work, the quantities of the work performed per month fall below the expected indicated in the construction programme, or if the sequence of operation is altered, or if the programme is deviated from in any other way, the contractor shall, within one week after being notified by the engineer, submit a revised construction programme.

Such a revised construction programme shall be based on the tempo of work achieved by the contractor up to the date of revision. Any proposal to increase the tempo of work must be accompanied by positive steps to increase production by providing more labour and plant on site or by using the available labour and plant in a more efficient manner.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS



Failure on the part of the contractor to work according to the programme or revised programmes shall be sufficient reason for the Engineer to take steps as provided for in the "General Conditions of Contract –Sixth Edition (1990)".

### **PS 13 DELAY IN COMPLETION**

The contractor shall organise the works in such a manner that no delays occur. Delay due to faulty organisation or lack or shortage of materials or labour or co-operation with other parties or to any other cause within the control of the contractor will not be countenanced and full power is reserved by the engineer to order the contractor to expedite the work should the work, in the opinion of the engineer, not progress in a satisfactory way.

### **PS 14 SUPPLY OF MATERIALS**

All material to be used in the works is to be supplied by the contractor.

The contractor shall ensure that the work is not delayed due to the lack of materials on site, by placing orders for material required under this contract as soon as possible. No extension of time will be allowed for any delay due to the supply of materials.

Although the quantities have been carefully calculated, it must be considered as approximate only and the contractor, before ordering any materials, should check the quantities required. The bill of quantities is provisional.

### **PS 15 EXECUTION OF THE WORKS**

#### **PS 15.1 Inspection by the engineer**

No portion of the work shall be proceeded with until the engineer or his representative has examined and approved the previous stage. If any work is covered or hidden from view before the engineer or his representative has inspected the work, the contractor shall at his own cost expose the covered or hidden work for inspection. The contractor shall also be responsible for making good any work damaged during the uncovering.

#### **PS 15.2 Certificate of completion**

When all the work under the contract have been completed to the entire satisfaction of the engineer, he will issue a certificate of completion to the contractor informing the contractor of the date the date at which the works are deemed to be completed and accepted by the employer.

The sureties provided by the contractor for the fulfilment and completion of the contract in terms of the form of agreement will be released upon the issue of the certificate of completion.

### **PS 16 INFORMATION THAT WILL BE PROVIDED BY THE MUNICIPALITY**

To be made available on compulsory site briefing

### **PS 17 KEY PERFORMANCE INDICATORS**

(Indicate and Key performance indicators or measurement to be supplied by contractor to monitor the performance of the bidder. For example:

The following Key Performance Indicators will be used to assess the performance of the service provider:

17.1 EPWP job creation reports)

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

17.2 Close –out Report.

**PS 18 PAYMENTS**

Payment will be in accordance with the tendered pricing schedule and the Key Performance Indicators indicated in the Terms of Reference. All prices should be inclusive of VAT. A valid tax invoice must be submitted within 5 working days after approval of workdone and measurement from site with all mandatory information and reporting as indicated in the scope of work.

Payment will be made within 30 working days from receipt of invoice by the finance department.

**PS 19 PERIOD OF TENDER**

4 Weeks

**PS20 ACCEPTANCE OF OFFER**

The municipality reserves the right not to award the tender or any part of the tender subject to the availability of budgetary funds.

**PS 21 EVALUATION**

Tenders will be evaluated on functionality first. Only tenders who receive the minimum eligible points will be further evaluated on price and preference points.

**PS 22 VALIDITY PERIOD**

The tender shall be valid for 90 days from date of opening the tender.

**PART B: VARIATIONS, AMENDMENTS AND ADDITIONS TO THE STANDARDIZED SPECIFICATIONS**

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

### C3.3 PARTICULAR SPECIFICATIONS

In addition to the standardised and project specifications, the following particular specifications shall apply to this contract and are bound in hereafter.

CLAUSE	DESCRIPTION
PO	Occupational Health and Safety Specifications

#### PO: OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS

Specification in terms of the construction regulations 4(1)(a) of the Occupational Health and Safety Act, No. 85 of 1993

##### 1. Background

In terms of the construction regulation 4(1)(a) of the Occupational Health and Safety Act, No. 85 of 1993, the Steve Tshwete Local Municipality, as the client, is required to compile a health and safety specification for the intended project and provide such specification to any prospective tenderer.

The client's further duties are as 4(1) to 4(6) in the Construction Regulations, July 2003.

##### 2. Scope

Development of a health and safety specification that addresses all aspects of occupational health and safety as affected by the Kwazamokuhle Community Facilities.

##### 3. OH&S MANAGEMENT

###### 3.1 Structure and organization of OH&S responsibilities

###### 3.1.1. Overall supervision and responsibility for OH&S

- The client is to ensure that the principal contractor, appointed in terms of construction regulation 4(1)(c), implements and maintains the agreed and approved OH&S plan.
- The chief executive officer of the principal contractor in terms of section 16(1) of the act is to ensure that the employer (as defined in the act) complies with the act. Annexure 2 - "Legal Compliance Audit" may be used for this purpose.
- Any OH&S Act (85 /1993), section 16(2) appointee/s as detailed in his/her respective appointment forms.
- The construction supervisor and assistant construction supervisor/s appointed in terms of construction regulation 6.

###### 3.1.2. Further (specific) supervision responsibilities for OH&S

*Appointments required by the act and regulations:*

- OH&S representatives (sections 17/18 of the act)
- OH&S committees (sections 19/20 of the act)
- Risk assessor (construction regulation 7(1))
- Accident/incident investigations co-ordinator (general administrative regulation 9(2))
- Form/support work supervisor (construction regulation 10(a))
- Batch plant supervisor (construction regulation 18(1))

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

- Stacking & storage supervisor (construction regulation 26(a))
- Fire equipment inspector (construction regulation 27(h))
- Electrical installations, machinery & appliances inspector (construction regulation 22)
- Excavations supervisor (construction regulation 11(1))
- Demolition supervisor (construction regulation 12(1))
- OH&S officer (where necessary) (construction regulation 6(6))
- Person responsible for machinery (general machinery regulation 2) emergency, security and fire co-ordinator (construction regulation 27(h) & environmental regulation 9)
- Fire equipment inspector (construction regulation 27(h) environmental regulation 9)
- First aider (general safety regulation 3(2))
- Hazardous chemical substances supervisor (HCS regulations)
- Ladders inspector (general safety regulation 13A)
- Lifting equipment inspector (construction regulation 20)
- Operators & drivers of construction plant & vehicles (construction regulation 21(i))
- Structures supervisor (construction regulation 9)
- Users operators of construction equipment (construction regulation 21(i))
- Welding supervisor (general safety regulation 9)

### 3.2. Communication and liaison

- OH&S liaison between the client, the principal contractor, the other contractors, the consulting engineer and other concerned parties will be through the OH&S committee as in **3.10**.
- In addition to the above, communication may be directly to the client or his appointed agent, verbally or in writing, as and when the need arises.
- Consultation with the workforce on OH&S matters will be through their supervisors, OH&S representatives, the OH&S committee and their elected trade union representatives, if any.
- The principal contractor will be responsible for the dissemination of all relevant OH&S information to the other contractors e.g. design changes agreed with the client and the consulting engineer, instructions by the client and/or his/her agent, exchange of information between contractors, the reporting of hazardous/dangerous conditions/situations etc.

### 3.3. OH&S file

The Principal Contractor must, in terms of Construction Regulation 5 (7), keep a health and safety file on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done. The following documents must be kept in the OH&S file:

- Notification of construction work (construction regulation 3)
- Copy of OH&S Act (updated) (general administrative regulation 4)
- Proof of registration and good standing with a COID insurer (construction regulation 4 (g))
- Copy of health and safety plan (construction regulation 5(1))
- OH&S programme agreed with client including the underpinning risk assessment and method statements (construction regulation 5(1))  
Designs/drawings (construction regulation 5(8))
- A list of contractors (subcontractors) including copies of the agreements between the parties and the type of work being done by each contractor (construction regulation 9)
- Appointment/designation forms as per 3.1.1. and 3.1.2. above

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

- Registers as follows:
  - \* Accident/incident register (annexure 1 of the general administrative regulations)
  - \* OH&S representatives inspection register
  - \* Form/support work inspection
  - \* Excavations inspection
  - \* Lifting equipment
  - \* Demolition inspections
  - \* Designer's inspection of structures record
  - \* Batch plant inspections
  
- \* Arc & gas welding & flame cutting equipment inspections
- \* Construction vehicles & mobile plant inspections
- \* Electrical installation and machinery inspections
- \* Fire equipment inspection & maintenance
- \* First aid
- \* Hazardous chemical substances
- \* Lifting tackle and equipment inspections
- \* Inspection of cranes
- \* Inspection of ladders
- \* Inspection of vessels under pressure
- \* Machinery inspections
- \* Drivers/operators of mobile plant/construction vehicles daily inspections

The principal contractor will be required to submit the abovementioned registers monthly to the chairperson of the OH&S committee for endorsement.

The health & safety file must be handed over to the client on completion of the contract. It must contain all the documentation handed to the principal contractor by any subcontractors together with a record of all drawings, designs, materials used and other similar information concerning the completed project.

#### 3.4 **OH&S goals and objectives and arrangements for monitoring and review of OH&S performance**

The principal contractor is required to maintain a compensation incidence frequency rate (CIFR) of at least 8 (refer annexure 3 - "measuring injury experience") and to report on this to the client on a monthly basis.

#### 3.5. **Identification of hazards and development of risk assessments, standard working procedures (SWP) and method statements**

The principal contractor is required to develop risk assessments, standard working procedures (SWP) and method statements for each activity executed in the contract or project (refer to section 4. below "project/site specific requirements").

#### 3.6. **Arrangements for monitoring and review**

##### 3.6.1. Monthly audit by client

The client will be conducting a monthly audit to comply with construction regulation 4(1)(d) to ensure that the principal contractor has implemented and is maintaining the agreed and approved OH&S plan.

##### 3.6.2. Other audits and inspections by client

*The client reserves the right to conduct other ad hoc audits and inspections as deemed necessary.*

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

A representative of the principal contractor must accompany the client on all audits and inspections and may conduct his/her own audit/inspection at the same time. Each party will, however, take responsibility for the results of his/her own audit/inspection results.

### 3.6.3 Reports

The principal contractor is required to provide the client with a monthly report in the format as per the attached annexure 4: "OHSE risk management report".

The principal contractor must report all incidents where an employee is injured on duty to the extent that he/she:

- dies
- becomes unconscious
- loses a limb or part of a limb
- is injured or becomes ill to such a degree that he/she is likely either to die, or to suffer a permanent physical defect, or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed

OR where:

- a major incident occurred
- the health or safety of any person was endangered
- where a dangerous substance was spilled
- the uncontrolled release of any substance under pressure took place
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects
- machinery ran out of control

to the Provincial Director of the Department of Labour within seven days. (section 24 of the general administrative regulation 8). The principal contractor is required to provide the client with copies of all statutory reports required in terms of the act.

The principal contractor is required to provide the client with copies of all internal and external accident/incident investigation reports including the reports contemplated in 3.9. below.

### 3.6.4 Review

The principal contractor is to review the hazard identification, Risk assessments and SWP's at each two weekly site inspection/meeting as the construction work develops and progresses and each time that changes are made to the designs, plans and construction methods and processes.

The principal contractor must provide the client, other contractors and all other concerned parties with copies of any changes, alterations or amendments.

## 3.7 Site rules and other restrictions

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

### 3.7.1. Site OH&S rules

The principal contractor must develop a set of site-specific OH&S rules that will be applied to regulate the OH&S aspects of the construction security and emergency arrangements

The principal contractor must establish site access rules and implement and maintain these throughout the construction period.

Access control must include the rule that non-employees will not be allowed on site unaccompanied.

The principal contractor must develop a set of security rules and procedures and maintain these throughout the construction period.

The principal contractor must appoint a competent emergency controller who must develop emergency contingency plans for any emergency that may arise on site as indicated by the risk assessments. These must include a monthly practice/testing programme for the plans e.g. January: trench collapse, February: flooding etc. and practiced/tested with all persons on site at the time, participating.

## 3.8. Training

The contents and syllabi of all training required by the act and regulations must be included in the principal contractor's OH&S plan.

### 3.8.1. General induction training

All employees of the principal and other contractors to be in possession of proof of general induction training.

### 3.8.2. Site specific induction training

All employees of the principal and other contractors to be in possession of site specific OH&S induction training.

### 3.8.3. Other training

All operators, drivers and users of construction vehicles, mobile plant and other equipment to be in possession of valid proof of training.

All employees in jobs requiring training in terms of the act and regulations to be in possession of valid proof of training.

OH&S training requirements: (as required by the construction regulations and as indicated by the OH&S specification and the risk assessment/s):

1. General induction (section 8 of the act)
2. Site/job specific induction (also visitors) (sections 8 & 9 of the act)
3. Site/project manager
4. Construction supervisor
5. OH&S representatives (section 18(3) of the act)
6. Training of the appointees indicated in 3.1.1. & 3.1.2. above
7. Operation of cranes (driven machinery regulations 18(11))
8. Operators and drivers of construction vehicles & mobile plant (construction regulation 21)
9. Basic fire prevention & protection (environmental regulations 9 and construction regulation 27)

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

10. Basic first aid (general safety regulations 3)
11. Storekeeping methods & safe stacking (construction regulation 26)
12. Emergency, security and fire co-ordinator

### 3.9. **Accident and incident investigation**

The principal contractor is responsible for the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she had to be referred for medical treatment by a doctor, hospital or clinic (general administrative regulation 9).

The results of the investigation to be entered into the accident/incident register (general administrative regulation 9).

The principal contractor is responsible for the investigation of all non-injury incidents as described in section 24(1)(b) & (c) of the act and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

The principal contractor is responsible for the investigation of all road traffic accidents and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

### 3.10.1 **OH&S representatives and committees**

#### 3.10.1 Designation of OH&S representatives

Where the principal contractor employs more than 20 persons (including the employees of other contractors (sub-contractors) he has to appoint one OH&S representative for every 50 employees or part thereof. General administrative regulation 6 requires that the appointment or election and subsequent designation of the OH&S representative are executed in consultation with employee representatives or employees (section 17 of the act and general administrative regulation 6 & 7).

OH&S representatives have to be designated in writing and the designation must include the area of responsibility of the person and term of the designation.

#### 3.10.2 Duties and functions of the OH&S representatives

The principal contractor must ensure that the designated OH&S representatives conduct a minimum monthly inspection of their respective areas of responsibility using a checklist and report thereon to the principal contractor OH&S representatives must be included in accident/incident investigations.

OH&S representatives must attend all OH&S committee meetings.

#### 3.10.3 Appointment of OH&S committee

The principal contractor must establish an OH&S committee consisting of all the designated OH&S representatives together with a number of management representatives (this number is not to exceed the number of OH&S representatives on the committee) and a representative of the client who shall act as the chairperson without a vote. The members of the OH&S committee must be appointed in writing.

The OH&S committee must meet minimum monthly and consider, at least, the following agenda:

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS



- Opening and welcome
- Present/apologies/absent
- Minutes of previous meeting
  
- Matters arising from the previous minutes
- OH&S representatives reports
- Incident reports & investigations
- Incident/injury statistics
- Other matters
- Endorsement of registers and the statutory documents by a representative of the principal contractor
- Close/next meeting

#### 4. PROJECT / SITE SPECIFIC REQUIREMENTS

The following is a list of specific activities and considerations that have been identified for the project and the construction site and for which risk assessments, Standard working procedures (SWP), management and control measures and method statements (where necessary) have to be developed by the principal contractor:

- Clearing & grubbing of the area/site
- Site establishment including:
  - Office/s
  - Secure/safe storage for materials, plant & equipment
  - Ablutions
  - Sheltered eating area
  - Maintenance workshop
  - Vehicle access to the site
- Dealing with existing structures (NB: the existing pipeline is also a structure)
- Location of existing services
- Installation and maintenance of temporary construction electrical supply, lighting and equipment
- Adjacent land uses/surrounding property exposures
- Boundary and access control/public liability exposures (NB: the employer is also responsible for the OH&S of non-employees affected by his/her work activities)
- Health risks arising from neighbouring as well as own activities and from the environment e.g. threats by dogs, bees, snakes, lightning etc.
- Exposure to noise
- Exposure to vibration
- Protection against dehydration and heat exhaustion
- Protection from wet & cold conditions
- Dealing with HIV/Aids and other diseases
- Use of portable electrical equipment including
  - Angle grinder
  - Electrical drilling machine
  - Skill saw
- Excavations including
  - Ground/soil conditions
  - Trenching
  - Shoring
  - Drainage of trench
- Welding including
  - Arc welding
  - Gas welding
  - Flame cutting
  - Use of LP gas torches and appliances
- Loading & offloading of trucks

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

- Aggregate/sand and other materials delivery
- Manual and mechanical handling
- Lifting and lowering operations
  
- Driving & operation of construction vehicles and mobile plant including
  - Trenching machine
  - Excavator
  - Bomag roller
  - Plate compactor
  - Front end loader
  - Mobile cranes and the ancillary lifting tackle
  - Parking of vehicles & mobile plant
  - Towing of vehicles & mobile plant
- \* Use and storage of flammable liquids and other hazardous substances
- \* Layering and bedding of trench floor
- \* Installation of pipes in trench
- \* Pressure testing of pipeline
- \* Installing heat shrink joint sleeves
- \* Backfilling of trench
- \* Protection against flooding
- \* Gabion work
- \* Use of explosives
- \* Protection from overhead power lines
- \* As discovered by the principal contractor's hazard identification exercise
- \* As discovered from any inspections and audits conducted by the client or by the principal contractor or any other contractor on site
- \* As discovered from any accident/incident investigation.

**Annexure 1: Construction occupational health – safety – environment audit system**

**Annexure 2: Guidelines for the development of a health and safety plan**

**Annexure 3: Guide to risk assessment**

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**ANNEXURE 1****CONSTRUCTION OHS ENVIRONMENT AUDIT SYSTEM**

(based on the new construction regulations)

\* Denotes items applicable to both construction sites and contractors plant / storage

**1. Administrative & Legal Requirements**

SECTION / REGULATION	SUBJECT	REQUIREMENTS	YES/NO
Construction Reg 3	Notice of carrying out construction work	Department of Labour notified	
		Copy of notice available on site	
General Admin Reg 3	* Copy of OH&S Act (Act 85 of 1993)	Updated copy of act & regulations on site	
		Readily available for perusal by employees	
COID Act Section 80	* Registration with compens. insurer	Written proof of registration / letter of good standing available on site	
Construction Reg 4 & 5(1)	OH&S specification & plan	OH&S specification received from client	
		OH&S plan developed	
		Updated regularly	
Section 8(2)(d) and Construction Reg 6	* Hazard identification & risk assessment	Hazard identification carried out / recorded	
		Risk assessment and plan drawn up / updated	
		Risk assessment plan available on site	
		Employees/subcontractors informed / trained	
Section 16(2)	* Assigned duties (managers)	Responsibility of complying with the OH&S Act assigned to other person/s by CEO	
Construction Reg 5(2)	Designation of person responsible on site	Competent person appointed in writing as	
		Construction supervisor	
Construction Reg 5(5)(a)	Designation of subordinate person	Competent person appointed in writing as	
		Sub-ordinate construction supervisor	
Section 17 & 18	* Designation of occupational health & safety representatives	More than 20 employees – one OH&S representative, one additional OH&S rep. for each 50 employees or part thereof	
		Designation in writing, period and area of responsibility specified	
		Meaningful OH&S rep. reports	
		Reports auctioned by management	
Section 19 & 20	* Occupational health & safety committee/s	OH&S committee/s established	
		Members appointed in writing	
		Meetings held monthly	
		Minutes kept	
		Auctioned by management	

QUOTATION NO	Q 00/00/2018				
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SECTION / REGULATION	SUBJECT	REQUIREMENTS	YES/NO
Section 37	* Agreement with mandatories (subcontractors)	Written agreement with subcontractors	
		List of subcontractors displayed	
		Proof of registration with compensation insurer/letter of good standing	
		Construction work supervisor designated	
		Written arrangements concerning	
		OH&S reps & OH&S committee	
		Written arrangements regarding first aid	
Construction Reg 7	Fall prevention & protection	Competent person appointed to draw up and supervise the fall protection plan	
		Proof of appointees competence available on site	
		Risk assessment carried out for work at heights	
		Fall protection plan drawn up/updated	
		Available on site	
Construction Reg 8	Roof work	Competent person appointed to plan & supervise roof work	
		Proof of appointees competence available on site	
		Risk assessment carried out	
Construction Reg 8	Roof work	Roof work plan drawn up / updated	
		Roof work inspect before each shift. Inspection register kept	
		Employees medically examined for physical & psychological fitness. Written proof available	
Construction Reg 9	Structures	Information re. the structure being erected received from the designer including:	
		- geo-science technical report where relevant	
		- the design loading of the structure	
		- the methods & sequence of construction	
		- anticipated dangers/hazards/special measures to construct safely	
		Risk assessment carried out	
		Method statement drawn up	
		All above available on site	
Structures inspected before each shift. Inspections register kept			

QUOTATION NO	Q 00/00/2018				
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SECTION / REGULATION	SUBJECT	REQUIREMENTS	YES/NO
Construction Reg 10	Form work & support work	Competent person appointed in writing to supervise erection, maintenance, use and dismantling of support & form work	
		Design drawings available on site	
		Risk assessment carried out	
		Support & formwork inspected:	
		- before use/inspection - before pouring of concrete - weekly whilst in place - before stripping/dismantling. Inspection register kept	
Construction Reg 11	Scaffolding	Competent persons appointed in writing to:	
		- erect scaffolding (scaffold erector/s)	
		- act as scaffold team leaders	
Construction Reg 11	Scaffolding	- inspect scaffolding weekly and after inclement weather (scaffold inspector/s)	
		Written proof of competence of above appointees available on site	
		Copy of SABS 085 available on site	
		Risk assessment carried out	
		Inspected weekly / after bad weather	
		Inspection register/s kept	
Construction Reg 12	Suspended scaffolding	Competent persons appointed in writing to:	
		- erect suspended scaffolding (scaffold erector/s)	
		- act as suspended scaffold team leaders	
		- inspect suspended scaffolding weekly and after inclement weather (scaffold inspector/s) risk assessment conducted	
		Certificate of authorization issued by a registered professional engineer available on site / copy forwarded to the Department of Labour	

QUOTATION NO	Q 00/00/2018				
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SECTION / REGULATION	SUBJECT	REQUIREMENTS	YES/NO
		The following inspections of the whole installation carried out by a competent person:	
		- after erection and before use	
		- daily prior to use. Inspection register kept	
		The following tests to be conducted by a competent person:	
		- load test of whole installation and working parts every 12 months	
		- hoisting ropes / hooks / load attaching devices quarterly. Tests log book kept	
		Employees working on suspended scaffold medically examined for physical & psychological fitness. Written proof available	
Construction Reg 13	Excavations	Competent person/s appointed in writing to supervise and inspect excavation work	
		Written proof of competence of above appointee/s available on site	
		Risk assessment carried out	
		Inspected:	
		- before every shift	
		- after any blasting	
		- after an unexpected fall of ground	
- after any substantial damage to the shoring			
- after rain. Inspections register kept			
		Method statement developed where explosives will be / are used	
Construction Reg 14	Demolition work	Competent person/s appointed in writing to supervise and control demolition work	
		Written proof of competence of above appointee/s available on site	
		Risk assessment carried out	
		Engineering survey and method statement available on site	
		Inspections to prevent premature collapse carried out by competent person before each shift. Inspection register kept	

QUOTATION NO	Q 00/00/2018				
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SECTION / REGULATION	SUBJECT	REQUIREMENTS	YES/NO
Construction Reg 16	Materials hoist	Competent person appointed in writing to inspect the material hoist	
		Written proof of competence of above appointee available on site	
		Materials hoist to be inspected weekly by a competent person. Inspections register kept	
Construction Reg 17	Caissons & coffer dams	Competent person appointed in writing to supervise, control & inspect the construction, installation/dismantling of caissons / coffer dams	
		Written proof of competence of above appointee available on site	
Construction Reg 17	Caissons & coffer dams	Risk assessment carried out to be inspected daily by a competent person. Inspections register kept	
Construction Reg 18	Explosive powered tools	Competent person appointed to control the issue of the explosive powered tools & cartridges and the service, maintenance and cleaning. Register kept of above	
		Empty cartridge cases / nails / fixing bolts returns recorded	
		Cleaned daily after use	
Construction Reg 19	Batch plants	Competent person appointed to control the operation of the batch plant and the service, maintenance and cleaning. Register kept of above	
		Risk assessment carried out	
		Batch plant to be inspected weekly by a competent person. Inspections register kept	
Construction Reg 20 / Mine Health & Safety Act (29 of 1996)	Tunnelling	Complying with Mines Health & Safety Act (29 of 1996)	
		Risk assessment carried out	
Construction Reg 21 / Driven Machinery Reg 18 & 19	Cranes & lifting machines equipment	Competent person appointed in writing to inspect cranes, lifting machines & equipment	
		Written proof of competence of above appointee available on site	
		Cranes & lifting tackle identified / numbered	
		Register kept for lifting tackle	
		Log book kept for each individual crane inspection: - All cranes - daily by operator - Tower crane/s – after erection / 6 monthly - Other cranes – annually by comp. person	

QUOTATION NO	Q 00/00/2018				
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BIDDER

WITNESS

EMPLOYER

WITNESS

SECTION / REGULATION	SUBJECT	REQUIREMENTS	YES/NO
		- Lifting tackle(slings / ropes / chain slings etc.) - 3 monthly	
		Risk assessment carried out	
Construction Reg 22 / Electrical Machinery Reg 9 & 10 / Electrical Installation Reg	* Inspection & maintenance of electrical installation & equipment (including portable electrical tools)	Competent person appointed in writing to inspect / test the installation and equipment	
		Written proof of competence of above appointee available on site	
		Inspections: - Electrical installation & equipment inspected after installation, after alterations and quarterly. Inspection registers kept	
		Portable electric tools and -lights and extension leads identified / numbered	
		Monthly visual inspection by user / issuer	
		Storeman Register kept	
Construction Reg 2: Diving Regulations	Water environments	Competent person appointed in writing to supervise diving operations and ensure maintenance, statutory inspection and testing by an approved inspection authority of equipment used	
		Written proof of competence of above appointee available on site	
		Proof of registration of all divers present on site available	
		Risk assessment carried out	
		Diving manual produced. Available on site	
		Record of voice communications kept	
		Diving operations record kept	
		Each diver keeps a personal logbook. Entries countersigned by the diving supervisor	
		Decompression tables available on site	
		Records of any decompression illness kept	
Construction Reg 30 General Safety Reg 8(1)(a)	* Designation of stacking & storage supervisor	Competent person/s with specific knowledge and experience designated to supervise all stacking & storage	
		Written proof of competence of above appointee available on site	

QUOTATION NO	Q 00/00/2018				
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SECTION / REGULATION	SUBJECT	REQUIREMENTS	YES/NO
Construction Reg 31 / Environmental Reg 9	* Designation of a person to co-ordinate emergency planning and fire protection	Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures	
		Emergency evacuation plan developed: - Drilled / practiced - Plan & records of drills/practices available on site	
		Fire risk assessment carried out	
		All fire extinguishing equipment identified and on register	
		Inspected weekly. Inspection register kept	
		Serviced annually	
Construction Reg 32 / General Safety Reg 3	* First aid	Every workplace provided with sufficient number of first aid boxes (required where 5 persons or more are employed)	
		First aid freely available	
		Equipment as per the list in the OH&S Act	
		One qualified first aider appointed for every 50 employees (required where more than 10 persons are employed)	
		List of first aiders and certificates	
		Name of person/s in charge of first aid box/es displayed	
		Location of F/aid box/es clearly indicated	
		Signs instructing employees to report all Injuries/illness including first aid injuries	
Construction Reg 33 / General Safety Reg 2	Personal safety equipment (PSE)	PSE risk assessment carried out	
		Items of PSE prescribed / use enforced	
		Records of Issue kept	
		Undertaking by employee to use / wear PSE	
Construction Reg 34 / General Safety Reg 9	* Inspection & use of welding / flame cutting equipment	Competent person/s with specific knowledge and experience designated to inspect electric arc, gas welding and flame cutting equipment	
Construction Reg 34 / General Safety Reg 9	* Inspection & use of welding / flame cutting equipment	Written proof of competence of above appointee available on site	
		Equipment identified/numbered and entered into a register	
		Equipment inspected monthly. Inspection register kept	
Construction Reg 35 / Hazardous Chemical Substances (HCS)	* Control of storage & usage of HCS	Competent person/s with specific knowledge and experience designated to control the storage & usage of HCS	

QUOTATION NO	Q 00/00/2018				
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SECTION / REGULATION	SUBJECT	REQUIREMENTS	YES/NO
		Written proof of competence of above appointee available on site	
		Risk assessment carried out	
		Register of HCS kept / used on site	
Construction Reg 36 / Vessels under Pressure Reg	Vessels under pressure (VUP)	Competent person/s with specific knowledge and experience designated to supervise the use, storage, maintenance, statutory inspections & testing of VUP's	
		Written proof of competence of above appointee available on site	
		Risk assessment carried out	
		Certificates of manufacture available on Sste	
		Register of VUP's on site	
		Inspections & testing by approved inspection authority (AIA): - after installation/re-erection or repairs - every 36 months - register / log kept of inspections, tests. Modifications & repair	
Construction Reg 37	Construction vehicles & earth moving equipment	Operators/drivers appointed to: - Carry out a daily inspection prior to use - Drive the vehicle/plant that he/she is competent to operate / drive	
		Written proof of competence of above appointee available on site	
		Record of daily inspections kept	
Construction Reg 38 / General Safety Reg 13D	* Inspection of ladders	Competent person appointed in writing to inspect ladders	
		Ladders inspected at arrival on site and monthly thereafter. Inspections register kept	
Construction Reg 39 / General Safety Reg 13B	Ramps	Competent person appointed in writing to supervise the erection & inspection of ramps. Inspection register kept	

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## ANNEXURE 2

### GUIDELINES FOR THE DEVELOPMENT OF A HEALTH & SAFETY PLAN

#### 1. Project background

In terms of the Construction Regulations [Regulation 4(1) (a)] of the Occupational Health and Safety Act, No 85 of 1993, the client is required to compile an occupational health and safety specification for each of its projects and the principle contractor, appointed by the client in terms of regulation 4(1)(c), is required to prepare an occupational health and safety plan. This plan has to be prepared in terms of regulation 5(1) as well as the client's occupational health and safety specification. In terms of regulation 4(2), the client and the principle contractor are required to agree on the occupational health and safety plan before any work may commence.

#### 2. Framework for an occupational health and safety plan

##### 2.1 Introduction

The principal contractor has to demonstrate to the client that he has a suitable and sufficiently documented occupational health and safety plan as well as the necessary competencies, experience and resources to perform the construction work safely. The principle contractor could be required to submit the following documentation for perusal and verification by the client:

- Management structure
- Quality plan
- Human resources plan
- Registered workplace skills plan
- "Letter of good standing" from the Compensation Commissioner or licensed compensation insurer
- Proof of induction and other training of employees
- Example copy minutes of previous occupational health and safety committee meetings and copies of incident investigation reports

##### 2.2 Contents of an occupational health and safety plan

###### 2.2.1 Occupational health and safety management programme

- Management of occupational health and safety risks
- Occupational health and safety structures and appointments
- Programme of occupational health and safety inspections
- Occupational health and safety representatives
- Occupational health and safety committee

###### 2.2.2 Communication and management of the work

- Management structure and responsibilities
- Occupational health and safety goals for the project and arrangements for monitoring and review of occupational health and safety performance
- Arrangements for:
  - Regular liaison between parties on site
  - Consultation with the workforce
  - The exchange of design information between the client, engineer, supervisors and contractors on site
  - Handling design changes during the project
  - Selection and control of contractors
  - The exchange of occupational health and safety information between all contractors

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

- Security
- Site induction and onsite training
- Facilities and first-aid
- The reporting and investigation of accidents and incidents
- The production and approval of risk assessments and method statements
- Site OH&S rules
- Fire and emergency procedures
- Reporting to the client i.e. results of occupational health and safety inspections, incident
- and incident investigations and committee meetings
- Reporting of incidents to the Department of Labour and Compensation insurer where appropriate

### 2.2.3 Arrangements for controlling significant site risks

The following are some examples of the arrangements for controlling the most significant site risks:

- Safety risks
  - Services, including temporary electrical installations
  - Preventing employees from falling into excavations, from trucks, etc.
  - Work with, on or near fragile materials
  - Control of lifting operations
  - The maintenance of plant and equipment
  - Poor ground conditions
  - Traffic routes and segregation of vehicles and pedestrians
  - Storage of hazardous materials
  - Dealing with existing unstable structures/land
  - Accommodating adjacent land use
  - Other significant safety risks as and when identified
- Health risks
  - Storage and use of hazardous chemical substances
  - Dealing with contaminated land or material
  - Manual handling
  - Reducing noise and vibration
  - Provision of adequate lighting
  - Ventilation considerations
  - Extreme heat and cold temperature considerations
  - Dealing with HIV/Aids and other illnesses
  - Provision of and maintaining ablution and eating facilities
  - Other significant health risks as and when identified

### 2.2.4 Preparation of an occupational health and safety operational reference file/manual

The following are some of the requirements to be addressed:

- Layout, format and content requirements
- Arrangement for the collection and gathering of information
- Storage and archiving of all the information
- Copy to the client at completion of project

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**Suggested contents of an OH&S file/manual**

- OH&S Policy
- Notice of new project
- Site start-up
- Security measures
- Written designations & appointments
- Arrangements with contractors/mandataries
- OH&S rules and procedures
- Induction
- OH&S training
- OH&S promotion
- OH&S representatives
- OH&S committees
- Workplace facilities e.g. ablutions, sheltered eating areas etc.
- Protective equipment
- Workplace inspections and audits
- Investigation & reporting of incidents/accidents
- Mechanical safeguarding
- Electrical safeguarding
- Safeguarding against hazardous substances
- Lifting machinery & equipment
- Construction vehicles & mobile plant
- Welding, heating & flame cutting
- Excavations
- Protection of the environment affected by construction activities
- Keeping of records in terms of the OH&S Act (85 of 1993)

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**ANNEXURE 3****GUIDE TO RISK ASSESSMENT****1. How to do it?****STEPS TO EFFECTIVE RISK ASSESSMENT**

Step 1	Identifying the hazards
Step 2	Aim to identify major hazards, don't waste time on the minor & detail
Step 3	Involve as many people as possible in the process especially those at risk
Step 4	Gather all the information and analyse it
Step 5	Look at what actually occurs including non-routine operations
Step 6	Use a systematic approach to ensure all hazards are adequately addressed
Step 7	Assess the risks arising taking into account the effectiveness of controls
Step 8	Ensure the process is practical and realistic
Step 9	Always record the assessment in writing including assumptions and why

**2. How serious is it?**

<b>PROBABILITY</b>		<b>CONSEQUENCES</b>	
A	Common	1	Fatality or permanent disability
B	Has happened	2	Major injury
C	Could happen	3	Average lost time injury
D	Not likely	4	Minor injury
E	Practically impossible	5	Medical treatment or less

<b>RISK RATING</b>		<b>ACTION</b>
1 – 3	Serious	Immediate (within 1 week)
4 - 5	High	Within 1 month
6 – 7	Moderate	> 4 weeks
8 – 9	Acceptable	No action

QUOTATION NO	Q 00/00/2018				
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<p>Access towers</p> <p>Acid washing</p> <p>Aggregate / sand delivery</p> <p>Angle grinder</p> <p>Arc welding</p> <p>Armco barriers - installation</p> <p>Assem. of elements by boilermaker</p> <p>Back filling</p> <p>Bag filling</p> <p>Band saw</p> <p>Banksman</p> <p>Batch plant</p> <p>Bench grinder</p> <p>Bin scraper</p> <p>Block feeder</p> <p>Block machine</p> <p>Boom scraper</p> <p>Bricks – laying of brickwork</p> <p>Bulk earthworks</p> <p>Cement spray truck</p> <p>Clearing &amp; grubbing of area / site</p> <p>Compr. gas cylinders-handling</p> <p>Compressors – air</p> <p>Concrete – placing of (1)</p> <p>Concrete – placing of (2)</p> <p>Confined spaces – working in conveyors</p> <p>Cutting – of earthworks</p> <p>David arm</p> <p>Deck panels – placing</p> <p>Depallet or operator</p> <p>Diss. assembly rejects</p> <p>Distribution boards – electrical</p> <p>Drivers – of vehicles</p> <p>Dry tile deracking</p> <p>Dumpers - concrete</p> <p>Electrical installation – maintenance of elevated positions</p> <p>Erecting – install / shutters</p> <p>Excavations (1)</p> <p>Excavations (2)</p> <p>Explosive powered tools</p> <p>Finger car</p> <p>Fire fighting prevention</p> <p>Fire prevention &amp; protection</p> <p>Form work</p> <p>Friction saw</p>	<p>Gas welding-cutting operations</p> <p>Guillotine</p> <p>Hand &amp; spray painting</p> <p>Hand tools jacking – with hydraulic pump</p> <p>Hanging scaffolding</p> <p>Hauling</p> <p>High cut operations</p> <p>Jacking hydraulic pump (1)</p> <p>Jacking hydraulic pump (2)</p> <p>Kerb laying</p> <p>Landscaping</p> <p>Lathe</p> <p>Layering of (road work) materials</p> <p>Layering process</p> <p>Laying kerbs</p> <p>Laying of storm water drains</p> <p>Levelling – off materials</p> <p>Lifting concr. beams on to trailers</p> <p>Loading supervisor</p> <p>Loading / unloading - of trucks</p> <p>Loffels – placing / laying</p> <p>Machine operator</p> <p>Making of steel items</p> <p>Material delivery</p> <p>Materials handling</p> <p>Mixer operator</p> <p>Mobile cranes</p> <p>Pedestal drill</p> <p>Pedestal grinder</p> <p>Placing concrete</p> <p>Plastering</p> <p>Portable electric drill</p> <p>Portable electric tools</p> <p>Portable ladders</p> <p>Post tensioning</p> <p>Radial arm drill</p> <p>Refuelling vehicles / plant</p> <p>Reinforcing steel – placement (1)</p> <p>Reinforcing steel – placement (2)</p> <p>Road traffic signs – placement of</p> <p>Roadworks - deviations</p> <p>Roof truss erection</p> <p>Sandblasting</p> <p>Scaffolding</p> <p>Shuttering – erection</p> <p>Shuttering – stripping</p>
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QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

<p>Front end loader                  Fuel supply                  Gas cylinders – handling of                  Gas welding-cutting oper.                  Traffic control / regulation                  Trench excavation                  Use of angle grinder                  Use of port. elec. tools                  Wet tile racking                  Work confined spaces                  Work in elevated positions                  Working platforms                  Workshops</p>	<p>Site establishment (1)                  Site establishment (2)                  Skill saw                  Spray painting                  Storm water pipes - laying                  Structural steel – erection                  Structural steel – laydown                  Surveying                  Suspended scaffolds                  Termite proofing                  Tile machine                  Tile stacking                  Timber feeder                  Tower cranes                  Traffic accommodation</p>
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**GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract are not included in this document and may be downloaded from the following website – [www.treasury.gov.za/legislation](http://www.treasury.gov.za/legislation).

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS



**SERVICE LEVEL AGREEMENT****MEMORANDUM OF AGREEMENT MADE AND ENTERED INTO BY AND BETWEEN****STEVE TSHWETE LOCAL MUNICIPALITY**

herein represented by **BHEKI KHENISA** in his capacity as **ACTING MUNICIPAL MANAGER** or **ANDRIES MDUDUZI MASILELA** in his capacity as **DIRECTOR: LEGAL AND ADMINISTRATION** duly authorised by resolutions **C47/01/2014** and **C69/01/2017** of Steve Tshwete Local Municipality dated **30 JANUARY 2014** and **24 JANUARY 2017**

(hereinafter referred to as the **“MUNICIPALITY”** or **“EMPLOYER”**)

and

\_\_\_\_\_ **REGISTRATION NO.:** \_\_\_\_\_

herein represented by \_\_\_\_\_ with identity number \_\_\_\_\_ in his/her capacity as \_\_\_\_\_ of the Close Corporation / Company and duly authorised hereto

(hereinafter referred to as the **“CONTRACTOR”**)

**WHEREAS** the CONTRACTOR was awarded a tender for the \_\_\_\_\_  
\_\_\_\_\_ in terms and accordance with resolution \_\_\_\_\_;

**AND WHEREAS** the said award was communicated by letter no. \_\_\_\_\_ attached as **ANNEXURE B** the conditions of which are hereby accepted by the CONTRACTOR;

**AND WHEREAS** the parties wish to enter into this Agreement to ensure a mutual understanding and to clarify and formalize the expectation of both parties with regard to the service expectations and commitments between the two parties;

**NOW THEREFORE** the PARTIES agree as follows:

1.

**DEFINITIONS AND TERMINOLOGY:**

In this Agreement, unless the context otherwise indicates, the under mentioned words and expressions shall bear the following meanings:

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

- Agreement:** means this Agreement with all annexures and schedules attached hereto as duly signed by the parties. It is an express term of this Agreement that it will be read together with the award letter, the GCC, the Tender document and any Addendum thereto.
- Commencement date:** means, notwithstanding the date of signature of this Agreement, the date of delivery to the CONTRACTOR of a written notice from the Municipality informing it/him of the acceptance of its offer and the conditions of such acceptance, which date is recorded to be **XXXXXX**;
- GCC:** means the General Conditions of Contract for Construction Works **(Second Edition) 2010** published by the South African Civil Institution of Civil Engineering;
- Parties:** means the parties to this Agreement mentioned hereinabove and "Party" means either one of them;
- Tender document:** means the tender document (bidding document) (**BS \_\_\_\_\_**) as submitted by the CONTRACTOR and any Addendum thereto. For purposes of this Agreement, the tender document includes, but is not limited to, the following documents:
- Bill of Quantities / Pricing Schedule / Pricing Data
  - Scope of Work and Technical / Project Specifications
  - Agreement / Contract, Contract Data & Contract Specific Data
  - General and Special Conditions of Contract

## 2.

**INTERPRETATION:**

- 2.1 The clause headings in this Agreement shall be deemed to have been included for purposes of reference and convenience only and shall not influence the interpretation or the contents of this Agreement.
- 2.2 In this Agreement, unless the context otherwise indicates, a reference to:
- 2.2.1 the singular shall be deemed to include a reference to the plural and *vice versa*;
- 2.2.2 any one gender shall be deemed to include a reference to the other gender; and
- 2.2.3 a natural person shall be deemed to include a reference to a legal entity (whether incorporated or unincorporated) and *vice versa*.
- 2.3 If any provision in a definition is a substantive provision conferring rights or imposing obligations on any party, notwithstanding that it is only in the definition clause, effect shall be given to it as if it were a substantive provision in the body of the Agreement.
- 2.4 Expressions defined in this Agreement shall bear the meanings in schedules or annexures to this Agreement or the Tender document which do not themselves contain their own

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

definitions.

- 2.5 All schedules and annexures hereto shall be deemed to be incorporated herein and shall form an integral part hereof.
- 2.6 It is an express term of this Agreement that it will be read in conjunction with the municipal bidding document / tender document, any Addendum thereto, the GCC, the General or Special Conditions of Contract and award letter and should in no way be construed as a replacement and/or waiver of the bidding document as a whole or any portion thereof. The parties confirm that they have in their possession copies of all relevant documents / sections of the tender document.
- 2.7 If there is any conflict between this Agreement and the tender document or the GCC, General or Special Conditions of Contract, the contradicting condition / stipulation in this Agreement shall prevail, unless otherwise specified in this Agreement.
- 2.8 If there is any conflict between this Agreement and any of the documents specified in 2.7 above, such conflict or contradiction shall not render this Agreement or any of such specified documents ineffective or null and void *in toto*.

3.

#### **COMMENCEMENT:**

Notwithstanding the date of signature of this Agreement, this Agreement shall be deemed to have come into effect on the Commencement Date. It is further recorded that the Commencement Date as defined in clause 1 hereof, will be regarded as the Commencement Date for purposes of the provisions of the GCC.

4.

#### **APPLICATION OF "GCC" AND OBLIGATION OF PARTIES:**

- 4.1 The parties agree and specifically record that the General Conditions of Construction Works (Second Edition) 2010 published by the South African Institution of Civil Engineering (hereinafter referred to as "the GCC") governs the Contract awarded to the Contractor in terms of resolution BA\_\_\_\_\_.
- 4.2 It is formally recorded for purposes of this Agreement that both parties have familiarized themselves with the GCC and it is expressly agreed between the parties that both parties will be responsible to obtain copies of the aforementioned document at its own cost. Copies of the GCC may be obtained from the South African Institution of Civil Engineering.
- 4.3 The GCC shall be read in conjunction with this Agreement as if specifically incorporated herein and will further be read in conjunction with the variations, amendments and additions set out in the Contract Data and Contract Specific Data contained in the Tender Document. **It is specifically recorded that for purposes of the GCC, the MUNICIPALITY / EMPLOYER will also act as the ENGINEER.**

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

- 4.4 It is an express term of this agreement that each and every stipulation contained in the GCC will be strictly adhered to and/or complied with by the CONTRACTOR.
- 4.5 The CONTRACTOR shall and hereby undertakes to deliver the goods and/or render and/or execute the Services to the MUNICIPALITY as listed or set out in and in the manner and within the time frames set out more fully in the Tender document and the GCC (and as varied or extended in terms of the GCC).
- 4.6 Payment of the CONTRACTOR will be made in accordance with the provisions and determinations set out in the GCC, the Tender document and the Bill of Quantity / Pricing Schedule / Pricing Data contained in the tender document, as amended (if applicable). A valid invoice must be submitted by the CONTRACTOR with all mandatory information and reporting as indicated in the scope of work.
- 4.7 In addition to the penalty stipulations contained in the GCC and Tender document, the CONTRACTOR further hereby subjects itself to the restriction penalty clause set out in **ANNEXURE A** hereto.

## 5.

**JURISDICTION:**

The parties also hereby agree to the non-exclusive jurisdiction of the Magistrate's Court in respect of any claims which may arise from any of the parties' breach of any of the terms of this Agreement or the GCC, any remedies available to the aggrieved party in terms of this Agreement, the GCC, applicable legislation or the common law notwithstanding that such claim or dispute may fall outside the jurisdiction of the said Court.

## 6.

**NOTICES AND DOMICILIA:**

- 6.1 Any notice, request, order, statement or other communication required or permitted to be given in terms of the GCC, shall be given in terms of the provision of the GCC.
- 6.2 For the purposes of this agreement and all legal actions (litigation) arising there from the Contract or the GCC, the parties accept the following addresses as their respective *domicilium citandi et executandi*:

6.2.1 *Domicilium* of the CONTRACTOR:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6.2.2 *Domicilium* of the MUNICIPALITY:

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

Corner of Walter Sisulu & Wanderers Streets  
 Municipal buildings, Civic Centre  
 Middelburg, Mpumalanga

6.3 The CONTRACTOR undertakes to notify the MUNICIPALITY in writing within 10 (ten) days of a change of *domicilium*. The CONTRACTOR also undertakes to notify the MUNICIPALITY of a change of management within the same period as above.

7.

**ENTIRE AGREEMENT:**

This agreement, read together with the award letter, the GCC, General and/or Special Conditions of Contract and the Tender document, as amended (if applicable), embodies the entire Agreement between the Parties and no alteration, addition or variation of any of the terms or conditions of this Agreement shall be of any force or effect unless it is recorded in writing and signed by both Parties.

THUS DONE AND SIGNED AT \_\_\_\_\_ ON THIS THE \_\_\_\_\_ DAY  
 OF \_\_\_\_\_ 20\_\_\_\_.

**AS WITNESSES:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

\_\_\_\_\_  
**CONTRACTOR**

THUS DONE AND SIGNED AT \_\_\_\_\_ ON THIS THE \_\_\_\_\_ DAY  
 OF \_\_\_\_\_ 20\_\_\_\_.

**AS WITNESSES:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

\_\_\_\_\_  
**MUNICIPALITY**

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**ANNEXURE A: RESTRICTION PENALTIES**

1. Where the MUNICIPALITY terminates the contract in whole or in part, the MUNICIPALITY may decide to impose a restriction penalty on the CONTRACTOR by prohibiting the CONTRACTOR from doing business with the MUNICIPALITY or public sector.
2. Such restriction or blacklisting will be executed according to the guidelines and procedures stipulated in the General Conditions of Contract and the MUNICIPALITY'S policies, such as Council's Supply Chain Management Policy, Blacklisting Policy, etc.
3. Any restriction imposed on any person by the MUNICIPALITY will, at the discretion of the MUNICIPALITY, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the CONTRACTOR, and with which enterprise or person the CONTRACTOR, is or was in the opinion of the MUNICIPALITY actively associated.

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**ANNEXURE B: AWARD LETTER**

QUOTATION NO	Q 00/00/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS