



STEVE TSHWETE LOCAL MUNICIPALITY

QUOTE NO. Q23.02.18

PROVISION OF A COMPREHENSIVE PREVENTATIVE LIFT MAINTENANCE SERVICE ON ALL MUNICIPAL BUILDINGS (MP 313) FOR THE PERIOD OF 12 MONTHS AS AND WHEN REQUIRED.

CLOSING DATE:	22/02/2018	TIME	12H00
----------------------	-------------------	-------------	--------------

NAME OF TENDERER	
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
TENDERED AMOUNT	
COMPLETION PERIOD	
CONTACT PERSON	
TELEPHONE NUMBER	
FAX NUMBER	

ENQUIRIES REGARDING BID PROCEDURES		TECHNICAL ENQUIRIES	
DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT		DIRECTORATE: INFRASTRUCTURE SERVICES	
PEET VAN DER MERWE		T.I MOFOKENG	
ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT UNIT		SNR TECHNICAL ASSISTANT	
TEL. NUMBER	013-249 7281	TEL. NUMBER	013-249 7095/7085
TENDER ISSUED BY			
MS. ROSE KALLIS		LEGAL & ADMINISTRATION DEPARTMENT	
LEGAL ADMINISTRATION CLECK		TEL. NUMBER	013-249 7365
STEVE TSHWETE LOCAL MUNICIPALITY		P.O. BOX 14, MIDDELBURG, 1050	

STEVE TSHWETE LOCAL MUNICIPALITY

TENDER DETAILS						
TENDER NUMBER	Q23.02.18					
TENDER TITLE	PROVISION OF A COMPREHENSIVE PREVENTATIVE LIFT MAINTENANCE SERVICE ON ALL MUNICIPAL BUILDINGS (MP 313) FOR THE PERIOD OF 12 MONTHS AS AND WHEN REQUIRED.					
CLOSING DATE	22/022018		CLOSING TIME		12H00	
SITE MEETING	DATE	19/02/2018	TIME	10:00	COMPULSORY	YES
SITE MEETING ADDRESS	Infrastructure Services Boardroom, First floor, no. 14 SADC street, Middelburg, Mpumalanga, 1050					
CIDB GRADING REQUIRED	YES		LEVEL AND CATEGORY		3SI	
TENDER DOCUMENT FEE	N/A		PREFERENCE POINT SYSTEM		80/20	
BID BOX SITUATED AT	Corporate Services, 2 nd floor, Civic Centre, Steve Tshwete Local Municipality, Wanderers Avenue.					
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 TENDER.				

PLEASE NOTE:

1. Prospective suppliers must be registered on CSD prior to submitting bids (open bids)
2. Tenders that are deposited in the incorrect box will not be considered.
3. Mailed, telegraphic, telex, or faxed tenders will not be accepted.
4. No late bids after closing date and time will be accepted.
5. Bids not clearly marked and unamend will not be accepted.
6. Bids may only be submitted on the bid documentation provided by the municipality.
7. 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

BIDDER'S TENDER DOCUMENTATION DECLARATION	1
SCHEDULE OF DOCUMENTS	4
THE TENDER	6
T1 TENDERING PROCEDURES	7
T1.1 TENDER NOTICE & INVITATION	8
T1.2 TENDER DATA	9
T1.3 STANDARD CONDITIONS OF TENDER	15
T2 RETURNABLE DOCUMENTS	27
T2.1 LIST OF RETURNABLE DOCUMENTS	28
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	50
SCHEDULE 16 CAPACITY TO EXECUTE & IMPLEMENT THE TENDER EVALUATION (PHYSICAL RESOURCES)	51
SCHEDULE 17 IMPLEMENTATION PLAN & METHODOLOGY TO IMPLEMENT PROJECT	52
SCHEDULE 18 ALTERATIONS OR ALTERNATIVE OFFER BY TENDERER	53
T2.2 COMPULSORY MUNICIPAL BID DOCUMENT	54
MBD 2 TAX CLEARANCE CERTIFICATE 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	61
MBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011	Error! Bookmark not defined.
MBD 7.1 CONTRACT FORM - RENDERING OF CONSTRUCTION WORK (PART 1)	71
MBD 7.1 CONTRACT FORM - RENDERING OF CONSTRUCTION WORK (PART 2)	72
MBD 8 DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES	73

	MBD 9	CERTIFICATE OF INDEPENDENT BID DETERMINATION	75
T2.3	OTHER SCHEDULES & DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT		78
	OSD 1	FORM OF INTENT TO PROVIDE A PERFORMANCE GUARANTEE	79
	OSD 2	EXECUTION PROGRAMME	82
	OSD 3	OCCUPATIONAL HEALTH & SAFETY DECLARATION FORM	84
	OSD 4	CONTRACTOR'S SAFETY PLAN	87
	OSD 5	PRO FORMA NOTIFICATION FORM IN TERMS OF THE OCCUPATIONAL HEALTH & SAFETY ACT 1993, CONSTRUCTION REGULATIONS 2003	88
	OSD 6	TRANSFER OF RIGHTS	91
	OSD 7	PRO FORMA: CONTRACT OF EMPLOYMENT EPWP	93
	OSD 8	PRO FORMA: MONTHLY LABOUR REPORT	95
THE CONTRACT			96
	C1.1	FORM OF OFFER & ACCEPTANCE	Error! Bookmark not defined.
	C1.1.1	FORM OF OFFER	Error! Bookmark not defined.
	C1.1.2	FORM OF ACCEPTANCE	99
	C1.1.3	SCHEDULE OF DEVIATIONS	100
	C1.2	CONTRACT DATA	101
	C1.2.1	CONDITIONS OF CONTRACT	102
	C1.2.2	PART 1 - DATA PROVIDED BY THE EMPLOYER	121
	C1.2.3	PART 2: DATA PROVIDED BY THE CONTRACTOR	122
	C1.2.4	CONTRACT PRICE ADJUSTMENT SCHEDULE	123
C2	PRICING DATA		124
	C2.1	PRICING INSTRUCTIONS	125
	C2.2	MBD 3.1 BID PRICE	129
	C2.3	DAY WORK SCHEDULE	131
C3	SCOPE OF WORK		132
	C3.1	STANDARD SPECIFICATIONS	134
	C3.3	PARTICULAR SPECIFICATIONS	160
	ANNEXURE 1	CONSTRUCTION OHS ENVIRONMENT AUDIT SYSTEM	169
	ANNEXURE 2	GUIDELINES FOR THE DEVELOPMENT OF A HEALTH & SAFETY PLAN	177
	ANNEXURE 3	GUIDE TO RISK ASSESSMENT	180
GENERAL CONDITIONS OF CONTRACT			183
SERVICE LEVEL AGREEMENT			184

BIDDER'S TENDER 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 signed the following form: MBD 7.1 Form - Contract form for rendering of construction work?	YES	*YES / NO
8	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
9	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
9.1	OSD 1 : Form of intent to provide a performance guarantee	YES	*YES / NO
9.2	OSD 2 : Execution programme		
9.3	OSD 3 : Occupational health and safety declaration form	YES	*YES / NO
9.4	OSD 4 : Contractor's safety plan	YES	*YES / NO
9.5	OSD 5 : Pro forma notification form in terms of the Occupational Health and Safety Act 1993, Construction Regulations, 2003	YES	*YES / NO
9.6	OSD 6 : Transfer of rights	YES	*YES / NO
9.7	OSD 7 : Pro forma contract of employment EPWP	YES	*YES / NO
9.8	OSD 8 : Pro forma monthly labour report	YES	*YES / NO
10	Have you completed the Form of Offer (C1.1) in WORDS as well as in FIGURES ?	YES	*YES / NO
11	Have you completed and signed Part 2 of C1.2 (contract data)	YES	*YES / NO
12	Have you completed and signed the pro-forma: OHS mandatory form?	YES	*YES / NO
13	Have you completed and signed the bill of quantities as well as C2.3 day work schedule?	YES	*YES / NO
14	Do you understand the scope of work that includes the standard specifications/project specifications and particular specifications?	YES	*YES / NO
15	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
16	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

TENDER NO.					
	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 2 : Tax clearance certificate
- MBD 4 : Declaration of Interest
- MBD 5 : Declaration for procurement above R10-million
- MBD 6.1 : Preference Certificate
- MBD 7.1 : Contract form for rendering of construction work (Part 1)
- MBD 7.1 : Contract form for rendering of construction work (Part 2)
- MBD 8 : Declaration of bidder's past supply chain management practices
- MBD 9 : Certificate of Independent Bid Determination

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

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

General Conditions of Contract

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 TENDER NOTICE & INVITATION



STEVE TSHWETE LOCAL MUNICIPALITY

QUOTE NO.: Q23.02.18

CLOSING DATE: 22/02/2018 AT 12H00**PROVISION OF A COMPREHENSIVE PREVENTATIVE LIFT MAINTENANCE SERVICE ON ALL MUNICIPAL BUILDINGS (MP 313) FOR THE PERIOD OF 12 MONTHS AS AND WHEN REQUIRED.**

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited to submit their bids for A Comprehensive Lift Maintenance service on all Municipal Buildings (MP 313) for the period of 36 months as and when required.

Tenders are hereby invited for the **PROVISION OF A COMPREHENSIVE PREVENTATIVE LIFT MAINTENANCE SERVICE ON ALL MUNICIPAL BUILDINGS (MP 313) FOR THE PERIOD OF 12 MONTHS AS AND WHEN REQUIRED** in the Steve Tshwete municipal region. **Tenderers should have a CIDB contractor grading of 3SI or higher.** The contract comprises mainly comprehensive of maintenance of Elevators/Lifts which will provide uninterrupted movement of people within the facilities.

Duly completed tender enclosed in a sealed envelope marked "QUOTE Q23.02.18 PROVISION OF A COMPREHENSIVE PREVENTATIVE LIFT MAINTENANCE SERVICE ON ALL MUNICIPAL BUILDINGS (MP 313) FOR THE PERIOD OF 36 MONTHS AS AND WHEN REQUIRED" with the name of the tenderer, shall be deposited in the quote box provided at the Steve Tshwete Local Municipality, Infrastructure service building on the no. 14 SADC street, Middelburg, 1050.

A compulsory clarification meeting with representatives of the employer will take place at the **Infrastructure Services Boardroom, First floor, no. 14 SADC Street, Middelburg, Mpumalanga, 1050** on 19 February 2018 starting at 10:00 hrs. Contract documentation will not be available on site, and the engineer will not be available for inspection purposes on any other occasion. Documents will be available on the Municipal Website under quotations.

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 tender 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.

Contractors who have the following are eligible to tender and must provide such proof:

- Original certified copy of valid B-BBEE certificate (non-compulsory, failure to submit no points will be awarded)
- Certified copy of current municipal account (not older than three months)
- Valid proof of registration with CIBD on 3SI or higher
- Rates and taxes Municipal account for no longer than three months old
- Proof of previous work done of a similar nature.
- Company registration certificates and Tax clearance certificate
- Company CSD summary report

B KHENISA**ACTING MUNICIPAL MANAGER**

Steve Tshwete Local Municipality

Municipal Civic Building

Wanderers Avenue

MIDDELBURG

1050

TENDER NO.					
	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 www.cidb.org.za) 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 Steve Tshwete Local Municipality
1.2	<p>The single volume approach is adopted for this contract.</p> <p>The list of returnable documents identifies which of the documents a tenderer must complete when submitting a tender offer. The tenderer must submit his tender offer by completing the returnable documents including the fully priced Pricing Schedule, signing the "Offer" section in the "Form of Offer and Acceptance" and delivering the single volume procurement document back to the Steve Tshwete Municipality bound up as it was when it was received.</p> <p>The tender documents issued by the employer comprise of the following:</p> <p>TENDER</p> <p>Part T1: Tendering procedures T1.1 - Tender notice and invitation to tender T1.2 - Tender data T1.3 – Standard Conditions of Tender</p> <p>Part T2: Returnable documents T2.1 List of returnable documents T2.2 Returnable schedules</p> <p>CONTRACT</p> <p>Part C1: Agreements and contract data C1.1 Form of offer and acceptance C1.2 Contract data</p> <p>Part C2: Pricing Schedule C2.1 Pricing Instructions and Schedule C2.2 Priced fees and disbursements</p> <p>Part C3: Terms of reference C3 Terms of reference</p> <p>Part C4: Site information</p>

TENDER NO.					
		BIDDER	WITNESS	EMPLOYER	WITNESS

CLAUSE NO.	
1.4	<p>The employer's agent is:</p> <p>Name : N.S Msebe Capacity : Assistant Director: Municipal Building Services Address : Steve Tshwete Local Municipality P.O. Box 14, Middelburg, 1050 Tel: (013) (249 7176) 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	<p>A competitive negotiation procedure will not be followed</p>
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;</p> <p>(b) The tenderer does not have the legal capacity to enter into the contract;</p> <p>(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;</p> <p>(d) The tenderer does not comply with the legal requirements stated in the employer's procurement policy;</p> <p>(e) The tenderer cannot demonstrate that he possesses the necessary professional 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 3SI 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 3SI class of construction work; and</p>

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

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 3SI class of construction work.</p> <p>Only those tenderers who score a minimum score of 60 points 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: #fce4d6;">Description of Quality Criteria</th> <th style="background-color: #fce4d6;">Maximum number of tender evaluation points</th> </tr> </thead> <tbody> <tr> <td>Tenderer's experience</td> <td style="text-align: center;">60</td> </tr> <tr> <td>Construction resources</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Experience of key staff and capacity</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Implementation plan and methodology</td> <td style="text-align: center;">n/a</td> </tr> <tr> <td style="text-align: center;">Maximum total evaluation points for quality (M_s)</td> <td style="text-align: center;">100</td> </tr> </tbody> </table>	Description of Quality Criteria	Maximum number of tender evaluation points	Tenderer's experience	60	Construction resources	10	Experience of key staff and capacity	30	Implementation plan and methodology	n/a	Maximum total evaluation points for quality (M_s)	100
Description of Quality Criteria	Maximum number of tender evaluation points												
Tenderer's experience	60												
Construction resources	10												
Experience of key staff and capacity	30												
Implementation plan and methodology	n/a												
Maximum total evaluation points for quality (M_s)	100												
2.7	<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 : Infrastructure Services Boardroom, First floor, no. 14 SADC street, Middelburg, Mpumalanga, 1050</p> <p>Date : 19/02/2018 Starting time : 10:00 am</p> <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 : N.S Msebe /T.D Chbase /T.I Mofokeng Telephone No. : 013 249 7176/7085/7095 Fax No. : 013 243 2550 E-Mail address : sharonm@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>												

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

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
2.13.5 2.13.7	<p>The employer's address for delivery of tender offers and identification details to be shown on such tender offer package are:</p> <p>Location of tender box : Steve Tshwete Local Municipality Physical address : 2nd floor, Civic Centre, Wanderers Avenue, Middelburg, 1050</p> <p>Identification details:</p> <p>As indicated in the tender notice <u>Quote no. Q23.02.18 PROVISION OF A COMPREHENSIVE PREVENTATIVE LIFT MAINTENANCE SERVICE ON ALL MUNICIPAL BUILDINGS (MP 313) FOR THE PERIOD OF 12 MONTHS AS AND WHEN REQUIRED</u>".</p>
2.13.6 3.5	A two-envelope procedure will not be followed
2.19	The site of works are located within Steve Tshwete Local Municipality (MP313). 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>

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

CLAUSE NO.	
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 22/02/2018</p> <p>Location” Infrastructure services building, first floor, Office B35</p>
3.11	<p>The procedure for the evaluation of responsive tenders is method 1 accounting to the 80/20 point system.</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>Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> (a) the tender offer is signed by a person authorised to sign on behalf of the tenderer; (b) the tenderer is registered on the Central Supplier Database; (c) the tenderer is not in arrears for more than three (3) months with municipal rates and taxes and municipal service charges; (d) 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; (e) a tenderer who submitted a tender as a Joint Venture has included an acceptable joint venture agreement with his tender; (f) the tenderer or a competent authorised representative of the contractor who submitted the tender has attended the compulsory clarification meeting or site inspection; (g) 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; (h) 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;

CLAUSE NO.	
	(i) the tenderer has <u>not</u> abused the employer’s supply chain management system or

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

	<p>has failed to perform on any previous contract and has been given a written notice to this effect;</p> <p>(j) 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>(k) 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"> 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; ii) having acted in a fraudulent or corrupt manner in obtaining or executing this contract; 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; 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; v) having disclosed to any other person, firm or company other than the employer, the exact or approximate amount of his proposed tender; 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.
3.17	The number of paper copies of the signed contract to be provided by the employer is one

TENDER NO.					
		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:

TENDER NO.					
	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.

TENDER NO.					
		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.

TENDER NO.					
	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.

TENDER NO.					
		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.

TENDER NO.					
		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 120 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.

TENDER NO.				
	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.

TENDER NO.					
	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.

TENDER NO.					
	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:

TENDER NO.					
	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.

TENDER NO.					
	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,

TENDER NO.					
		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.

TENDER NO.					
	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 2 : Tax clearance certificate
- 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 certification 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

TENDER NO.					
		BIDDER	WITNESS	EMPLOYER	WITNESS

3.8 OSD8 : Pro forma monthly labour report

TENDER NO.					
		BIDDER	WITNESS	EMPLOYER	WITNESS

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: Q no. Q23.02.18: PROVISION OF A COMPREHENSIVE PREVENTATIVE LIFT MAINTENANCE SERVICE ON ALL MUNICIPAL BUILDINGS (MP 313) FOR THE PERIOD OF 12 MONTHS AS AND WHEN REQUIRED	
2.	Mr / Mrs / Ms	
	in his/her capacity a:	(Position in the Enterprise)
2.	and who will sign as follows:	(Authorized Signature)
	1. _____ 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			
5			

2.

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

TENDER NO.				
------------	--	--	--	--

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	
	Q no. Q23.02.18: PROVISION OF A COMPREHENSIVE PREVENTATIVE LIFT MAINTENANCE SERVICE ON ALL MUNICIPAL BUILDINGS (MP 313) FOR THE PERIOD OF 12 MONTHS AS AND WHEN REQUIRED	
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	

TENDER NO.					
	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

TENDER NO.				
------------	--	--	--	--

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:

1.	The above-mentioned enterprises submit a bid in consortium / joint venture to the Steve Tshwete Municipality in respect of the following project	
	Q no. Q23.02.18: PROVISION OF A COMPREHENSIVE PREVENTATIVE LIFT MAINTENANCE SERVICE ON ALL MUNICIPAL BUILDINGS (MP 313) FOR THE PERIOD OF 12 MONTHS AS AND WHEN REQUIRED	
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:

(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

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

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.*

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

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			

NAME OF REPRESENTATIVE	SIGNATURE	CAPACITY	DATE

NAME OF ORGANIZATION	
-----------------------------	--

TENDER NO.					
------------	--	--	--	--	--

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.								

NAME OF REPRESENTATIVE	SIGNATURE	DATE

TENDER NO.					
	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.

NAME OF REPRESENTATIVE	SIGNATURE	DATE

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

SCHEDULE 7

CLARIFICATION MEETING & SITE VISIT ATTENDANCE CERTIFICATE

LOCATION	Infrastructure Services boardroom, no. 14 SADC street, Middelburg, 1050	DATE	19/02/2018	TIME	10:00
----------	--	------	------------	------	-------

This is to certify that, I	
representing	
in the company of	
attended the clarification meeting and site visit on	
<p>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.</p> <p>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.</p>	

NAME OF REPRESENTATIVE	SIGNATURE	DATE

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

NAME OF MUNICIPAL REPRESENTATIVE	SIGNATURE	DATE

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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	

NAME OF REPRESENTATIVE	SIGNATURE	DATE

In order to complete the works under this contract (N/A) 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.

TENDER NO.					
------------	--	--	--	--	--

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)

NAME OF REPRESENTATIVE	SIGNATURE	DATE

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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.

TENDER NO.					
	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	<input type="checkbox"/>	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)	<input type="checkbox"/>
A member of any provincial legislation	<input type="checkbox"/>	A member of an accounting authority of any national or provincial public entity	<input type="checkbox"/>
A member of the National Assembly or the National Council of Provinces	<input type="checkbox"/>	An employee of Parliament or a provincial legislature	<input type="checkbox"/>
A member of the board of directors of any municipal entity	<input type="checkbox"/>	An official of any municipality or municipal entity	<input type="checkbox"/>

TENDER NO.					
------------	--	--	--	--	--

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

TENDER NO.					
------------	--	--	--	--	--

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
CAPACITY	DATE

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

SCHEDULE 12

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

Par 14(1)(a) of the municipal supply chain management policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements.

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, www.csd.gov.za , 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			

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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**

TENDER NO.					
	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 **Q no. Q23.02.18: PROVISION OF A COMPREHENSIVE PREVENTATIVE LIFT MAINTENANCE SERVICE ON ALL MUNICIPAL BUILDINGS (MP 313) FOR THE PERIOD OF 12 MONTHS AS AND WHEN REQUIRED** 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 for e.g. Completion certificates. Failure to attach the documents will result in no points given.

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:

Non-responsive (0 points)	No information has been provided, or the information provided is not relevant to the project objectives
20 points	One to two lifts projects completed on repairs and maintenance and/or installations in buildings with references and completion certificates
40 points	Three to four lifts projects completed on repairs and maintenance and/or installations in buildings with references and completion certificates.
60 points	Five to more lifts projects completed on repairs and maintenance and/or installations in buildings with references and completion certificates

NB: Only bidders who score a minimum of 60 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

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

SCHEDULE 15

EVALUATION SCHEDULE PROPOSED ORGANIZATION, STAFFING & KEY STAFF EXPERIENCE

The experience of the tenderer in similar projects or nature or similar areas and conditions in relation to the scope of work for **Q no. Q23.02.18: PROVISION OF A COMPREHENSIVE PREVENTATIVE LIFT MAINTENANCE SERVICE ON ALL MUNICIPAL BUILDINGS (MP 313) FOR THE PERIOD OF 12 MONTHS AS AND WHEN REQUIRED** will be evaluated.

The tenderer should indicate the company high level organizational structure and composition of their team responsible for this project. The key staff members involved with their main disciplines and or roles of responsibilities (job descriptions) must be attached to this page as well as the proposed technical and support staff allocated to work on the project to successfully implement this tender.

Experience of the key staff (assigned personnel) in relation to the scope of work will be evaluated from three different points of view:

NB: Please attach proof of the following documentation e.g. qualifications, certificates, Curriculum vitae, relevant body registration e.t.c. Failure to attach the documents will result in no points given.

The scoring of the proposed organization and staffing will be as follows:

Very good (30 points)	Certificate of competency LIASA (Lift inspectors association of SA), LEA (Lift Engineering Association) - 15 Qualified technician, Lift/hoist specialist (With proven experience with SAQA accredited certification) – 5 Firefighting level one certificate – 5 First aid level one certificate - 5
------------------------------	--

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

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

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

SCHEDULE 16

CAPACITY TO EXECUTE & IMPLEMENT THE TENDER EVALUATION (PHYSICAL RESOURCES)

The tenderer needs to indicate the lists of equipment that they presently own or lease or will acquire or hire to successfully implement this contract if the tender. The physical resources should include a list of the main requirements as well as the back-up equipment.

Proof of ownership or lease, or quotation to acquire physical resources for main and back-up equipment must be attached to the document. Failure to attach may result in no points allocation. All physical resources indicated in the below schedule or attached must be roadworthy.

The following equipment will serve as minimum requirements:

Transport (bakkies etc.) – 3
Relevant equipment list – 2
Offices and workshop within MP 313 - 5

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

NB: Proof of ownership or lease, or quotation to acquire physical resources for main physical resources, (vehicle & equipment) must be attached to the document. Failure to attach the documents will result in no points given.

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

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

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

SCHEDULE 17

IMPLEMENTATION PLAN & METHODOLOGY TO IMPLEMENT PROJECT

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

The tenderer should describe briefly the process and methodology which will be followed to implement the project with key timeframes. The main disciplines and roles of responsibilities must be highlighted and indicate the technical support that will be provided on the project etc. The information must be attached to the tender document.

Non-responsive (score 0)	No information has been provided
Poor (max score 05)	The implementation plan is sketchy, the key deadlines weak in relation to the project, and inconsistent with the timing of the most important deliverables. There is no clarity in allocation of tasks and responsibilities and lack of experience.
Satisfactory (max score 15)	The implementation plan is complete, the technical level and composition of the plan are adequate and consistent with both timing and deliverables.
Good (max score 20)	The implementation plan is complete, well balanced i.e. they show good deliverables clear duties and responsibilities, and sufficient technical support relevant to the project. The project will be executed on time and the methodology indicates good experience to implement the project.
Very good (max score 30)	Besides meeting the "good" rating, the proposed implementation plan is well integrated and several technical support and experience exist relevant to the scope of work. The timeframes and deliverables are clear and achievable.

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

TENDER NO.				
------------	--	--	--	--

BIDDER

WITNESS

EMPLOYER

WITNESS

SCHEDULE 18

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

NAME OF REPRESENTATIVE	SIGNATURE	DATE

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

T2.2.2 COMPULSORY MUNICIPAL BID DOCUMENT

TENDER NO.					
		BIDDER	WITNESS	EMPLOYER	WITNESS

MBD 2

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirement bidders are required to complete in full form TCC001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The tax clearance certificate requirements are also applicable to foreign bidders / individuals who wish to submit bids. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
2. SARS will then furnish the bidder with a tax clearance certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original tax clearance certificate does not need to be submitted together with the bid. Current status of tax clearance certificate will be verified on Central Supplier Database and if found not active it will result in the invalidation of the bid.
4. In bids where consortia / joint ventures / sub-contractors are involved, each party's current status of tax clearance certificate will be verified on Central Supplier Database.
5. Applications for the tax clearance certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
6. Exemption to the provision of a tax clearance certificate will be granted provided that:
 - a) The bidder is registered on the vendor database of the municipality and a valid tax clearance certificate was submitted together with the application for registration
 - b) If the closing date of the price quotation or bid falls within the expiry date of the tax clearance certificate that is in the municipality's possession.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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 ²)		
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 ₁		
3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars:	Yes	No

TENDER NO.					
------------	--	--	--	--	--

MBD 6.1

BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATES

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.

Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but should not be disqualified from the bidding process. They will score points for out of 90 or 80 for price only and **zero** points out of 10 or 20 for B-BBEE.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

/ 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:

TENDER NO.					
	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:

$$LC = [1 - \frac{x}{y}] * 100$$

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.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;
- 2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

TENDER NO.					
------------	--	--	--	--	--

MBD 8

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This municipal bidding document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - 3.1 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2 been convicted for fraud or corruption during the past five years;
 - 3.3 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4 been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004).
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

ITEM	QUESTION	YES	NO
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website www.treasury.gov.za and can be accessed by clicking on its link at the bottom of the home page	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website www.treasury.gov.za by clicking on its link at the bottom of the home page.	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No

TENDER NO.					
------------	--	--	--	--	--

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This municipal bidding document (MBD) must form part of all bids¹ 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).² 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:

¹ **Includes price quotations, advertised competitive bids, limited bids and proposals.**

² **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.**

TENDER NO.					
------------	--	--	--	--	--

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

TENDER BS 00/00/2016: REPAIRS AND MAINTENANCE ON ALL MUNICIPAL BACK-UP GENERATORS (MP 313) FOR THE PERIOD OF 36 MONTHS AS AND WHEN REQUIRED

in response to the invitation for the bid made by:

NAME OF MUNICIPALITY / MUNICIPAL ENTITY
--

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

NAME OF REPRESENTATIVE

that:

1. I have read and I understand the contents of this certificate.
2. I understand that the accompanying bid will be disqualified if this certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder.
5. For the purposes of this certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a. Has been requested to submit a bid in response to this bid invitation;
 - b. Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c. Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

TENDER NO.					
	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 (insert percentage) 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				

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

TENDER NO.				
------------	--	--	--	--

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

IN WITNESS WHEREOF this guarantee has been executed by us at				
on this		day of		20

As witnesses:

	NAME	SIGNATURE
1		
2		

Duly authorized to sign on behalf of (*Guarantor*)

SIGNATURE	DATE
POSTAL ADDRESS	
PHYSICAL ADDRESS	

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

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

- 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	

- 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.
- I undertake that all relevant duties, obligations and prohibitions imposed in terms of the act and regulations will be fully complied with.
- 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.
- 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.
- 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.
- 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.
- 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.

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

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.

TENDER NO.					
	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

TENDER NO.				
------------	--	--	--	--

	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	

TENDER NO.				
------------	--	--	--	--

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)

--

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.

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

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
TOTAL VALUE OF MATERIALS AND GOODS					

SIGNED BY REPRESENTATIVE	DATE
WITNESSED BY	DATE

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 Steve Tshwete Local Municipality (MP313)

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.

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

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
----------------	--	--------	--	----

AUTHORIZED REPRESENTATIVE	DATE
WORKER	DATE
WITNESS	DATE

TENDER NO.				
------------	--	--	--	--

BIDDER WITNESS EMPLOYER WITNESS

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

TENDER NO.				
------------	--	--	--	--

THE CONTRACT

TENDER NO.					
		BIDDER	WITNESS	EMPLOYER	WITNESS

C1 AGREEMENT AND CONTRACT DATA

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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.

TENDER NO.				
------------	--	--	--	--

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>

TENDER NO.					

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>

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>

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>

TENDER NO.			
------------	--	--	--

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).

TENDER NO.					
------------	--	--	--	--	--

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.

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>

CLAUSE	CONTRACT SPECIFIC DATA																																										
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 N_n, then V shall be taken as being equal to minus N_n. 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 N_n and R_n 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;">R_n (mm)</th> <th style="background-color: #f4a460;">N_n (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																																										
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																																										

TENDER NO.				
------------	--	--	--	--

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 style="padding-left: 20px;">43.2.1 certified as complete in terms of a certificate of practical completion; or</p> <p style="padding-left: 20px;">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.

TENDER NO.			
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>

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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"> (a) “department” means any department of the state or implementing agent; (b) “employer” means any department, implementing agency or contractor that hires workers to work in elementary occupations on a EPWP; (c) “worker” means any person working in an elementary occupation on a EPWP; (d) “elementary occupation” means any occupation involving unskilled or semi-skilled work; (e) “management” means any person employed by a department or implementing agency to administer or execute an EPWP; (f) “task” means a fixed quantity of work; (g) “task-based work” means work in which a worker is paid a fixed rate for performing a task; (h) “task-rated worker” means a worker paid on the basis of the number of tasks completed; (i) “time-rated worker” means a worker paid on the basis of the length of time worked. <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"> (a) more than forty hours in any week (b) on more than five days in any week; and (c) for more than eight hours on any day. <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>

TENDER NO.				
------------	--	--	--	--

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>

TENDER NO.			
------------	--	--	--

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>

TENDER NO.			
------------	--	--	--

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"> (a) four weeks before the expected date of birth; or (b) on an earlier date – <ul style="list-style-type: none"> (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 (ii) if agreed to between employer and worker; or (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. <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"> (a) when the employee's child is born; (b) when the employee's child is sick; (c) in the event of a death of – <ul style="list-style-type: none"> (i) the employee's spouse or life partner; (ii) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

TENDER NO.				
------------	--	--	--	--

CLAUSE	CONTRACT SPECIFIC DATA
54	<p>14.6 Payment in cash or by cheque must take place –</p> <ul style="list-style-type: none"> (a) at the workplace or at a place agreed to by the worker; (b) during the worker’s working hours or within fifteen minutes of the start or finish of work; (c) in a sealed envelope which becomes the property of the worker. <p>14.7 An employer must give a worker the following information in writing</p> <ul style="list-style-type: none"> (a) the period for which payment is made; (b) the numbers of tasks completed or hours worked; (c) the worker’s earnings; (d) any money deducted from the payment; (e) the actual amount paid to the worker. <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"> (a) repay any payment except an overpayment previously made by the employer by mistake; (b) state that the worker received a greater amount of money than the employer actually paid to the worker; or (c) pay the employer or any other person for having been employed. <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>

TENDER NO.				
------------	--	--	--	--

CLAUSE	CONTRACT SPECIFIC DATA
54	<p>16.2 A worker must –</p> <ul style="list-style-type: none"> (a) work in a way that does not endanger his/her health and safety or that of any other person; (b) obey any health and safety instruction; (c) obey all health and safety rules of the EPWP; (d) use any personal protective equipment or clothing issued by the employer; (e) report any accident, near-miss incident or dangerous behaviour by another person to their employer or manager. <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>

TENDER NO.			
------------	--	--	--

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"> (a) the worker's full name; (b) the name and address of the employer; (c) the EPWP on which the worker worked; (d) the work performed by the worker; (e) any training received by the worker as part of the EPWP; (f) the period for which the worker worked on the EPWP; (g) any other information agreed on by the employer and worker. <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"> (a) overheads, (b) supervision, (c) materials, (d) plant, and (e) labour. <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>or:</p> <p>Disputes are to be referred to mediation</p>
58.2	<p>Dispute resolution shall be by adjudication.</p>

C1.2.2 PART 1 - DATA PROVIDED BY THE EMPLOYER

The following contract specific data are applicable to this contract:

REFERENCE	CONTRACT SPECIFIC DATA BY THE EMPLOYER	
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	013-249 7000
	Facsimile	013-243 2550
	Email	council@stlm.gov.za
Clause 1.1.15	Name of Engineer	N/A
Clause 1.2.2	Address of Engineer	N/A
	Telephone	N/A
	Email	N/A

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

TENDER NO.				
	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>

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

C2 PRICING DATA

TENDER NO.					
		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.

TENDER NO.					
	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 ²	square metre
m ³	cubic metre
m ³ -km	cubic metre-kilometre
m ² -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.

TENDER NO.					
	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.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

C2.2 MBD 3.1 BID PRICE

Bid Number BS 08/05/2017**(Note : Contract amount to be carried over to Form of Offer C1.1.1)****The following Schedule will be the basis of the tender:**

The Contractor shall be prepared to enter in the Service Level Agreement as specified for a term of 36 months.

Maintenance costs:

Contractors are required to submit at the tender stage, the proposed current day, monthly maintenance costs for the elevators. Contractors must provide amount and reflect the cost to be completed all sections of the list schedule. The contractor may be disqualified for not filling the pricing schedule of parts and buildings

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

ITEM	DESCRIPTION – Full comprehensive maintenance contract for 12 months, on passenger lifts	UNIT	EXPECTED QUANTITY/ SERVICES (FOR EVALUATION PURPOSES ONLY)	RATE	AMOUNT
1	Labor only				
	Unskilled lift labour	hours	30		
	Semi-skilled lift mechanic	hours	30		
	Qualified Lift Mechanic	hours	30		
	Qualified specialist Lift Engineer	hours	15		
	ECSA Registered Lift Inspector	hours	15		
2	Health and safety				
	Complete notification of construction and Submit to the nearest Department of labour	no	1		
	Implement and maintain health and safety audits monthly	no	36		
3	Logging and Reporting				
	Logging and recording of operating services, conditions, maintenance visits,	No	1		

TENDER NO.					
------------	--	--	--	--	--

ITEM	DESCRIPTION – Full comprehensive maintenance contract for 12 months, on passenger lifts	UNIT	EXPECTED QUANTITY/ SERVICES (FOR EVALUATION PURPOSES ONLY)	RATE	AMOUNT
	reports, breakdown, samples, inspection's, test e.t.c				
4	Inspection and report on the following for defects failure e.t.c per lift				
	Motor rooms, shafts and list pits	no	3		
	Control system and wiring	no	3		
	Lift sheaves, brakes assembly, gears and lift drive	no	3		
	Lift shaft guide rails, counter weights, shaft lights e.t.c.	no	3		
	Lift cars, car doors and landing equipment	no	3		
5	Major service				
	Major service on the lift as per the details provided for on scope of work	no	3		
6	Monthly Maintenance				
	Monthly maintenance of the lift as per details provided for on the scope of work.	no	36		
7	Accessories				
	Replacement of mirrors size 1400X1300mm, 5mm thick	m ²	9		
	Replacement of antistatic fine rib Flooring rubber flooring 6.00mm	m ²	11		
	Ventilation repairs	no	4		
	Replacement of stainless steel handrails	no	15		
	Replacement of suspended ceiling	no	4		
	Replacement of LED lights and light fittings	no	32		
	Sub-total				
	VAT at 14%				
	TOTAL AMOUNT CARRIED FORWARD TO FORM OF OFFER				

PLEASE NOTE:
QUANTITIES ARE NOT ENTIRELY FIXED PER MONTH, BUT ARE BASED ON EVALUATION PURPOSES.

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

TENDER NO.					
------------	--	--	--	--	--

BIDDER

WITNESS

EMPLOYER

WITNESS

C2.3 DAY WORK SCHEDULE

The tenderer must insert in this day work schedule the percentages which he proposes to claim for labour and on the actual net cost of materials and must state the rates for the use of such construction equipment as he proposes to have available upon the site to use for day work. (See clause 37.2.1 of the general conditions of contract).

The labour and materials percentages, and rates of hire quoted will be held to include for all items as detailed in Civil Engineering Quantities 1990, Chapter 8 sub clauses 8.3 and 8.4.

Rates for the use of construction equipment must be the overall charge, excluding VAT, to the employer.

(a) Labour

Percentage allowance on gross remuneration of workmen actually engaged %

(b) Material

Percentage allowance on net cost of materials delivered on Site %

(c) Construction Equipment

Construction Equipment: (insert details)	Hourly rate (Excluding VAT)	
	R	c

Date	Signed on behalf of the Tenderer

NOTES

- (i) If the percentage allowances are not stated by the tenderer in (a) and (b) above, or in the contract data, the percentages will be held to be:
 - 15% on the gross remuneration of workmen actually engaged,
 - 15% on the net cost of materials.
- (ii) Payments under Items (a) and (b) above will not be subject to price adjustment, but payments based on the rates under Item (c) will be adjusted in terms of clause 46.2 of the general conditions of contract.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

C3 SCOPE OF WORK

TENDER NO.					
		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

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

C3.1 STANDARD SPECIFICATIONS

The standard specifications on which this contract is based are the South African Bureau of Standard Standardized Specifications for Civil Engineering Construction SABA 1200. (Note to complier "SABS" has been changed to "SANS"; the SABS 1200 specifications are due to be replaced in the foreseeable future by SANS 1200)

SANS NO.	SABS NO.	YEAR	EDITION	TITLE

TENDER NO.			
BIDDER	WITNESS	EMPLOYER	WITNESS

C3.2 PROJECT SPECIFICATIONS

STATUS

The project specification, consisting of two parts and forms an integral part of the contract and supplements the standard specifications.

Part A contains a general description of the works, the site and the requirements to be met and detailed specifications.

Part B contains variations, amendments and additions to the standardized specifications and, if applicable, the particular specifications.

In the event of any discrepancy between a part or parts of the standardized or particular specifications and the project specification, the project specification shall take precedence. In the event of a discrepancy between the specifications, (including the project specifications) and the drawings and / or the bill of quantities, the discrepancy shall be resolved by the engineer before the execution of the work under the relevant item.

The standard specifications which form part of this contract have been written to cover all phases of work normally required for road contracts, and they may therefore cover items not applicable to this particular contract.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

PART A: GENERAL**PS1 PROJECT DESCRIPTION****SCOPE OF WORK/SERVICES**

The Steve Tswete Local Municipality requires the service provider to perform a Comprehensive maintenance service to the lifts installed at all Municipal buildings that has lifts, hoists, escalators etc. with due regard for the age of the lift equipment on the various installations. Work to be performed by Contractor shall consist of furnishing all labor, materials, tools for the complete maintenance and maintenance repairs of all the elevators installed within STLM (MP313), and as required for the continuous and efficient operation of elevators and escalators in accordance within the terms of this Scope of Work. This quotation should be for the period of one (1) to twelve (12) months and work should be conducted on the monthly basis especially monthly maintenance, but limited to the funds available and the employer can increase or reduce the scope of work when needed.

1. LIFT INFORMATION AND LOCATIONMandla Masangu Building

- MRL Lift – Otis type
- Machine – 11VTR
- Drive – OVS20
- Controller MS 300
- 6 persons

<u>Lift</u>	<u>Cert no.</u>	<u>Machine Manufacture</u>	<u>Controller Manufacture</u>	<u>Service provider</u>	<u>Stops</u>	<u>Load (Kg)</u>	<u>Install</u>	<u>Installation Design Standards</u>
MM	04L208	Otis	Otis	Otis	2	630	2005	SANS1545-1

Civic Centre Building

Passenger lift A:

- Otis type
- Machine – 13VTR
- Drive – Direct drive
- Controller MS 300
- 9 persons

Passenger lift B:

- Gen 2 – Otis Type
- Machine – PMO
- Controller TCBC
- 9 persons

<u>Lift</u>	<u>Cert no.</u>	<u>Machine Manufacture</u>	<u>Controller Manufacture</u>	<u>Service provider</u>	<u>Stops</u>	<u>Load (Kg)</u>	<u>Install</u>	<u>Installation Design Standards</u>
Lift A	WE27	Otis	Otis	Otis	3	900	1995	SANS1545-1
Lift B	04/L22	Otis	Otis	Otis	3	1000	2005	SANS1545-1

Sydney Choma Banquet Hall (A site visit will be conducted after briefing)

- Hyundai lift type
- Machine
- Drive
- Controller
- 6-Persons

TENDER NO.					
------------	--	--	--	--	--

Unit Installation - The lift is a Hyundai product installed in 2013 and serviced briefly by HI-Tech Lifts, there has been no necessity for an upgrade as the unit is fairly new and within the first five (5) years of its twenty (20) year life expectancy. This unit had been switched off and both landing and car calls had been disabled to prevent operation as there is no regular maintenance provided to the lift.

Safety Standards - The lift equipment was designed, manufactured and installed in terms of the SANS1545-1, to meet current post 1994 mandatory safety standards.

Units Compliance Inspection - The last record of compliance inspections is dated 22/05/2013 and there is no compliance record inspection found on site since then. A comprehensive inspection (Annexure B)

Current state of the equipment - The equipment has not been operational and the unit is approximately five (5) years old, it is reasonable to assume that the lift may be made safely operable with a reasonable technical resuscitation and regular maintenance.

<u>Lift</u>	<u>Cert no.</u>	<u>Machine Manufacture</u>	<u>Controller Manufacture</u>	<u>Service provider</u>	<u>Stops</u>	<u>Load (Kg)</u>	<u>Install</u>	<u>Installation Design Standards</u>
SC	02L2322	Hyundai	Hyundai	None	2	630	2013	SANS1545-1

Gerard Sikoto library

- Mitsubishi type – Hoist
- 230 KG
- Controller – relay controller
- Drive – Direct drive , four pole motor

<u>Lift</u>	<u>Cert no.</u>	<u>Machine Manufacture</u>	<u>Controller Manufacture</u>	<u>Service provider</u>	<u>Stops</u>	<u>Load (Kg)</u>	<u>Install</u>	<u>Installation Design Standards</u>
GS	801655	Demag	Unknown	None	3	230	No record	C-reg

2. SCHEDULE FOR MAINTENANCE, INSPECTION AND TESTING INTERVAL

Tests and inspections

The inspections and maintenance stipulated below must be carried out at the time intervals as specified.

Inspection / Test Action Frequency:

1.Gates and door lock	Test gates and door locks each examination	Monthly
2.Main suspension ropes	Examine main suspension ropes	Six monthly
3.Over speed governor	Test over speed governor	Yearly
4 Buffers	Test buffers	Yearly
5.Governer ropes and gear	Examine governor ropes and gear	Six monthly
6.Motor room inspection	Inspect, clean controller, motors, generator and motor room lights	Monthly
7.Communication systems	Test intercoms systems and warning lights	Monthly
8.Rack and pinion gears	Examine and inspect wear	Monthly
9.Emergency lights	Test for functionality	Monthly
10.General safety signs	Check visibility and condition	Monthly
11.Compliance Inspection (Annexure B)	Conduct compliance inspection	Annually

3. SCHEDULE MAINTENANCE

3.1. The Contractor shall systematically maintain the elevators and escalators in accordance with the minimum designated frequency as stipulated in the "Occupational Health and Safety Act 85 of 1993", **SANS10360:2006**, the current lift, escalator, hoist and passenger conveyor Regulations the Manufacturer's requirements and this Agreement.

TENDER NO.				
------------	--	--	--	--

3.2. The Contractor shall ensure that maintenance work of a technical nature shall be performed by “Competent” persons as defined by the Occupational Health and Safety Act 85 of 1993.

3.3. The maintenance shall include:

3.3.1 Cleaning

Complete and continued cleaning of all parts of elevator equipment and all areas in which the equipment is operating such as; the machine room, hoist way, pits, cars, separator beams, guide rails, and drip pans. Cleaning of escalators shall include annual removal and cleaning of steps, chains, and related parts.

3.3.2 Adjustments

All components such as brakes, cables, drive equipment; safety devices and doors shall be adjusted within the manufacturer's recommended specification limits. All fluids shall be maintained at the proper levels.

3.3.3 Lubrication

All moving parts shall be lubricated with the appropriate quantities of the manufacture's recommended lubricant, and per the manufacturer's recommended frequency.

4. GENERAL

When components are worn beyond a safe level of dependable service as determined by the Contractor and per the approval of the Lift inspector, the Contractor shall repair or replace such defective components at the Clients cost as listed pricing schedule. All components replaced by Contractor shall be inspected by the authorized contractors appointed by the contractor prior to being removed from the work site.

4.1. Electric Elevators (Traction, Drum, Passenger, Service/Freight)

4.2. Machine drive sheave or drum drive, sheave or drum shaft bearings, brake pulley, brake coil, brake contact, linings and component parts, drum buffers, and stop motion switches.

4.3. Motor and motor generator, motor windings, rotating element, commutator, brushes, brush holder and bearings.

4.4. Controller, selector, and dispatching equipment, all relays, solid state components, resistors, condensers, transformers, contact, leads dashpots, timing devices, computer devices, steel selector tape and mechanical and electrical drive equipment.

4.5. Governor, governor sheave and shaft assembly, bearings, contacts, and governor jaws.

4.6. Deflector, car and counterweight sheaves, bearings, car and counterweight buffers, car and counterweight guide rails, top and bottom limit switches, governor tension sheave assembly, compensating sheave assembly, counterweight and counterweight guide shoes, including rollers or gibs.

4.7. Hoist way door interlocks, hoist way door hangers, bottom door guides and auxiliary door closing devices.

4.8. Automatic power operated door operator, car door hanger, car door contact, door protective device, load weighing equipment, car frame, car safety mechanism, platform, wood platform flooring, elevator car, elevator car guide shoes, gibs or rollers, signal and operating fixtures, including lights, buzzers and gongs in all signal and operating fixtures.

4.9. All wire hoisting ropes and compensating ropes / whisper flex or chains

4.10. Conductor cables and hoist way and machine room elevator wiring.

4.11. Re-shackle cables, hoist way and machine room elevator wiring

4.12. Shorten re-shackle hoist or compensating cables.

4.13. Goods Elevators For goods elevators with vertical lifting or collapsible car gates and/or bi-parting, vertical lifting doors or hoist way gates;

TENDER NO.					
------------	--	--	--	--	--

4.14. Contact, pulleys, cables and locks.

4.15. Interlocks and retiring cams, door astragals and door guides.

5. ADDITIONAL SERVICES

Additional services will include services which are supplemental to those listed above,

5.1 Additional Maintenance

Any additional maintenance not specifically mentioned in this Scope of Work, but required for proper functioning of elevators and escalators shall be performed.

5.2 Applicable Maintenance Standards

The maintenance carried out by the Contractor on the elevators and escalators shall meet the minimum requirements and shall be in accordance with statutory requirements as mentioned in the **South African National Standard SANS10360:2006, SANS1545-1** safety standards

5.3 Compulsory Test and Examinations

The Contractor shall test and examine all safety devices and governors, as required by the latest edition of the South African Notational Standard Safety Code for Elevators and Escalators, as per the regular intervals mentioned in the standard. The Contractor shall promptly correct any defects that may be found in the testing and examining of the Safety Devices. Records of the annual safety device test results and examination shall be recorded in the elevator maintenance book. The report will list condition of all equipment covered by this agreement.

5.4 Additional Quality and Mandatory Compliance inspections

The Contractor shall employ the Consultant as required for any additional Quality and Mandatory checks and examinations as deemed necessary as per the Clients request.

5.4.1 The Contractor shall examine and equalize the tension of all hoisting ropes.

5.4.2 Repairing and/or replacing all electrical wiring and conductors extending to the elevator and escalator from the mainline switch in the machine room and all outlets in the hoist ways.

5.4.3 Keeping the guide rails clean and properly lubricated, except when roller type guides or dry gibs are involved, no rail lubrication shall be used. When necessary, the Contractor shall renew the guide shoe gibs or rollers as required to insure smooth and quiet operation.

5.4.4 Keeping the exterior of the machinery, and any other parts of the equipment subject to rust, properly painted and presentable at all times. The motor windings and controller coils are to be periodically treated with proper insulating compound.

5.4.5 The Contractor shall ensure that the lift sump pump is kept operational and that the sump hole is cleared of any particles or debris that may affect the automatic functioning of the pump. The pump must be tested at least once a month as part of the regular elevator or escalator maintenance schedule.

5.5 Renewals or Repairs to Equipment

The Contractor shall not be required to make renewals or repairs necessitated by reason of negligence or misuse of the equipment by persons other than the Contractor, or the Contractor's Representative and Employees, or by reasons of any other cause beyond the control of the Contractor, except normal and ordinary wear and tear. The Contractor shall notify the Steve Tshwete Local Municipality, IMMEDIATELY if repairs are required which are not covered as a part of this agreement.

5.6 Preparation and forwarding of reports

The Contractor shall maintain complete records; coordination of work; cleaning; lubricating; testing; adjusting; maintenance; repairing; furnishing and replacement of parts, including spares; furnishing of all accessories for testing; all as outlined, required and/or recommended in the SANS10360:2006 Code for Elevators and Escalators, including all latest revisions and addendums, and all as herein specified.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

6. PERFORMANCE OF THE CONTRACTOR

6.1 General

All work shall be performed in a timely, neat, and orderly manner by skilled and certified/competent elevator/escalator workers. Steve Tshwete Local Municipality may refuse to accept work or workers who do not meet these standards. The Contractor shall be responsible for any damage caused by its operations and shall repair or replace as directed by Steve Tshwete Local Municipality, said damage within a reasonable time.

6.2 Down Time

2.2.1 Unscheduled down time shall be minimized. The Contractor shall make every effort to repair elevators / escalators that have become inoperative as quickly as possible. The Steve Tshwete Local Municipality estimates that the most severe elevator / escalator malfunction will be three days of down time. Outages for routine failures shall be rectified on the same business day as reported by the Steve Tshwete Local Municipality.

6.3 Callbacks

6.3.1 The Contractor shall provide a dedicated emergency call center that promptly responds to provide a prompt service in the event of improper functioning of elevators or escalators twenty-four (24) hours per day, seven (7) days per week. This service shall be performed at "NO CHARGE" to the Steve Tshwete Local Municipality.

6.3.2 In the event of an emergency call where actual or imminent physical or psychological damage to the user of the elevator or escalator may occur, the Contractor shall respond within sixty (60) minutes of placement of the call by the Steve Tshwete Local Municipality.

6.3.3 In the event of non-emergency calls, the Contractor shall provide service within four half hours of placement of the call by Steve Tshwete Local Municipality.

6.3.4 Call backs for which the elevator or escalator is running upon arrival of the Contractor, and for which the Contractor is unable to determine a cause of failure shall be at no charge to Steve Tshwete Local Municipality.

6.4 Hours

6.4.1 Steve Tshwete Local Municipality shall not prohibit the Contractor from performing work herein during a normal workday. If the Contractor elects to work overtime hours, no additional compensation will be paid by Steve Tshwete Local Municipality. For the purpose of this provision a "normal work day" is defined as Monday to Thursday, 7:30am to 4:30pm and Friday 7:30 to 13:30. Permission shall be obtained from the CLIENT in the event of work being done after hours.

7 RECORDS

7.1 General

7.1.1 The Contractor shall submit for approval by Steve Tshwete Local Municipality a proposed work schedule and log within ten (10) days after award of the agreement.

7.1.2 The Contractor shall provide a service schedule to each department on the first day of each month for that month. Steve Tshwete Local Municipality shall approve the schedule within forty-eight (48) hours. All work scheduled during the month shall be performed during the times scheduled and not at call back times.

7.2 Regular Maintenance Schedule

The work schedule shall be designed for each type of equipment to be serviced, such as gearless elevators, geared elevators, hydraulic elevators and escalators and shall conform to the manufacturer's recommended practice for the specific equipment concerned. The schedule shall show the type and frequency of service and lubrication proposed by the Contractor for the duration of the agreement.

7.2.1 All inspections, lubrication, adjustments, tests, cleaning, routine repairs and other preventive maintenance activities shall be performed in accordance with the schedule.

7.2.2 After approval of the schedule by the Municipality, the Contractor shall keep the work schedule on display in each equipment room and perform regular maintenance service in accordance therewith. The posted schedule shall be of the chart type which shall be initialed by the Contractor when each scheduled inspection is performed.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

7.3 Log

7.3.1 The Contractor shall also maintain and submit (if requested) to the Municipality complete and accurate monthly logs of all work performed in addition to routine inspection at each location. The logs shall include emergency callback service describing the nature of all complaints and resolutions. The Contractor shall on each call (scheduled or emergency), sign-in including date, time-in, time-out, detail of repair or maintenance work conducted and provide comments of the elevator status. This requirement shall be strictly enforced unless the Contractor receives written exemption from the Municipality.

7.3.2 The Contractor shall also submit copies of work tags signed off by the designated building representatives with monthly invoices. The work tag shall include date, facility, time-in, time-out, and ID numbers of equipment serviced.

7.4 Wiring and Construction Drawings

7.4.1 All changes in circuitry made by the Contractor shall be properly recorded on a "Wiring and Construction drawing" supplied to Steve Tshwete Local Municipality, including date of change and the name of person making changes.

8 STOCK OF MATERIALS

8.1 Regular Stock

8.1.1 The Contractor shall maintain an adequate supply of all regularly wearing parts or parts whose failure can be reasonably predicted / anticipated. These parts shall consist of, but are not limited to, motor brushes, relays and contactors, switches, cams, notches, thrusts, brake liners, bearings, rollers, liners, contacts, coils, hangers, shoes, springs, car lights, call buttons, comb plates, printed circuit boards, and all signal and accessory equipment.

8.1.2 To provide and keep inventory of all wearing parts in respect of the equipment's maintenance and operation. Steve Tshwete Local Municipality reserves the right to inspect the spares inventory at any time during the term of this agreement.

8.1.3 To supply, repair and replace all parts of every description made necessary by normal wear and tear without expense to the Steve Tshwete Local Municipality when such replacement or repair is deemed necessary by the Contractor in accordance with this agreement and the manufacturer's requirements. Only parts that are correctly designed, manufactured and suitable in all respects, shall be used. It is implied that all replacement parts shall meet the original manufacturer's design specification with regards to performance, reliability, duty rate, operation, safety and redundancy.

9 ELEVATOR AND ESCALATOR PERFORMANCE

9.1 Testing

9.1.1 Within thirty (30) day intervals the Contractor shall test for the proper operation of all safety features of elevators and escalators as per the minimum requirement stipulated in the **Occupational Health and Safety Act 85 of 1993** and as per the requirements and/or recommended in the **SANS10360:2006 Code for Elevators and Escalators**

9.1.2 The Contractor shall perform the following test and examinations:

9.1.2.1 Test and examine all safety devices and governor at least every twelve (12) months.

9.1.2.2 Test the emergency backup generators and emergency power operation at least every twelve (12) months.

9.1.2.3 Test the emergency fireman's operation at least every twelve (12) months.

9.1.2.4 The functioning of the load weighing devices at least every twelve (12) months

9.1.2.5 Test the emergency rescue device at least every three (3) months.

9.1.2.6 Test the emergency alarm and light(s) unit and backup supply at least every thirty (30) days.

9.1.2.7 Test the emergency intercom backup supply at least every thirty (30) days.

9.1.2.8 The functioning of the emergency rescue equipment and operation at least every thirty (30) days.

9.2 Basic Performance Requirements

Electric elevators shall be adjusted to meet the following basic performance standards and the Contractor shall maintain these standards throughout the performance period of the agreement.

9.2.1 Without in any way limiting the Contractor's obligations, the Contractor shall ensure:

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

- the safety and comfort of passengers using the equipment,
- the performance and reliability of the equipment operation is maintained,
- that the design parameters are maintained,
- that preventative maintenance is carried out punctually at all times,
- that the maintenance is carried out in a programmed sequence in terms of a documented Maintenance Schedule,
- that the equipment is kept safe, clean and presentable at all times.

9.3 Certificate of Compliance (Annexure B Certification)

The Contractor shall employ a Registered Lift/Escalator Engineer that is SANAS accredited, under the Lifts and Escalators (Safety) Ordinance to undertake the necessary examination and testing. The Statutory Lift Inspections (Comprehensive Report) shall be carried out annually by a competent independent lift inspection provider, appointed or appointed by the Client. The period between Compliance testing shall not exceed twelve (12) months.

9.4 Quality Control

The Contractor shall conduct bi-annual inspections following which the condition of the equipment shall be recorded on a checklist signed and certified by the Contractor's Representative. The Contractor shall employ the Clients appointed Consultant to perform the task as required. Should any defects or remedial work be required in terms of the bi-annual Inspection, the Contractor shall expeditiously undertake the corrective work. Should any of the items noted in the Annual Inspection not be rectified within a two (2) week period, the Contractor shall forward the City of Tshwane with a copy of a detailed works program. Cost to be provided for bi -Annual Quality Inspections shall amount to 10% of total contract price.

9.5 Call-back Rate:

The Contractor shall ensure that the frequency of equipment break-downs does not result in the target number of twelve (12) call-backs per unit per annum being exceeded. The fault analysis (call-back rate) shall be compiled by the Contractor on a monthly basis and assessed / calculated annually. The twelve (12) month period used to assess the call-back rate shall be the period from the date or anniversary date of the commencement of this Agreement to end of the month preceding the following anniversary date.

9.6 Cost for unexpected repairs/breakdowns and Compliance Inspections

The Contractor shall provide cost in the price list activity schedule for emergency labour and parts required for unexpected repairs and breakdowns. Repair activity and unforeseen labour and parts cost not provided in the price list activity schedule will be done by Quotation to be approved by the Client/Lift Consultant.

The Contractor shall provide cost in the price list activity schedule for any additional Compliance Inspections to be conducted by an Independent Lift inspector as and when required by the Client or by the requirements of the Occupational Health and Safety Act (85 of 1993)

10. ADDITIONAL REQUIREMENTS TO BE SUBMITTED BY THE CONTRACTOR AT TENDER STAGE

The following list, proof of documents shall be submitted to the Client for perusal and approval.

10.1 Compliance with OHSA (Act 85 of 1993).

10.2 Proof of registration with L.E.A., L.I.A.S.A., SANS AND SANAS

10.3 Certificates of competency for the following list of employee's.

10.3.1 Managers.

10.3.2 Supervisors.

10.3.3 Qualified Technician/Mechanic.

10.3.4 Training records for semi skilled workers.

10.4 Provide details for references of current and previous buildings being maintained, together with Clients names and details.

10.5 Premises provide physical address of offices, workshop and storerooms. These premises to be audited by the Client.

10.6 Provide a detailed inventory of all spares in stock. (Type, Amounts and value of stock.)

10.7 Provide a detailed maintenance schedule or program pertaining to all buildings as specification.

SPECIAL CONDITIONS OF CONTRACT AND SPECIFICATIONS:

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

STEVE TSHWETE MUNICIPALITY**CONTRACT FOR THE PREVENTIVE MAINTENANCE, REPLACEMENTS, SERVICING AND REPAIRS FOR THE GENERATOR REPAIRS AND MAINTENANCE ON ALL MUNICIPAL BUILDINGS**

1.1 The Contractor shall –

1.1.1 Undertake the required preventive maintenance, servicing and repair of the installation(s) for a **Contract period: 3 years and the Contractor shall enter in the Service level Agreement with the employer. .**

1.2 The Form of Tender shall be signed and witnessed and all information required in the Tender and Appendices thereto filled in by the Tenderer. It shall be accompanied by the General Conditions of Contract, Specification, fully priced in the currency of the Republic of South Africa to show the amount of the Tender inclusive of all VAT and other relevant obligations. The Appendices to the Tender and applicable Schedules shall be completed and signed where applicable.

1.3 The Tenderer shall allow in the Tender for all labour, material, construction plant, temporary works and everything else necessary for the execution and completion of the Works in accordance with the Tender documents.

1.4 No alteration shall be made in the Tender, Price Schedule or other documents and the Tenderer shall be deemed to have complied entirely with the terms of the Tender documents.

1.5 All recipients of the Tender documents (whether a Tender is submitted or not) shall treat the details of the documents as confidential and secret.

1.6 Tenderers are warned that should their Tender include any conditions or qualifications at variance with, or in addition to, the conditions embodied herein, such Tenders will be regarded as ineligible and shall be rejected.

1.7 All work carried out by the Contractor or his staff, and all goods to be supplied shall comply with the requirements of the Occupational Health and Safety Act (Act 85 of 1993) and all regulations made there under, as amended and SABS. Code 0400-1990 and all regulations made there under, wherever applicable. The Contractor shall report in writing to the Employer any contraventions of the Act and Code as far as the installation as installed and operated is concerned.

1.8 Use of sub-contractors

The Contractor shall not be permitted to make use of a subcontractor on this contract except in the case of specialized services and then only if prior written permission has been obtained from the Employer.

1.9 The Contractor, who is required to carry out any work or render any service at the site of the Municipality, shall comply with all relevant statutory enactments and exonerate the Department from any liability whatsoever.

1.10 By the submission of a Tender, the Tenderer shall be deemed to have acknowledged that he has satisfied himself before tendering as to the correctness and sufficiency of his Tender to cover all his obligations under any Contract that may result from this Tender. Should anything which is usually or necessarily supplied with goods of the nature of that forming the subject of this Tender or which may reasonably be inferred as being necessary be omitted from either the Drawings or the Specification, the successful Tenderer shall supply or execute the same.

1.11 The Department reserves the right to inspect the Tenderer's and his Suppliers' works to assess testing, storage and handling facilities to assure itself of the capabilities of the Tenderer to perform in accordance with the Specification and delivery requirements of the Tender.

1.12 The contractor shall employ on the works or services only such persons as are efficient and trained in a particular trade and such as registered where specialised works or services has to be done and of good character. It is in the opinion on the Council any person employed by the contractor misconduct's himself or herself, interferes with the harmonious labour relations or likely to cause quarrels, delays or is incompetent, the contractor when so directed in writing by the Head of Department shall at once remove such person from work. Any cost arising under this shall be for the account of the contractor.

1.13 In the event of failure of the Contractor to maintain and/or repair any installation to the satisfaction of the Employer, the latter reserves the right to make any arrangements necessary or expedient in regard to said maintenance and/or repairs to any installation and the Contractor shall be liable to the Municipality for payment of any additional expenditure thereby incurred, as well as for payment of damages which the Municipality may have suffered as a result of the Contractor's default or negligence.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

1.14 In the event of it becoming evident that there is any deterioration or defects, in part or as a whole of the system or systems to be maintained under this contract, especially towards the end of the maintenance contract period, such a deterioration or defect shall be rectified and made good by the Contractor. Failure to do so, either the incoming Contractor or others will do such rectifications and the cost thereof shall then be for the account of the outgoing Contractor.

1.15 In the event of the Contractor having committed any breach whatsoever of the terms and conditions hereof, the Employer shall, on behalf of the Municipality, be entitled to give the Contractor fourteen (14) days written notice, requiring the Contractor to remedy such breach, and if the Contractor shall thereafter continue to be in breach, the Tender Board shall thereupon have the right forthwith to declare this agreement cancelled without any further notice thereof to the Contractor, and such cancellation shall in no way prejudice any claim which the State may then or thereafter have against the Contractor for any damages and breach of any of the terms and conditions thereof.

1.16 All notices or processes which may be necessary to be given to, or serve upon, parties in terms hereof or otherwise, shall be deemed to have been validly served if sent by registered post addressed to the parties at the premises herein described, or if delivered to such premises by hand.

1.17 The Department declares its domicilium citandi et executandi to be:

**Steve Tshwete Local Municipality,
P O Box 14
Middelburg
1050
Tel. No.: (013) 249-7000
Fax No.: (013) 243-2550**

and the Contractor declares its domicilium citandi et executandi et executandi to be:

1.18 All costs of, and incidental to, the preparation and stamping of this contract shall be paid by the Contractor.

INSPECTION OF SITE AND EQUIPMENT

Before tendering, Tenderers shall visit the site and make themselves conversant with all the Municipal buildings, and/or services to be rendered.

General Description of Works

This contract comprises a comprehensive preventive maintenance service entailing regular inspections, maintenance and repairs of the equipment at specific intervals, and consequently carrying out routine and breakdown maintenance. In the event of failures, the Contractor shall do all the necessary repairs and re-commission the equipment to full working order.

The work shall include:

- Restoration of the system, where required
- Routine preventive maintenance
- Corrective maintenance
- Breakdown maintenance
- Repair and replacement of spare parts
- Maintenance of equipment records and inventory control systems
- Training/skills development of (STLM) Municipal building services personnel

Control systems, as may be deemed necessary, shall be provided by the Contractor to ensure efficient performance and ease of internal and external auditing. The Contractor shall in addition to his own personnel, also be required to provide his own workshop, tools, transport and test equipment as well as housing and offices for his personnel and all other facilities deemed necessary by him. The client will not purchase any of the above at the conclusion of the contract. The price tendered for the restoration and maintenance of the system shall include the above items as well as all other costs for spares and consumables needed in order to execute the work in accordance with the

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

Specifications.

DESCRIPTION OF THE WORK

1. General

All maintenance and repairs shall be executed by competent personnel in the most timesaving and effective manner possible. The Contractor shall be required to keep critical items in stock, at his own cost, in order to keep down-time to an absolute minimum. Faulty items must be repaired immediately and returned to the Contractor's stock holding. All tools and equipment required to perform repairs and maintenance shall be supplied by the Contractor, and shall remain his property when the contract lapses.

1. Definitions of Functions

1.1 Restoration of the Systems

This entails a detailed investigation by the Contractor of all items and systems under the contract, identification of defective and inferior components or systems, and the restoration thereof to comply with the Standard Specification and Additional Specification for the installation as applicable at the time of the original installation, as well as later additions to the installation(s) and additional installations. This restoration shall be executed to the satisfaction of the Employer.

1.2 Routine Preventive Maintenance

This entails the tendering of services for diagnosing the deterioration of equipment and the subsequent action to restore the equipment to its correct functional level in the workshop or in the field. The Contractor shall liaise with other Contractors to meet on site when testing systems to ensure full operation of the total installation. Any costs arising from these tests shall be borne by the Contractor.

1.3 Corrective Maintenance

This entails regular observation of the equipment with the intention of identifying minor breakdowns of the equipment and subsequent action to restore it to its correct functional and operational state.

1.4 Breakdown Maintenance

This entails the urgent repair and/or replacement of defective equipment and subsequent action to restore it to its correct functional and operational state.

1.5 Repair and Replacement of Parts

This entails the replacement of defective parts and the repair of such defective parts.

1.6 Maintenance Equipment Records and Inventory Control Systems

This entails the composition of a complete inventory of equipment and the updating and maintenance thereof.

1.7 Training of Personnel

This entails the quarterly training of the User Department's operating personnel to acquaint them with the operation of the systems. This also includes a set of operating instructions, which shall be mounted in the control rooms in the building and which shall be in a location and of a quality approved by the Employer.

2. Management Systems and Procedures

All Tenderers shall submit details of the management system and procedures which they intend to implement at the buildings for effective control. Any changes proposed by the Department shall be implemented by the Contractor without any additional costs to the Department. The approved management and procedures shall be implemented at the site and shall be strictly adhered to during the course of the contract. Should any changes be required to the management system and procedures during the course of Contract, such changes will be discussed and agreed between the Department and the Contractor. The implementation of such changes shall be at no extra cost to the Department.

3. Communications

The Contractor's management and maintenance personnel shall be available on a 24-hour basis. The Contractor shall provide an approved system of communication to this effect.

4. Maintenance Frequency

Routine maintenance of equipment shall be carried out every six months. The Contractor shall within 60 days of the commencement of the Contract, draw up, for approval by the Department, a draft master maintenance schedule based on his routine maintenance intervals for the various items of equipment. The master schedule shall be calendar based, that is, normally fixed days. The master schedule shall also indicate

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

specific training sessions to be provided to the Department's and/or User Department's personnel. The master schedule shall be revised and refined in the light of experience gained and a copy of each revised master schedule shall be supplied to the Department for approval.

5. Logistic Support

The Contractor shall at all times have adequate resources available to perform all functions required of him. Resources shall include labour, specialist expertise, tools, test equipment, consumable material, spare parts, operation and maintenance manuals, drawings, and other documentation to achieve the contract performance guarantee.

6. Contractors Responsibilities

The Contractor shall be responsible, and Tenderers shall allow for in their Tender prices, for the complete maintenance service, i.e. routine preventive and corrective maintenance, breakdown and repair maintenance, repair, replacement and stocking of spare parts. The Contractor shall carry out inspections and checking of the equipment detailed in the Schedules. Each inspection and test shall be recorded and listed in the quarterly report, giving the date of the inspection and the nature of the test, complete with the names of persons carrying out such tests, and inspection test results. Testing of repaired faulty equipment shall also be reflected in this list.

MAINTENANCE CONTROL SYSTEMS

1. Quarterly Reports

The Contractor shall submit written quarterly reports to the Department on the status of the equipments and progress achieved. The Contractor shall prepare his own schedules and service sheets for acceptance by the Department and shall make his own arrangements for printing and duplicating of quarterly reports and service sheets.

The reports shall also be countersigned by the specifically appointed Officer in charge of buildings and he shall endorse the sheets to the effect that the equipment are, in his opinion, operating satisfactorily. His name in print, his signature, the date and his telephone number must appear on the sheet.

This report shall show the following:

- Availability on a daily basis for continuous 30-day periods with the running average for those periods.
- Quarterly test results, showing, with dates:
 - equipment tested
 - faulty equipment
 - repairs undertaken
 - Call-out log.
 - Short description of call-outs with corrective action taken and dates.

The quarterly report shall be both narrative and statistical. The statistical content shall deal typically with the incidence and nature of breakdown maintenance carried out during the preceding quarter, equipment downtime and the frequency of spare replacement. The narrative content shall highlight corrective maintenance executed and shall draw attention to ongoing deficiencies being attended to by the Contractor and/or any matters requiring attention by the user.

2. Repair and Response Time

It shall be expected of the Contractor to relate his actions in respect of call-outs, repairs and general maintenance to specific prescribed response and repair times. In case of an emergency i.e. People stuck inside the lift, or any other life threatening event, it is expected that the service provider to be on site within one (1) hour from the time the call was will be logged.

Depending on the urgency of the call-out, the response times may vary and the table below indicates **maximum** time-spans.

Call out Type	Response Time	Repair Time
Urgent	1 Hours	Refer definition
Normal	4 hours	Below

Service Providers are expected to have an office within the locality demarcation for a prompt response as indicated above.

2.1 Response Time shall mean the time lapsed from the time the call-out is logged by the system operator or person making the call, until the Contractor responds on site. A record will be kept in the control logbook.

2.2 Repair Time shall mean the maximum time taken by the Contractor to repair the fault, in order to limit the downtime of the system to a minimum. Repair time will be measured from the time the Contractor's response on site is logged, until such time as the fault is rectified and signed off in the control logbook.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

2.3 Downtime, with respect to call-outs, shall mean the total time for which the system is not 100% operational, i.e. Response time plus Repair time.

3. Inspection and Testing

The Department and/or its duly appointed representative, or any person he may appoint for the purpose, may inspect and test the various portions of the work at all times and shall have full power to reject all or any portion of the work that he may consider to be defective or inferior in quality of material, workmanship with respect to the original installation/repair.

Any portion of the work so rejected shall be replaced immediately by the Contractor, unless, in the opinion of the Department, the work rejected can be so treated and repaired as to render it fit for incorporation in the contract works. In this event the Contractor shall, at his own risk and expense, be at liberty to repair the work to the satisfaction of the Department. The Contractor shall carry out such tests as are necessary, in the opinion of the Department, to prove that the contract requirements are being complied with. The cost of all tests and/or analyses shall be borne by the Contractor.

4. Site Meeting

A meeting between the Department and/or its duly appointed representative, and the Contractor shall be held quarterly or more frequently if so required by the Department, at a time, date and venue determined by the Department, to discuss all aspects of the maintenance of works as documented in the Quarterly Report. No additional compensation will be paid for this. The site meetings will be under the chairmanship of the Employer and/or his duly appointed representative.

PERFORMANCE SPECIFICATION

General

The Contractor's performance will be measured against the following four parameters:

- i Minimum incidence of faults
- ii Minimum down-time
- iii Good record and housekeeping
- iv Optimal service costs

Operational efficiency will be evaluated against the standards set out above. The statistics will be recorded and set out in the quarterly report submitted to the Department by the Contractor.

ADDITIONAL CONDITIONS OF TENDER

1. DOCUMENTS

The following documents shall be read in conjunction with this Tender and shall form an integral part thereof. Should there be any discrepancy between these Additional Conditions of Tender, the Conditions of Contract and the Condition of Tender, the Additional Conditions of Tender shall take preference.

- (a) General Conditions and Procedures: Occupational Safety Act: (Act 85 of 1993) as amended
- (b) Tender Form and conditions of Tender
- (c) Conditions of Contract
- (d) Additional Particulars concerning the Tender
- (e) Tenderer's Additional Particulars.

The Tenderer shall study these documents and acquaint himself with the contents thereof as no claims in this regard will be entertained.

2. COMPLIANCE WITH REGULATIONS

- (a) All work as specified in this specification shall comply with and tested in accordance with the following Acts and regulations:
- (b) the latest issue of SABS 0142: "Code of Practice for the Wiring of Premises".
- (c) the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended,
- (d) the municipal by-laws and any special requirements of the local supply authority,
- (e) the National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended,

3. CONTRACT PERIOD

A contract ensuing from this Tender shall remain valid for a period of thirty-six (36) months, commencing from the date of the Letter of Acceptance of the Tender. Notice of extension of the contract will be given 3 months prior to the end of the period(s), and both parties shall consent, in writing, to extensions. If no written extension is given, the contract will terminate.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

4. SERVICES APPLICABLE TO THIS TENDER

This Tender shall involve the restoration and the COMPLETE maintenance service of existing installations, systems and equipment in accordance with the requirements of the Specification. The responsibility shall rest on the Tenderer to acquaint him fully with the exact extent and detail of the installations, systems and equipment at the site(s) before preparing his Tender. Permission for access to the site(s) for this purpose shall be arranged by the Tenderer with the Employer and User Department Where repairs are required to specialised items of equipment, such as automatic control systems, computers, printers, card readers, etc., the Contractor shall arrange for such work to be carried out by specialists after obtaining written approval from the Employer, and the cost of carrying out such work shall be deemed to have been allowed for in the Tender price. The Contractor shall supply all consumables and cleaning materials necessary for the proper execution and performance of the maintenance and servicing.

5. RATES

The rates as given by the Tenderer, shall apply at all times. The Employer reserves the right to add to, or omit from, the list. . The employer reserves the right to request a written quotation from the appointed service provider of any items/material/equipment/parts that were omitted from the Bills of quantity and the approval thereof will be granted by the relevant Head of department. The mark-up price of the omitted items/material/equipment/parts should not exceed twenty (20) percent of the suppliers selling price, excluding labour.

6. MANAGEMENT

The Contractor undertakes to:

- a) Arrange in collaboration with the contact person of the User Department regarding access to the premises, in order to execute the required service.
- b) Take adequate precautions to prevent damage to buildings, and fittings and furnishing, inside the premises and elsewhere on the site.
- c) Accept liability for, and to indemnify the Municipality against, any claims whatsoever arising from his conduct and/or the conduct of his employees.
- d) Safeguard all his employees in accordance with the Regulations of the Unemployment Insurance Act 1966, (Act No 30 of 1966) and any amendments thereof.
- (e) Proof of public liability insurance and other insurances must be submitted.
- (f) Comply with all By-laws and requirements of the Local Authority.

7. EXECUTION OF SERVICES

In the event of failure of the Contractor to maintain and/or repair any installation, or having committed any breach in terms of the conditions hereof, such failure or breach shall be dealt with in accordance with of the contract. The contractor will be liable for any damages incurred for works performed due to his negligence.

8. TRAINED STAFF

The Contractor shall at all times use competent and trained staff, directly employed and supervised by him, and shall take all reasonable care to maintain the installations and keep them in proper operating condition. All Air-conditioning work shall be executed by, or under the direct supervision of, a qualified air-conditioning technician.

NOTE:

The Department reserves the right to call for proof of artisans' qualifications. If so required, the Contractor shall submit the necessary qualification certificates and/or papers.

9. MATERIAL OF EQUAL QUALITY

All replacement parts and spares shall comply fully with all the specifications of the original parts. Substitute components will be acceptable, PROVIDED that they are equal to, and of the same quality as, or superior to, the original components and are approved, in writing, by the Department. Any other parts, spares and materials that are used, shall conform to SABS Specifications and shall, where possible, carry the SABS mark of approval. The Contractor shall obtain, and cede to the Department, any supplier's or factory guarantees of repaired or replaced components, and shall ensure that such guarantees are not jeopardized in any way. The guarantee cards for repaired or replaced components shall also be attached to the service sheets and maintenance/repair log book.

10. UNCERTAINTY ABOUT SCOPE

Should the Contractor be uncertain about the scope of any work to be executed under this contract, the Department shall be immediately requested to clarify any instruction or scope which is not clear.

11. OFFICIAL ORDER

An official AGREEMENT will be entered into between the Department and the successful Tenderer as Contractor.

12. HOURS OF WORK

The Contractor shall undertake to carry out the restoration, if required, maintenance, servicing and repairs during

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

normal working hours, UNLESS PRIOR arrangements for working outside normal working hours have been made by the Contractor with, and approved in writing by, the User Department. Such work done outside normal working hours shall be at the Contractor" own risk and costs.

13. EMERGENCY SERVICES

Emergency services after normal working hours shall be executed on the request of an official of the User Department. This shall be logged on the service sheets in the site maintenance logbook and the quarterly report. The Contractor shall ensure that the official of the User Department signs the sheets, log book and quarterly report in respect of emergency call-outs. The Contractor shall provide 24 hours stand-by services for emergency call-outs and emergency repairs.

14. CONTRACT PRICE ADJUSTMENTS

The contract price(s) shall remain fixed for 12 calendar months; thereafter the escalation rate will apply. The negotiated increase shall not exceed the increase as calculated in accordance with the SEIFSA indices of Actual Labour Costs.

15. MAINTENANCE SERVICE CONTROL SYSTEM

The Contractor shall:

- a) prepare, supply and maintain, for record purposes, a site maintenance/repair log book in the master control station at each of the sites included in the contract;
- b) prepare and submit written quarterly reports comprising schedules and service sheets.

16. ACCOUNTS AND PAYMENTS

Accounts submitted by the Contractor for services rendered, shall be accompanied by a job card/service sheet and quarterly report, duly signed and countersigned, as required The Tender Number MUST appear on all documents submitted to the Employer. Payments will be processed 30 days after receipt of a valid tax invoice.

Separate accounts, service sheets and quarterly reports shall be submitted by the Contractor for every building, or site,

NOTE:

Any errors in the compilation of the log-sheets, quarterly report, service sheets or accounts discovered at a later stage, shall be rectified and any overpayment made to the Contractor will be recovered by the Department

17. RUBBISH AND WASTE

All rubbish and waste arising from the work shall be removed by the Contractor, and the site(s) and building(s) left clean and tidy.

18. ACCESS CARDS TO SECURITY AREAS

Should the work fall within a security area, the Contractor shall make arrangements with the employer to gain access to work within such an area.

TENDERER'S ADDITIONAL PARTICULARS

(* Delete which is not applicable)

The particulars submitted are merely for information purposes and not for evaluation purposes.

1. Period active as a contractor under the present business name:

2. Is the firm registered with the Department of Labour?

• Yes

• No

Registration number: _____

3. Is the firm registered with the Unemployment commissioner?

• Yes

TENDER NO.					
------------	--	--	--	--	--

- No

Registration number: _____

4. Is the firm registered with the Compensation commissioner?

- Yes

- No

Registration number: _____

5. Telephone number - normal working hours: _____

6. Telephone number - after hours: _____

7. Facsimile number: _____

8. Cellular phone number: _____

9. Do you have a 24 hour emergency call service?

- Yes

- No

Number: _____

10. Do you have radio communication facilities 24 hours per day?

- Yes

- No

Number: Code: _____

12. Details of motor vehicles belonging to the firm:

13. List of special equipment and tools belonging to the firm to undertake maintenance and repair work:

TENDER NO.					
------------	--	--	--	--	--

PS2 DESCRIPTION OF THE SITE AND ACCESS

2.1 Location of site

Site are located on the licensed of Steve Tswete Local Municipality (MP 313).

1. Corner Walter Sisulu and Protea Street, Middelburg, Mpumalanga

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

Diesil back-up generator repairs, maintenance and remote monthly remote telemetry monitoring systems to status on all Municipal Buildings. The work include electrical and mechanical installations related to back up generators.

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.

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.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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

The maximum time allowed for the completion of the contract is 2 months (excluding special non- working days and the year-end break) 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.

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.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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**

N/A

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

2 official name boards, as per C4.2 site information: construction notice board, are required for this contract.

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

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 {insert the work description}. 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.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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.

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.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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.

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.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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

(Indicate information which will be supplied by the municipality)

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 Monthly reports indicating number of bins serviced and waste quantities disposed at the landfill site.

17.2 EPWP job creation reports)

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 by the 25 of each month with all mandatory information and reporting as indicated in the scope of work.

Payment will be made within 10 working days from receipt of invoice by the finance department.

PS 19 PERIOD OF TENDER

Indicate period of tender for example: The period of the tender will be 12 months if rates or it will be fixed period based on delivery time).

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

PS 20 ACCEPTANCE OF OFFER

(Indicate any conditions to the acceptance of the offer, for example:

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

A total of five (5) contractors will be appointed (one for each area). Each area will be serviced by 15 employees for garden waste removal and each contractor will appoint 14 street cleaning personnel (3 km per person per day).

PS 21 EVALUATION

(Indicate how the tenders will be evaluated for example:

Tenders will be evaluated on functionality first. Only tenders who receive the minimum eligible points will be further evaluated on price and preference points. Each area from one (1) will be evaluated individually on price. The highest score bidder will be recommended and be eliminated for the second (2) area. The highest score bidder for the second area will be recommended and be eliminated for the next area and so on until five contractors is appointed).

PS 22 VALIDITY PERIOD

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

PS 23 ESTIMATE TIMEFRAMES

(Indicate preliminary time frames of tender)

NO.	ACTIVITY	ESTIMATE DATE
1.	Advertisement and invitation	
2.	Closing Date for submission of bids	
3.	Evaluation process.	
4.	Submission to bid committees	
5.	Signing of final award	

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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

TENDER NO.					
		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

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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 laws in place.

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))
- 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)

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

- 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
- 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

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

- * 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.

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”.

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

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

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.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

3.7.2. 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)
10. Basic first aid (general safety regulations 3)
11. Storekeeping methods & safe stacking (construction regulation 26)
12. Emergency, security and fire co-ordinator

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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:

- Opening and welcome
- Present/apologies/absent
- Minutes of previous meeting

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

- 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
- Aggregate/sand and other materials delivery
- Manual and mechanical handling
- Lifting and lowering operations

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

- 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

TENDER NO.					
	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	

TENDER NO.					
------------	--	--	--	--	--

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			

TENDER NO.					
------------	--	--	--	--	--

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	

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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	

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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	

TENDER NO.					
------------	--	--	--	--	--

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	

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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	

TENDER NO.					
------------	--	--	--	--	--

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	

TENDER NO.					
	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

TENDER NO.					
	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

TENDER NO.					
	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)

TENDER NO.					
	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?

PROBABILITY		CONSEQUENCES	
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

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

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

Access towers	Gas welding-cutting operations
Acid washing	Guillotine
Aggregate / sand delivery	Hand & spray painting
Angle grinder	Hand tools jacking – with hydraulic pump
Arc welding	Hanging scaffolding
Armco barriers - installation	Hauling
Assem. of elements by boilermaker	High cut operations
Back filling	Jacking hydraulic pump (1)
Bag filling	Jacking hydraulic pump (2)
Band saw	Kerb laying
Banksman	Landscaping
Batch plant	Lathe
Bench grinder	Layering of (road work) materials
Bin scraper	Layering process
Block feeder	Laying kerbs
Block machine	Laying of storm water drains
Boom scraper	Levelling – off materials
Bricks – laying of brickwork	Lifting concr. beams on to trailers
Bulk earthworks	Loading supervisor
Cement spray truck	Loading / unloading - of trucks
Clearing & grubbing of area / site	Loffels – placing / laying
Compr. gas cylinders-handling	Machine operator
Compressors – air	Making of steel items
Concrete – placing of (1)	Material delivery
Concrete – placing of (2)	Materials handling
Confined spaces – working in conveyors	Mixer operator
Cutting – of earthworks	Mobile cranes
David arm	Pedestal drill
Deck panels – placing	Pedestal grinder
Depallet or operator	Placing concrete
Diss. assembly rejects	Plastering
Distribution boards – electrical	Portable electric drill
Drivers – of vehicles	Portable electric tools
Dry tile deracking	Portable ladders
Dumpers - concrete	Post tensioning
Electrical installation – maintenance of elevated positions	Radial arm drill
Erecting – install / shutters	Refuelling vehicles / plant
Excavations (1)	Reinforcing steel – placement (1)
Excavations (2)	Reinforcing steel – placement (2)
Explosive powered tools	Road traffic signs – placement of
Finger car	Roadworks - deviations
Fire fighting prevention	Roof truss erection
Fire prevention & protection	Sandblasting
Form work	Scaffolding
Friction saw	Shuttering – erection
	Shuttering – stripping

TENDER NO.					
	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>
---	--

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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.

TENDER NO.					
		BIDDER	WITNESS	EMPLOYER	WITNESS

SERVICE LEVEL AGREEMENT

MEMORANDUM OF AGREEMENT MADE AND ENTERED INTO BY AND BETWEEN

STEVE TSHWETE LOCAL MUNICIPALITY

herein represented by **STANLEY MANDLA MNGUNI** in his capacity as **MUNICIPAL MANAGER** or **DEPUTY MUNICIPAL MANAGER** or **ANDRIES MDUDUZI MASILELA** in his capacity as **DIRECTOR: LEGAL AND ADMINISTRATION** duly authorised by resolution of Steve Tshwete Local Municipality dated **30 JANUARY 2014**

(hereinafter referred to as the “**MUNICIPALITY**”)

AND

IDENTITY / REGISTRATION NO: _____

herein represented by _____ with identity no.

_____ in his/her capacity as _____ of the Company / Close Corporation / Organization* duly authorised hereto (**delete whichever is not applicable*)

(hereinafter referred to as the “**SERVICE PROVIDER**”)

WHEREAS the SERVICE PROVIDER has tendered for the **RENDERING OF WATER SERVICES IN THE RURAL AREA OF THE STEVE TSHWETE LOCAL MUNICIPALITY AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS** in terms and accordance with tender number **BS20/09/2015**;

AND WHEREAS the MUNICIPALITY by signature of this Agreement accepts the tender by the SERVICE PROVIDER subject to the conditions set out in the award letter and any Addendum to the tender document;

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;

TENDER NO.			
BIDDER	WITNESS	EMPLOYER	WITNESS

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:

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 Tender document and any Addendum thereto.
Department	Means the relevant implementing Department of the Steve Tshwete Local Municipality as determined from time to time.
Effective date	Means the date upon which the representative of the last party signing this Agreement affixed his/her signature hereto.
Commencement date	Means 01 APRIL 2016 notwithstanding the date of signature of this Agreement;
End date	Means 31 MARCH 2019 ;
Parties	means the parties to this Agreement mentioned hereinabove;
Party	means either of the parties to this Agreement mentioned hereinabove;
Relevant Authorised Person	Director and/or Acting Director of the Department as defined hereinabove of the Steve Tshwete Local Municipality or any other person delegated by the Municipal Manager or Acting Municipal Manager;
Goods and/or Services	means the goods, works, services and/or labour to be provided by the SERVICE PROVIDER as specified in the Tender document;
Site and Target Area	means the area at which the Service Provider has to deliver or render the goods and/or services, being ALL RURAL AREAS OF THE STEVE TSHWETE LOCAL MUNICIPALITY ;
Tender document / Municipal Bidding Document	means the municipal bidding document / tender document (Q23.02.18) as submitted by the SERVICE PROVIDER and any Addendum thereto;

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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 Where figures are referred to in numerals and in words, if there is any conflict between the two, the words shall prevail.
- 2.5 Reference to day, month or year shall be construed as calendar day, month or year. Where a number of days are prescribed, it shall consist of calendar days, unless expressly indicated otherwise, and shall be reckoned exclusively of the first and inclusively of the last day. to this Agreement which do not themselves contain their own definitions.
- 2.6 Expressions defined in this Agreement shall bear the meanings in schedules or annexures to this Agreement which do not themselves contain their own definitions.
- 2.7 All schedules and annexures hereto shall be deemed to be incorporated herein and shall form an integral part hereof.
- 2.8 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 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.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

2.9 If there is any conflict between this Agreement and:

2.9.1 the tender document, the contradicting condition / stipulation in this Agreement shall prevail, unless otherwise specified in this Agreement;

2.9.2 the General Conditions of Contract or Special Conditions of Contract, the contradicting condition / stipulation in the General and/or Special Conditions of Contract shall prevail.

2.10 If there is any conflict between this Agreement and any of the documents specified in 2.9 above, such conflict or contradiction shall not render this Agreement or any of such specified documents ineffective or null and void *in toto*.

2.11 References in this Agreement to any statute or statutory provision shall include any statute or statutory provision which amends, extends, consolidates or replaces the same and shall include any orders, regulations, instrument or other subordinate legislations made under the relevant statute or statutory provision.

3.

DURATION:

3.1 Notwithstanding the date of signature of this Agreement, this Agreement shall be deemed to have come into effect on the Effective Date.

3.2 Notwithstanding the date of signature of this Agreement or the Effective Date, the goods and/or services will be delivered and/or rendered within the period commencing of the Commencement Date and ending on the End Date, unless this Agreement is properly terminated prior to the end date in accordance with the provisions of this Agreement.

3.3 No extension of the period stated in 3.2 will be valid unless reduced to writing and duly signed by the parties.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

4.

SCOPE OF SERVICES & OBLIGATION OF PARTIES:

- 4.1 The SERVICE PROVIDER shall and hereby undertakes to deliver the goods 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, subject to the terms and conditions of this Agreement for the period commencing on the Commencement Date and ending on the End Date.
- 4.2 Payment of the SERVICE PROVIDER will be made in accordance with the provisions and determinations set out in the Tender document and **SCHEDULE B** hereto.
- 4.3 Unless otherwise agreed upon in writing, the SERVICE PROVIDER shall at its own risk and expense, provide all resources such as labour (including employees) and equipment required to execute or render the Services and/or deliver the goods set out in the Tender document.
- 4.4 The SERVICE PROVIDER is further obliged:
- 4.4.1 to perform and/or execute all its obligations set out in this Agreement read with the Tender document;
- 4.4.2 to perform and/or provide the services and/or goods with all reasonable care, diligence and skill in accordance with the specifications and stipulations set out herein, in compliance with the Key Performance indicators specified in **SCHEDULE A**, as well as the generally accepted professional techniques and standards;
- 4.4.3 to regularly inspect the goods and/or services to satisfy itself that it is being rendered and/or delivered in line with this Agreement, the municipal bidding / tender document, prevailing legislations and industry standards;
- 4.4.4 to give any instructions and/or explanations and/or variations to its employees and/or subcontractors including any relevant advice to perform the services or deliver the goods in line with this Agreement as well as the prevailing legislation and industry standards; and

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

4.4.5 to comply with and hereby subjects itself to the penalty clause set out in **SCHEDULE B** hereto.

4.5 The MUNICIPALITY is obliged to:

4.5.1 to perform and/or execute all its obligations set out in this Agreement

4.5.2 provide access to the SERVICE PROVIDER and/or its employees and/or subcontractors to the Site; and to

4.5.3 make payment for goods delivered and/or services rendered in terms of this Agreement which are found to be in good order, in terms of the conditions set out in **SCHEDULE B** hereto.

4.6 The MUNICIPALITY is entitled to continuously monitor and inspect the Goods and/or Services at any reasonable time for compliance and quality control purposes and may reject same if found not to comply with the requirements of the Agreement.

5.

SUBCONTRACTORS AND CESSION:

5.1 The SERVICE PROVIDER is not entitled to subcontract the Services or any part thereof to a subcontractor without the prior written consent of the MUNICIPALITY.

5.2 The SERVICE PROVIDER may not transfer, cede or relinquish in any manner any of its rights or duties without the written permission from the MUNICIPALITY.

5.3 Any such sub-contracting permitted by the MUNICIPALITY shall not relieve the SERVICE PROVIDER of its liability in terms of this Agreement.

TENDER NO.					
		BIDDER	WITNESS	EMPLOYER	WITNESS

6.

FORCE MAJEURE:

- 6.1 Notwithstanding anything to the contrary herein contained, should either of the parties be prevented from fulfilling in whole or in part its obligation in terms of this Agreement, whether such prevention arises from *force majeure*, Acts of God, war, civil commotion, curtailment of electricity, strikes, lockouts, revolutions, fires, explosions, floods, political disturbances, act of any Governmental or local authority, or any other cause whatsoever over which that party has no reasonable control, such Party shall be relieved from liability to the extent and for the period it is thereby prevented from fulfilling its obligations.
- 6.2 The abovementioned term is subject to the conditions that the Party so prevented from fulfilling its obligations hereunder shall immediately notify the other party to that effect in writing, giving a full and complete explanation of the circumstances responsible for such failure or occurrence as well the estimated duration thereof. If requested, the party shall furthermore set out in writing the actions such Party is taking or proposes to take to remove the said circumstances with the least possible delay.

7.

LAWS AND REGULATIONS:

Both parties shall at its own expense comply with all applicable laws, regulations, by laws and requirements of local and other authorities, as well as all relevant policies that may be applicable to this Agreement and both parties hereby guarantees knowledge of and adherence to all such relevant and applicable laws, regulation by-laws and requirements of local and other authorities.

8.

WARRANTY:

- 8.1 The SERVICE PROVIDER warrants that:
- 8.1.1 all equipment used by the SERVICE PROVIDER and/or its subcontractor/-s in the execution of the Services are fit and suitable in all respects for the purposes used;
- 8.1.2 it and its employees and/or subcontractor/-s can and is fit, capable and competent to execute the Services;

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

- 8.1.3 the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract or tender document;
- 8.1.4 all goods and/or services supplied under this contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the SERVICE PROVIDER, or that may develop under normal use of the supplied goods in the conditions prevailing at the site or final destination;
- 8.1.5 all goods and/or service supplied or rendered in terms of this Agreement shall comply with the specifications set out in the Tender document; and
- 8.1.6 any additional warranties (if any) specified in the Tender document.
- 8.2 This warranty shall remain valid for twelve (12) months after the goods and/or services, or any portion thereof as the case may be, have been delivered to and accepted at the site / final destination indicated in the Agreement or for such period stipulated in the Tender document, whichever period is the longest;
- 8.3 The MUNICIPALITY shall promptly notify the SERVICE PROVIDER in writing of any claims arising under this warranty.
- 8.4 Upon receipt of such notice, the SERVICE PROVIDER shall, within the reasonable period specified in the notice and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the MUNICIPALITY.
- 8.5 If the SERVICE PROVIDER, having been notified, fails to remedy the defect(s) within the specified period, the purchaser may proceed to take such remedial action as may be necessary, at the SERVICE PROVIDER'S risk and expense and without prejudice to any other rights which the MUNICIPALITY may have against the SERVICE PROVIDER under the Agreement.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

9.

JURISDICTION:

The parties also hereby agree to the 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, any remedies available to the aggrieved party in terms of the Agreement, applicable legislation or the common law notwithstanding that such claim or dispute may fall outside the jurisdiction of the said Court.

10.

BREACH:

- 10.1 If any of the parties commit a breach of any provision of this Agreement, the other Party may call in writing on the Party in breach to remedy the breach within a period of 14 (fourteen) days;
- 10.2 If the breach remains unremedied after the aforesaid notice period has expired, the Party calling on the breach will be entitled in addition to any right it may have in terms of this Agreement, the General or Special Conditions of Contract and/or common law, but not compelled, to terminate this Agreement in whole or in part with immediate effect in writing to the Party in breach and claim damages from the defaulting Party.
- 10.3 If this Agreement is terminated in part, the SERVICE PROVIDER shall continue performance in terms of this Agreement to the extent not terminated.
- 10.4 Where the MUNICIPALITY terminates the contract in whole or in part, the MUNICIPALITY may decide to impose a restriction penalty on the SERVICE PROVIDER as set out more fully in **SCHEDULE B**.

11.

DISPUTE RESOLUTION:

- 11.1 In the event of a dispute between the parties in respect of any condition / stipulation contained in this agreement or the interpretation thereof:

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

- 11.1.1 The aggrieved party will notify the other party in writing about the existence and nature of the dispute and thereafter the parties will negotiate in good faith to settle the dispute in question as expeditiously as possible but in any event within a period of 30 (thirty) days of the matter being referred to them, or any further period agreed to by the parties in writing.
- 11.1.2 Should the other party be unsuccessful in settling such dispute within the aforesaid period or such longer period as the parties may agree to, either party may and will be entitled to refer the dispute to arbitration to be determined under the provisions of the Arbitration Act No. 42 of 1965 and is required to notify the other party of its intention to do so within 10 (ten) days of the expiry of the period specified in clause 11.1.1 above. Should both parties fail to give notice as aforesaid, both parties will be regarded as having waived their rights in terms of this clause.
- 11.1.3 The decision of the arbitrator shall be final in all respects and the parties' agreement to such decision may be made an order of court on application by either party. The costs of any such arbitration shall be awarded by the arbitrator.
- 11.1.4 The arbitrator shall be an independent person mutually nominated by both parties. Should the parties not agree on a specific arbitrator within 10 (ten) days of notice being given of a dispute and request for arbitration, the selection shall be made by the South African Local Government Association (SALGA) as soon as possible after the expiry of the 10 (ten) day period referred to herein.
- 11.2 This clause is severable from the rest of this Agreement and will remain in effect even if this agreement is terminated or cancelled for any reason.
- 11.3 This clause will not preclude any party from obtaining interim relief on an urgent basis from a court of competent jurisdiction pending the finalization of the arbitration process.
- 11.4 Notwithstanding any dispute being referred to arbitration in terms of this clause, both parties will continue to carry out their obligations under this agreement, pending the resolution of such dispute or difference.

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

12.

NOTICES AND DOMICILIA:

12.1 Any notice, request, order, statement or other communication required or permitted to be given in terms of this Agreement shall be in writing and may be given by means of registered post, facsimile or electronic mail to the following addresses:

12.1.1 Notices addressed to the SERVICE PROVIDER:

Postal address: _____

Fax: _____

E-mail: _____

12.1.2 Notices addressed to the MUNICIPALITY:

P.O. Box 14

Middelburg

1050

Fax: 013 243 2550

E-mail: council@stevetshwetelm.gov.za

12.2 For the purposes of this agreement and all actions arising there from, the parties accept the following addresses as their respective *domicilium citandi et executandi*:

12.2.1 *Domicilium* of the SERVICE PROVIDER:

12.2.2 *Domicilium* of the MUNICIPALITY:

Corner of Walter Sisulu & Wanderers Streets

Municipal buildings, Civic Centre

Middelburg, Mpumalanga

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

12.3 The SERVICE PROVIDER undertakes to notify the MUNICIPALITY in writing within 10 (ten) days of a change of *domicilium*. The SERVICE PROVIDER also undertakes to notify the MUNICIPALITY of a change of management within the same period as above.

13.

ENTIRE AGREEMENT:

13.1 This agreement, read together with the award letter, 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.

13.2 The Parties, by signing this Agreement, shall be deemed to have satisfied themselves as to all the terms and conditions of this Agreement.

THUS DONE AND SIGNED AT _____ ON THIS THE _____ DAY
OF _____ 20_____.

AS WITNESSES:

- 1. _____
- 2. _____

SERVICE PROVIDER

THUS DONE AND SIGNED AT _____ ON THIS THE _____ DAY
OF _____ 20_____.

AS WITNESSES:

- 1. _____
- 2. _____

MUNICIPALITY

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

SCHEDULE A: KEY PERFORMANCE INDICATORS

The following Key Performance Indicators will be used to assess the performance of the Service Provider:

1. The Key Performance indicators specified in the Tender document; and
2. In addition to the above, the following:

- _____
- _____

TENDER NO.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

SCHEDULE B: PAYMENT AND PENALTIES

1. PAYMENTS

- 1.1 All payments due to the Service Provider for goods delivered and/or services rendered will be in accordance with the price or rates tendered by the Service Provider, unless otherwise agreed upon by the parties, and the Key Performance Indicators (subject to the deduction of any penalties to be paid or invoked or any other monies to be deducted in terms of this Agreement or the Tender document).
- 1.2 A valid invoice must be submitted by the Service Provider with all mandatory information and reporting as indicated in the scope of work. Payment will be made within 30 (thirty) days from receipt of invoice by the Finance Department.

2. PENALTIES

- 2.1 Penalties for which the Service Provider will be liable in terms of this Agreement, will be as determined in the Tender document and/or the General or Special Conditions of Contract.
- 2.2 Should the SERVICE PROVIDER make itself liable for the imposition of penalties, it will also make itself liable to the termination of the Agreement. In addition to the imposing of penalties, the MUNICIPALITY may therefore also consider termination of the Agreement.
- 2.3 The Relevant Authorised Person and/or MUNICIPALITY may, without prejudice to any other method of recovery, deduct the amount of the penalty or penalties from any payment due to the SERVICE PROVIDER in terms of this Agreement. The payment or deduction of such penalty or penalties shall not relieve the SERVICE PROVIDER of its obligations and responsibilities under the Agreement and in particular for any damages or losses suffered by the MUNICIPALITY as a result of the SERVICE PROVIDER's default.
- 2.4 In the event of difficulties which result in the application of penalties being due to industrial and strike action, the MUNICIPALITY will be entitled to waive such penalties should the SERVICE PROVIDER prove to the satisfaction of the MUNICIPALITY and/or Relevant Authorised Person that the cause was beyond the SERVICE PROVIDER'S control.

3. RESTRICTION PENALTIES

- 3.1 Where the MUNICIPALITY terminates the contract in whole or in part, the MUNICIPALITY may decide to impose a restriction penalty on the SERVICE PROVIDER by prohibiting the SERVICE PROVIDER from doing business with the MUNICIPALITY or public sector.
- 3.2 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.

TENDER NO.				
	BIDDER	WITNESS	EMPLOYER	WITNESS

3.3 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 SERVICE PROVIDER, and with which enterprise or person the SERVICE PROVIDER, is or was in the opinion of the MUNICIPALITY actively associated.

TENDER NO.					
		BIDDER	WITNESS	EMPLOYER	WITNESS