



Province of the
EASTERN CAPE
PUBLIC WORKS & INFRASTRUCTURE

ERRATUM

DEPARTMENT/ INSITUATION	BID NUMBER & PROJECT DESCRIPTION	DETAIL AS PER BID SPECIFICATION/ BID DOUMENT	CONTACT PERSON
DEPT OF PUBLIC WORKS & INFRASTRUCTURE	SB5-23/24/0008: TERM TENDER CONTRACT FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT TO BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN THE SARAH BAARTMAN DISTRICT, FOR A PERIOD OF TWO YEARS.	The required CIDB grading is 2SF/ 2SF PE or Higher.	SCM SPECIFIC ENQUIRIES Mr Alex. Hitzeroth Tel No: 041 390 9067/ 079 520 4510 Email Alex.Hitzeroth@ecdpw.gov.za Address: TECHNICAL/PROJECT SPECIFIC Mr. Bernard Daniels Tel No.: 041 390 9085/ 071 678 0923 Email bernard.daniels@ecdpw.gov.za Address:

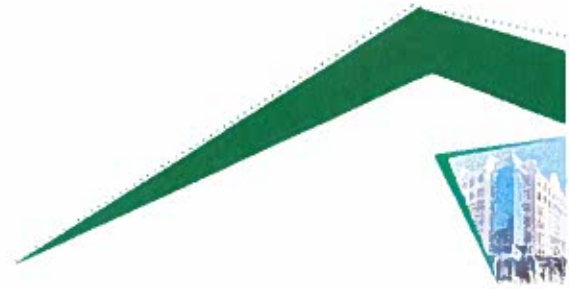
APPROVED BY:


Z. LUMKWANA

DEPUTY-DIRECTOR: SUPPLY CHAIN MANAGEMENT

2023 -07- 26

DATE



SB5-23/24/0008

QUOTATION

**TERM TENDER CONTRACT FOR MAINTENANCE
OF FIRE PROTECTION EQUIPMENT TO
BUILDINGS OWNED BY THE DEPARTMENT OF
PUBLIC WORKS & INFRASTRUCTURE IN THE
SARAH BAARTMAN DISTRICT, FOR A PERIOD
OF TWO YEARS.**

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NAME OF COMPANY:

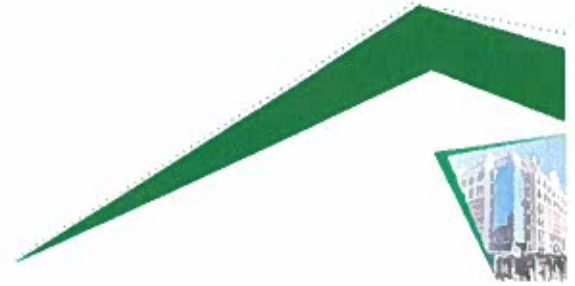
CSD Nr:

CRS Nr (CIDB):

CLOSING DATE: 03 August 2023

TIME: 11:00 am

Department of PUBLIC WORKS &
INFRASTRUCTURE
Old Ford House Building
55 Albany Road
Central
Gqeberha
6001



T1.1 Tender Notice and Invitation to Tender

The Eastern Cape Department Public Works & Infrastructure invites Contractors with a CIDB Grading of **2SF/2SF PE OR HIGHER** in the following Class of works (SF) tenders **TERM TENDER CONTRACT FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT TO BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN THE SARAH BAARTMAN DISTRICT, FOR A PERIOD OF TWO YEARS.**

The contract will be based on GCC and Standard Bidding Document 7.1/ 7.2.

Documents may be obtained from the offices of the Department of Public Works & Infrastructure, Ground Floor, Old Ford House Building, 55 Albany Road, Gqeberha from the **20 JULY 2023** or on the departmental website:

www.ecdpw.gov.za/tenders.

Queries relating to the issue of these documents may be addressed in writing to Mr. Alex Hitzeroth - email: Alex.Hitzeroth@ecdpw.gov.za. **Technical enquiries:** may be addressed in writing to Bernard Daniels – email: bernard.daniels@ecdpw.gov.za.

The closing time for receipt of tenders by the ECDPWI is **11:00am on 03 August 2023**, facsimile, e-mail and late tenders will not be accepted. Bids must be submitted in sealed envelopes clearly marked **“SB5-23/24/0008: TERM TENDER CONTRACT FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT TO BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN THE SARAH BAARTMAN DISTRICT, FOR A PERIOD OF TWO YEARS**, must be deposited in the bid box, Ground Floor, Department of Public Works & Infrastructure, Old Ford House Building, Albany Road, Central, Gqeberha.

It is the responsibility of the tenderer/s to ensure that bid documents /proposals are submitted on or before closing time and the correct location as the department will not take responsibility of wrong delivery. Tenderers using courier services for delivery of their bid documents must ensure the delivery is at the correct place / location and time as the department will not be held responsible for wrong delivery.

Tenders must use only the documents issued by the employer. Tenderers must be registered on the National Treasury Central Supplier Data Base prior the award. (<https://secure.csd.gov.za>).

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

B. BID EVALUATION:

This bid will be evaluated in Two (2) Phases as follows:

Phase One: Compliance, responsiveness to the bid rules and conditions, thereafter.

Phase Two: Bidders passing phase one will therefore be evaluated on PPPFA and specific goals.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Maximum points on Price	-	80 points
Maximum points for Specific goals	-	20 points
Maximum points	-	100 points



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C. BID SPECIFICATIONS, CONDITIONS AND RULES

The minimum specifications, other bid conditions and rules are detailed in the bid document under Tender Data. The specifications, rules, special conditions of bid, evaluation criteria, and other bid conditions are detailed in the document.

The Department of Public Works & Infrastructure SCM policy applies.

Tender validity period is **60 days**.

D. TENDER SUBMISSIONS:

Bids must be submitted in sealed envelopes clearly marked "**SB5-23/24/0008: TERM TENDER CONTRACT FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT TO BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN THE SARAH BAARTMAN DISTRICT, FOR A PERIOD OF TWO YEARS.**", must be deposited in the bid box, Ground Floor, Department of Public Works & Infrastructure, Old Ford House Building, Albany Road, Central, Gqeberha.

E. ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:

- **SCM RELATED ENQUIRIES**

Mr A. Hitzeroth

Tel No: 041 390 9067/ 079 520 4510 (during office hours)

Email Address: Alex.Hitzeroth@ecdpw.gov.za

- **TECHNICAL ENQUIRIES**

Mr. B. Daniels

Tel No.: 041 390 9085/ 071 678 0923 (during office hours)

Email Address: bernard.daniels@ecdpw.gov.za

- **OCCUPATIONAL HEALTH & SAFETY**

Mrs. Z Ncanywa

Tel No: 041 390 9178/ 079 883 3946 (during office hours)

Email Address: zintle.ncanywa@ecdpw.gov.za

FOR COMPLAINTS, FRAUD, & TENDER ABUSE:

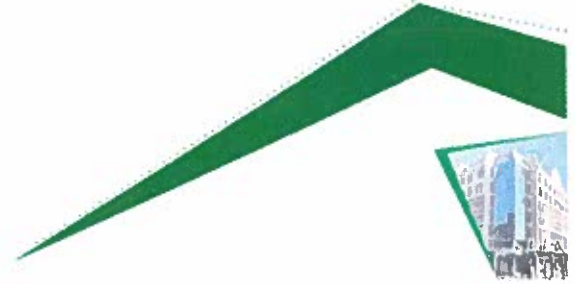
Call: 0800 701 701



T1.2 Tender Data

The conditions of tender are the latest edition of SANS 10845-3, *Standard conditions of tender*. SANS 10845-3 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 provisions of SANS 10845-3 and as contained in **Annexure F of Standard for Uniformity in Construction Procurement (Board Notice 136 Government Gazette No 38960 of 10 July 2015)**. Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

Clause number	Tender Data
3.1	The Employer is Department of Public Works & Infrastructure
3.2	The tender documents issued by the employer comprise the following documents: THE TENDER Part T1: Tendering procedures T1.1 - Tender notice and invitation to tender T1.2 - Tender data T2.1 - Check list of returnable documents (checklist) THE CONTRACT Part C1: Agreements and Contract data C1.1 - Form of offer and acceptance C1.2 - Contract data Part C2: Pricing data C2.2 - Pricing Schedules/ Activity Schedule or Bill of Quantities Part C3 – Scope of Work Part C4 – Site Information.
3.3	The employer's agent is: Name: Bernard Daniels Department of PUBLIC WORKS & INFRASTRUCTURE Old Ford House Building, Tel: 041 390 9085 Fax: 041 390 2066 E-mail: bernard.daniels@ecdpw.gov.za
3.4	The language for communications is English.
3.5	Cancellation and re-invitation of tenders An organ of state may, prior to the award of the tender, cancel the tender if- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or (b) funds are no longer available to cover the total envisaged expenditure; or (c) no acceptable tenders are received. (d) Tender validity period has expired. (e) Gross irregularities in the tender process and/or tender documents. Where applicable, the decision to cancel the tender will be published in the CIDB website and in the Tender Bulletin or the media in which the original tender invitation as advertised.
3.6.1	Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.



4	Tender's obligations
4.1	Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:
4.1.1	Only those tenderers who are registered with the CIDB, 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, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a CIDB Grade 2SF/ 2SF PE OR HIGHER class of construction work, are eligible to have their tenders evaluated. Joint ventures are eligible to submit tenders provided that: 1. every member of the joint venture is registered with the CIDB; 2. the lead partner has a contractor grading designation in the CIDB Grade 2SF/ 2SF PE OR HIGHER class of construction work; and 3. 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 CIDB Grade 2SF/ 2SF PE HIGHER class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.
4.3	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
4.4	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.
4.5	Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference.
4.7	The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list. Tender documents will not be made available at the clarification meeting
4.8	Seek clarification <i>Request clarification of the tender documents, if necessary, by notifying the employer at least 3 (Three) working days before the closing time stated in the tender data.</i>
4.9	Tenderers are required to state the rates and currencies in Rands. Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes which the law requires to be paid [except value added tax (VAT)], and other levies payable by the successful tenderer, that are applicable up to 14 days before the closing time stated in the tender data. Show the VAT payable by the employer separately as an addition to the tendered total of the prices. 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. State the rates and prices in monetary value of the contract unless otherwise instructed in the tender data.

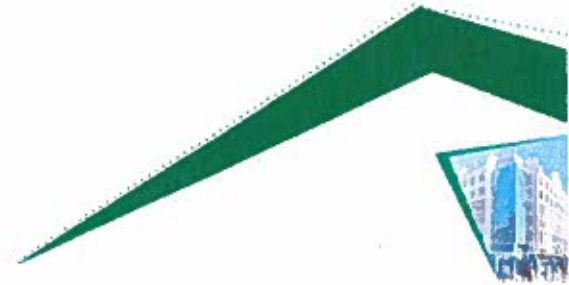


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4.10	If the offer (any of the items quoted for) is "Vat Inclusive", the VAT registration number of service provider must be indicated. Bidders are not entitled to claim the VAT if they are not VAT registered. If a bidder claims VAT but is not VAT registered, the bidder will be required to register for VAT within 21 days of award.
4.11	Alteration to documents Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations. Do not make erasures using masking fluid.
4.12	Alternative tender offers Only one offer per item per bidder is allowed and alternative offers will not be considered. If more than one offer per item is received, none of the offers will be considered. Bidders are also not allowed to submit a bid/ quotation whilst they are in agreements with other bidders in the form of joint ventures or consortiums
4.12.1	Parts of each tender offer communicated on paper shall be submitted as an original. Submit a) the parts of the tender offer communicated on paper as an original b) the parts communicated electronically by the employer or its agents on paper format with the tender.
4.12.2	Sign the original tender offer where required in terms of the tender data. State in the case of a joint venture which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer. NOTE The employer holds all authorized signatories liable on behalf of the tenderer.
4.12.4	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: Location of tender box: Ground Floor, Old Ford House Building, Physical address: 55 Albany Road, Central, Gqeberha 6001 Identification details: SB5-23/24/0008: TERM TENDER CONTRACT FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT TO BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN THE SARAH BAARTMAN DISTRICT, FOR A PERIOD OF TWO YEARS. Closing date: 03 August 2023 at 11:00
4.12.5	The tenderer is required to complete with his tender the following registration numbers: 1) CSD number. <i>In the case of a Joint Venture/Consortium/Sub-contractors each party must submit a separate CSD numbers</i> 2) CIDB Grading or CRS number. <i>In the case of a Joint Venture/Consortium/Sub-contractors each party must submit a separate CIDB Grading or CRS numbers.</i>
4.12.6	Facsimile or e-mailed tender offers will not be accepted. The tenderer accepts that the employer does 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.
4.13	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.



	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. Proof of posting shall not be accepted as proof of delivery. Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of the standard conditions of tender in this part of SANS 10845 apply equally to the extended deadline.
4.14.1	The tender offer validity period is 60 days. Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data. 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. Extend the period of the tender security, if any, to cover any agreed extension requested by the employer.
4.14.2	Placing of contractors under restrictions / withdrawal of tenders If any tenderer who has submitted a tender offer or a contractor who has concluded a contract has, as relevant: withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions; after having been notified of the acceptance of his tender, failed or refused to commence the contract; had their contract terminated for reasons within their control without reasonable cause; offered, promised or given a bribe in relation to the obtaining or the execution of such contract; acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards the Provincial Government; or, made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of the Provincial Government that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements, such tenderer/s may be placed under restriction from tendering with the state. Procedures are outlined in the EC SCM Policy for Infrastructure procurement and Delivery Management and also on cidb Inform Practice Note #30. Excerpts of the policy can be availed on request of any interested tenderer.
4.14.3	Canvassing and obtaining of additional information by tenderers The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon. The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.
5	Employer's undertakings
5.1	The Employer will respond to requests for clarification received up to Three (3) working days before the tender closing time. If, as a result of the issuing of addenda, it is necessary to extend the closing time stated in the tender data, grant such extension and notify all respondents accordingly.
5.2	The employer shall issue addenda until Three (3) working days before tender closing time.
5.4	Tenders will be opened immediately after the closing time of tenders at 11:00am hours .
5.6	Do not disclose to tenderers, or to any 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.
5.9	Arithmetical errors, omission and discrepancies



	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. For Vat related discrepancies, National and Provincial Treasury prescripts in relation to VAT procedures apply.												
5.11.1	The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule. Table F.1: Formulae for calculating the value of A <table> <tr> <th>Formula</th> <th>Comparison aimed at achieving</th> <th>Option 1*</th> <th>Option 2*</th> </tr> <tr> <td>1</td> <td>Highest price or discount</td> <td>$A = \left(1 + \frac{(P - P_m)}{P_m} \right)$</td> <td>$A = P / P_m$</td> </tr> <tr> <td>2</td> <td>Lowest price or percentage commission / fee</td> <td>$A = \left(1 - \frac{(P - P_m)}{P_m} \right)$</td> <td>$A = P_m / P$</td> </tr> </table> a P_m is the comparative offer of the most favourable comparative offer. P is the comparative offer of the tender offer under consideration. If the offer is believed not to be market related, the department through its Supply Chain Management bid committees will attempt to negotiate the offer with identified tenderer(s) to a reasonable amount. Tenderers are not allowed to increase their tender offers during this process. The department reserves the right not to award the bid to the most favorable tenderer, if any of the situations occur: if it is not assisting in the advancement of designated groups; risk profile of the favorable firm is too high; the tenderer has been awarded a considerable number of projects by the department; has performed unsatisfactorily in the past. The department reserves the right to verify any information provided by the tender prior award.	Formula	Comparison aimed at achieving	Option 1*	Option 2*	1	Highest price or discount	$A = \left(1 + \frac{(P - P_m)}{P_m} \right)$	$A = P / P_m$	2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{(P - P_m)}{P_m} \right)$	$A = P_m / P$
Formula	Comparison aimed at achieving	Option 1*	Option 2*										
1	Highest price or discount	$A = \left(1 + \frac{(P - P_m)}{P_m} \right)$	$A = P / P_m$										
2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{(P - P_m)}{P_m} \right)$	$A = P_m / P$										
5.11.5	The procedure for the evaluation of responsive tenders is Method 2: Phase One: Administrative requirements: Compliance, responsiveness to the bid rules and conditions Phase Two: Bidders passing all phases above will thereafter be evaluated on PPPFA for Price and specific goals (80/20 system) 1. PHASE ONE: RESPONSIVENESS TO THE BID REQUIREMENTS AND RULES A. Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration: - The bid Document must be completed and submitted in its original format - Bids which are late, unsigned or submitted by facsimile or electronically, will not be accepted. - Bidder must be registered with CIDB grading of 2SF/ 2SF PE OR HIGHER in the following class of works (SF) as per the tender notice and requirements. It is the												



responsibility of the bidder to keep the status on CIDB active throughout bidding process (advert till award stage).

4. Bidders must be a legal entity or sole proprietor or partnership or joint venture or consortia.
5. Form of offer and Acceptance: ***The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in tenderer's tender submission. If the Form of Offer and Acceptance has no value or figure, the tenderer will be regarded as having made no offer.***
6. SBD 4- Declaration of Interest. (In the event that prospective bidders are directors in other companies, they must ensure that they disclose such information on SBD4 – 2.3 and 2.3.1 failing which the bid will be rejected)
7. In the event of a consortia/joint ventures, a signed agreement and Certificate of Authority for Joint Ventures must submitted with the bid. In the case of a joint venture state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer. NOTE The employer holds all authorized signatories liable on behalf of the tenderer (Only if applicable)
8. A Resolution of signatory form must be completed and signed by director/s or a letter bearing a letterhead of the tenderer must be attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted with the bid. Only a duly authorized official can sign the bid. – (Only if applicable).
9. The tenderer or any of its directors/shareholders is not 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; abused the Employer's Supply Chain Management System; or failed to perform on any previous contract and has been given a written notice to this effect and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract.
10. Schedule of Particulars of the Specification must be completed.

VAT COMPLIANCE

1. If a bidder is a VAT vendor/registered, the bidder is required to explicitly state the VAT amount on the price schedule or Bill of Quantities and Vat vendors must include VAT at 15% on their bid offer.
2. Non-VAT vendors do not have to include VAT in their bid prices.
3. Non-VAT vendors who submit bids for contracts that would, if they are successful, take their annual turnover above the threshold of R1 million, must include VAT in their prices quoted and must therefore within 21 days of a provisional award of the contract, register with the South African Revenue Service (SARS) as VAT vendors.
4. The award of contract would be (for Non-VAT vendors who included VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with SARS within 21 days of award.
5. Failure to comply within 21 days, after being notified to do so will lead to the automatic withdrawal of the letter of the provisional letter of award and elimination of the bidder's offer.
6. In all instances where bidders have excluded VAT from the prices quoted, if the bidder is successful, the letter of contract will clearly state that the price at which the contract is awarded is exclusive of VAT and that VAT will not be added on at any stage after the contract has been signed.



7. If a Non-VAT vendor is contracted with the Department Vat Excluded and becomes a VAT vendor after award or alternatively becomes a VAT vendor due to a cumulative number of awards, the contracted bidder will have to absorb the adverse financial implications of not including VAT in their price quoted. VAT cannot be claimed from the Department for any payments already made or from any future payments.

NON-ELIMINATION CONDITIONS:

1. The bidder must be registered on the Central Supplier Database (CSD) prior the award
2. All bidders' tax matters must be in order prior award. Bidders' tax matters will be verified through CSD. Preferred tenderer/s will be afforded an opportunity to rectify their tax affairs within 7 working days. A tenderer that fails to rectify its tax matters with SARS will be eliminated.
3. Returnable Schedule: SBD 1- Invitation to bid should be completed and signed.
4. This tender will be awarded as a whole. All trades listed in the Bills of Quantities or Pricing schedule must be priced for (except provisional sums and allowances which also need to be added to the total), failure to do so will increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
5. The tenderer undertakes to maximize the sourcing of building material or infrastructure input material from Eastern Cape based suppliers or manufacturers.
6. Occupational Health and Safety specification will be completed on award of the bid by the successful bidder, but all health and safety requirements as per the OHS specification must still be priced for on the pricing schedule summary.
7. The serviceman to be registered with SAQCC, proof of the certificate and fire identification card to be submitted on award of the bid.

PHASE TWO: EVALUATION POINTS ON PRICE AND SPECIFIC GOALS

The **80/20 preference point system** shall be applied for the purposes of this bid as per the requirements of the *Preferential Procurement Policy Framework Act, 2000*

Criteria	Points
POINTS ON PRICE	80
SPECIFIC GOALS	20
TOTAL	100

PLEASE NOTE:

1. Bidders need to complete and sign SBD 6.1 to claim points for specific goals.
2. **Failure on the part of a bidder to write the correct points in numbers/figures for each specific goal, it will be interpreted to mean that preference points for specific goals are not claimed. Therefore, the bidder will be awarded zero points.**
3. Number of points claimed for each specific goal will be verified through the Central Supplier Database (CSD).



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	4. The Department intends to award this to the highest point scorer as a whole, unless circumstances justifies otherwise The 80/20 preference point system for acquisition of services, works or goods up to Rand value of R50 million: (a) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value equal to, or above R 30 000 and up to Rand value of R 50 000 000 (all applicable taxes included): The financial offer will be scored using the following formula: $A = (1 - \frac{P - P_m}{P_m})$ Pm The value of value of W₁ is: 1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R50 000 000 or 2) 80 where the financial value inclusive of VAT of one or more responsive tender offers have a value that equals or is less than R 50 000 000.
5.17	The number of paper copies of the signed contract to be provided by the employer is 1.
	Dispute resolution mechanism will be done as stipulated in clause 28 of the GCC .



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SBD 1

PART A

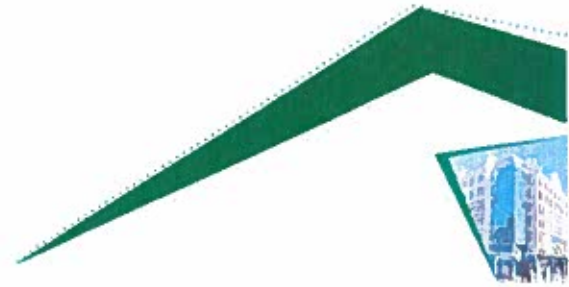
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

BID NUMBER:	SB5-23/24/0008	CLOSING DATE:	03 August 2023	CLOSING TIME:	11H00
DESCRIPTION		TERM TENDER CONTRACT FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT TO BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN THE SARAH BAARTMAN DISTRICT, FOR A PERIOD OF TWO YEARS.			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground Floor, Department of Public Works & Infrastructure, Old Ford House Building, Albany Road, Gqeberha					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Alex Hitzeroth		CONTACT PERSON	Mr. Bernard Daniels	
TELEPHONE NUMBER	041 390 9067		TELEPHONE NUMBER	041 390 9085	
FACSIMILE NUMBER	041 390 2066		FACSIMILE NUMBER	041 390 2066	
E-MAIL ADDRESS	Alex.hitzeroth@ecdpw.gov.za		E-MAIL ADDRESS	Bernard.daniels@ecdpw.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
a) ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		b) ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, COMPLETE THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					



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IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

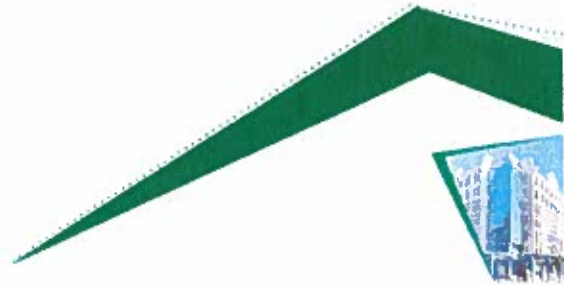
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

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



PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

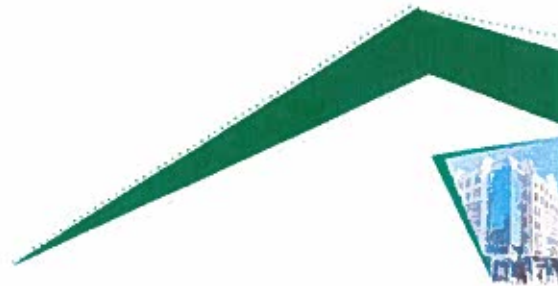
CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....



SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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



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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



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restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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



2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be



allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individual:-			
	(a) 100% black ownership	6	
	(b) 51% to 99% black ownership	4	
	(c) Less than 51% black ownership	0	
Black women ownership:-			
	(a) 100% black women ownership	4	
	(b) 30% to 99% black women ownership	2	
	(c) Less than 30% black women ownership	0	
Black youth ownership:-			
	(a) 100% black youth ownership	4	
	(b) 30% to 99% black youth ownership	2	
	(c) Less than 30% black youth ownership	0	
People with disability:-			
	(a) 20% or more disabled people ownership	4	
	(b) Less than 20% disabled people ownership	0	



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Locality:-			
	(a) Within the Eastern Cape	2	
	(b) Outside the Eastern Cape	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a



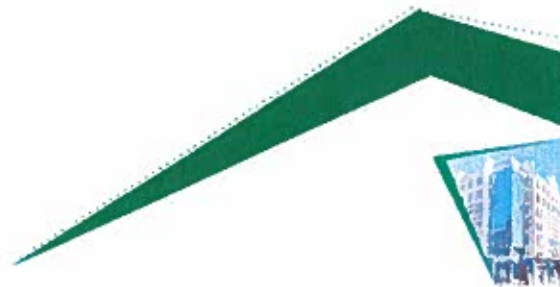
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- fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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



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Form of Offer and Acceptance

C1.1 FORM OF OFFER AND ACCEPTANCE

Project title	TERM TENDER CONTRACT FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT TO BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN THE SARAH BAARTMAN DISTRICT, FOR A PERIOD OF TWO YEARS.
Quotation number	SB5-23/24/0008

OFFER

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

TERM TENDER CONTRACT FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT TO BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN THE SARAH BAARTMAN DISTRICT, FOR A PERIOD OF TWO YEARS. The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

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

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

R(in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s) _____

Tender's Name(s) _____

Authorized Person

(Names) _____

Address of the

Tenderer: _____

Witnesses (Signatures):

1. _____ Date: _____

2. _____ Date: _____



ACCEPTANCE

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and contract data, (which includes this agreement)

Part C2 Pricing data

Part C3 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within 3 weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.¹

Signature
Name
Capacity
for the
Employer
(Name and address of organization)
Name and signature
of witness Date

Schedule of Deviations

1 Subject
Details

2 Subject
Details

3 Subject
Details



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¹ As an alternative, the following wording may be used:

Notwithstanding anything contained herein, this agreement comes into effect two working days after the submission by the employer of one fully completed original copy of this document including the schedule of deviations (if any), to a courier-to-counter delivery / counter-to-counter delivery / door-to-counter delivery /door-to-door delivery /courier service (delete that which is not applicable), provided that the employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now contractor) within seven working days of the date of such submission notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties

RECORD OF ADDENDA TO BID DOCUMENTS

PROJECT TITLE	TERM TENDER CONTRACT FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT TO BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN THE SARAH BAARTMAN DISTRICT, FOR A PERIOD OF TWO YEARS.		
QUOTATION NUMBER	SB5-23/24/0008		
I / We confirm that the following communications received from the Department of Public Works & Infrastructure before the submission of this tender offer, amending the tender documents, have been taken into account in this bid offer: (Attach additional pages if more space is required)			
Item	Date	Title or Details	No. of Pages
1			
2			
3			
4			
5			
6			

Attach additional pages if more space is required.

Signed _____ Date _____

Name _____ Position _____

Tenderer _____



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RESOLUTION FOR SIGNATORY

A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr./Ms. _____, whose signature appears below, has been duly authorized to

sign all documents in connection with the tender for Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	



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DIRECTOR (NAMES)		SIGNATURE	
---------------------	--	-----------	--

If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):
If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):

IMPORTANT NOTICE: RESOLUTION TO SIGN

1. In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this bid will bind all the directors/ members of the enterprise and will therefore render the bid valid.
2. In the event that a non- member / non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the bid.
3. In the case of a joint venture or consortium, at least one director/ members of each of the parties need to sign the joint venture or consortium agreement.
4. Furthermore, in the case of a joint venture or consortium at least one director/ member of each party to the joint venture or consortium must give consent to give authorization for signatory to this bid.



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CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures. We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms, authorised signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.		
PROJECT TITLE	TERM TENDER CONTRACT FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT TO BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN THE SARAH BAARTMAN DISTRICT, FOR A PERIOD OF TWO YEARS.	
QUOTATION NUMBER	SB5-23/24/0008	
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner:		Signature. Name Designation.....
.....		Signature. Name Designation.....
.....		Signature. Name Designation.....
.....		Signature. Name Designation.....



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EASTERN CAPE INFRASTRUCTURE INPUT MATERIAL

PROJECT NAME	TERM TENDER CONTRACT FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT TO BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN THE SARAH BAARTMAN DISTRICT, FOR A PERIOD OF TWO YEARS.
PROJECT DESCRIPTION (SCOPE)	MAINTENANCE OF FIRE PROTECTION EQUIPMENT
QUOTATION NUMBER	SB5-23/24/0008
CONTRACTOR NAME:	

1. Building material must be sourced from Eastern Cape based suppliers, manufacturers or accredited agents.
2. On monthly basis, the contractor will report the purchasing of any of this material.
3. The report will then be communicated to PT & OTP on quarterly basis or in whichever intervals, as prescribed by PT & OTP.

A. CONFIRMATION

1. I.....(**Contractor name**) acknowledge and confirm the above mentioned material will be sourced in the Eastern Cape Province, from Eastern Cape based material suppliers and manufacturers.
2. I confirm that on monthly basis I will produce a proof of purchase of this material used or to be used, either in the form of delivery notes, tax invoices or any formal document which verifies that the material or goods were sourced from an Eastern Cape based supplier or manufacturer.

Representative of the Contractor (Name)

Signature

Date



C1.3 GENERAL CONDITIONS OF CONTRACT

C1.3. GENERAL CONDITIONS OF CONTRACT

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the provider's performance
22. Penalties
23. Termination for defaults
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties



GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 **"Contract"** means the written agreement entered into between the purchaser and the provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 **"Contract price"** means the price payable to the provider under the contract for the full and proper performance of his contractual obligations.
- 1.4 **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of the value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 **"Day"** means calendar day.
- 1.8 **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9 **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10 **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 **"Force majeure"** means an event beyond the control of the provider and not involving the provider's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any tenderer, and includes collusive practice among tenderers (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the tenderer of the benefits of free and open competition.
- 1.14 **"GCC"** means the General Conditions of Contract.
- 1.15 **"Goods"** means all of the equipment, machinery, and/or other materials that the provider is required to supply to the purchaser under the contract.

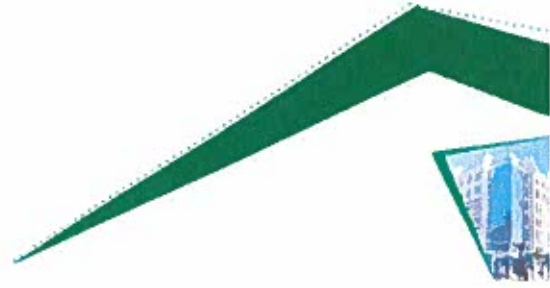


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- 1.16 **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 **"Local content"** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 **"Manufacture"** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 **"Order"** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 **"Project site,"** where applicable, means the place indicated in bidding documents.
- 1.21 **"Purchaser"** means the organization purchasing the goods.
- 1.22 **"Republic"** means the Republic of South Africa.
- 1.23 **"SCC"** means the Special Conditions of Contract.
- 1.24 **"Services"** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.
- 1.25 **"Written"** or **"in writing"** means hand-written in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and in the institution's website.
- 4. Standards**



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- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. Use of contract documents and information; inspection
- 5.1 The provider shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.
- 5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- II. 6.1 The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.

- 6.2 When a provider developed documentation/projects for the department or PROVINCIAL entity, the intellectual, copy and patent rights or ownership or such documents or projects will vest in the department or PROVINCIAL entity.

7. Performance security

- 7.1 Within **thirty (30) days** of receipt of the notification of contract award, the success tenderer shall furnish to the purchaser the performance security of the amount specified in SCC. **(Not Applicable)**
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the provider's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

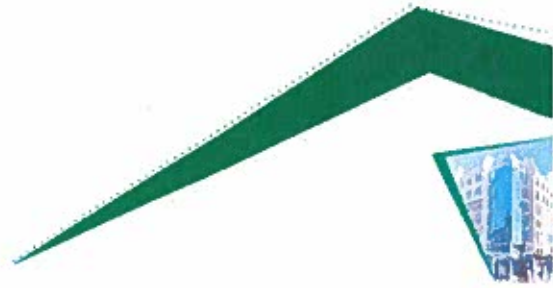
8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the tenderer.



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- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the tenderer or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clause 8.2 & 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
- 9. Packaging**
- 9.1 The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packaging, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.
- 10. Delivery and documents**
- 10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the provider in accordance with the terms specified in the contract.
- 11. Insurance**
- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
- 12. Transportation**



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12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

III.

IV.

V. 13. **Incidental services**

VI.

13.1 The provider may be required to provide any or all of the following services, including additional services, if any:
VII.

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the provider of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

VIII.

13.2 Prices charged by the provider for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the provider for similar services.

IX.

X. 14. **Spare parts**

14.1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:

XI.

- 1) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and
- 2) in the event of termination of production of the spare parts:
 - a) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - b) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

XII.

XIII. 15. **Warranty**

XIV.

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

XV.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

XVI.



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- 15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.
XVII.
- 15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
XVIII.
- 15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.
XIX.
- XX. 16. Payment**
XXI.
- 16.1 The method and conditions of payment to be made to the provider under this contract shall be specified
XXII.
- 16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
XXIII.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the provider.
- 16.4 A once off payment will be made after the submission of a close out report and other relevant information required by Project leader
- 16.5 Payment will be made in Rand unless otherwise stipulated.
XXIV.
- XXV. 17. Prices**
XXVI.
- 17.1 Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.
XXVII.
- XXVIII. 18. Increase/decrease of quantities**
- 18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.
XXIX.
- XXX. 19. Contract amendments**
- 19.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
XXXI.
- XXXII. 20. Assignment**
- 20.1 The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
XXXIII.
- XXXIV. 21. Subcontracts**



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- 21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.

XXXV.

XXXVI. **22. Delays in the provider's performance**

- 22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.

XXXVII.

- 22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

XXXVIII.

- 22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.

- 22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

- 22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the provider's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the provider.

23. Penalties

- 23.1 Subject to GCC Clause 25, if the provider fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, (**please refer to clause 1.12 of the detailed technical specification**), which is calculated on the delivered price of the delayed good or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

24. Termination For Default

- 24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:

- (a) if the provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the provider fails to perform any other obligation(s) under the contract; or
- (c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

- 24.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and



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the provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

25. Anti-Dumping And Counter-Vailing Duties And Rights

- 25.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

26. Force Majeure

- 26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

27. Termination For Insolvency

- 27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser,

28. Settlement Of Disputes

- 28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 28.4 Notwithstanding any reference to mediation and / or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and



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- (b) the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

29. Limitation Of Liability

29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the provider shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the provider to pay penalties and / or damages to the purchaser; and
- (b) the aggregate liability of the provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

30. Governing Language

30.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

31. Applicable Law

31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

32. Notices

- 32.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 32.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

33. TAXES AND DUTIES

- 33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods to the purchaser.
- 33.3 No contract shall be concluded with any tenderer whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred tenderer are in order.

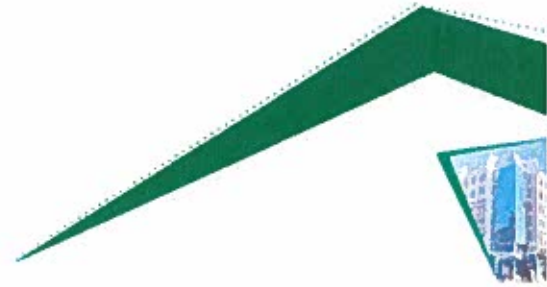
34. Transfer Of Contracts

34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.

35. Amendment Of Contracts



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- 35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

36. **Duration**

The contract duration is **Two (2) Years** or until work to the amount of the contract sum is completed – whichever event occurs first. The work will be done as and when the need is identified.

**DEPARTMENT OF PUBLIC WORKS AND
INFRASTRUCTURE
PROVINCE OF THE EASTERN CAPE**

PROJECT DESCRIPTION	:	TWO YEAR TERM CONTRACT FOR THE MAINTENANCE OF FIRE PROTECTION EQUIPMENT TO BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE IN THE SARAH BAARTMAN REGION
PROJECT NUMBER	:	SB5-23/24/0008

Revision History:

Rev. No	Description	By	Date

- 4.2 All registration certificates, written local authority approvals, test certificates and certificate of compliance shall be submitted to the Department of Public Works and Infrastructure before the installation will be accepted for first delivery.

5. WARRANTY

- 5.1 The contractor is to guarantee any item, plant, equipment and accessories repaired, serviced, maintained or supplied and installed for a period of twelve months against any latent or obvious defects and non-conformance from date of completion and certification of the annual service and/or installation. Any such defects and/or failure that may occur or become evident during the twelve month guarantee period shall be rectified within twenty four (24) hours after being notified of the occurrence of the defect. If the nature of the defect is such that it cannot be rectified within 24 hours, the repair time shall be mutually agreed between DPW and the appointed contractor. In the event that such failure and/or defect constitute a threat to the health and safety of the user and/or occupants, the contractor shall take *immediate* steps to rectify the fault. The contractor shall also submit to the Department of Public Works and Infrastructure a full report describing the nature of failure, cause of failure and possible methods to prevent failure in the future.
- 5.2 In the event that the contractor does not attend to such defects after being notified, the Department and/or user reserve the right to effect the rectification of the defect and recover the costs thus incurred from the contractor.

6. SITE

- 6.1 The facilities are listed in Annexure “A” of the Schedule.
- 6.2 The buildings, sites and facilities are in use on a daily basis, safety precautions shall be taken to prevent injury or death and the possibility of damaging any nearby buildings and/or vehicles. Any disruptions and/or disturbances at the various facilities shall be kept to a minimum.
- 6.3 Work must therefore be coordinated to ensure user attendance during the Execution of the work.
- 6.4 Access to buildings shall only be by appointment and under supervision of the relevant DPWI Official responsible person for managing this contract. Ad-hoc access and general loitering by contractor’s staff will not be tolerated.
- 6.5 All contractor employees must wear identification tags and be properly dressed with PPE.

7. CONTRACT PERIOD

- 7.1 The repair, maintenance, servicing, supply and installation of all fire safety equipment shall be done over a period of **24 months**, excluding the guarantee

period, commencing from the date of letter of award, or until work to the amount of the contract sum is completed – whichever event occurs first.

- 7.2 The work shall be dedicated to the annual servicing, general repairs, maintenance and maintaining compliance of fire safety equipment and associated services.

8. MAKING GOOD TO TRADES AND CLEARING SITE

- 8.1 After completion of any work all trades shall be made good and left in a clean and neat condition. All painting and making good processes shall be done according to the relevant SANS document as well as the list of standards mentioned in this document. All packaging material, rubble, blasting material, crates and items used for commissioning shall be removed from the site and disposed of in a correct and legal manner. Obsolete fire equipment to be removed from site and be disposed of safely

9 PENALTY FOR DELAY

As fire safety equipment is critical to protect life and limb as well as state assets, penalties will be applied according the following:

- 9.1 R1000.00 penalty for every incident of not completing a scheduled service within 14 days of the pre-agreed schedule date.
- 9.2 R2000.00 penalty for every incident of not completing a general repair within 72 hours after being instructed by a designated representative from DPW.
- 9.3 R3000.00 penalty for every incident of not attending to an emergency repair within 48 hours after instructed by a designated DPW representative.

The above penalties will be deducted from the relevant payment certificate.

10. SUMMARY OF SCOPE OF WORK

- 10.1 This specification is for the systematic annual servicing, maintenance, and general repair and replacement of portable and fixed fire protection equipment at buildings owned by the Department of Public Works and Infrastructure in the Sarah Baartman Region.
- 10.2 The fire protection equipment mainly consists of the following:
- **Fire extinguishers (all types)**
 - **Fire hose reels**

- **Fire hydrants: Pillar post and underground type**
- **Fire detection and alarm systems**
- **Fire blankets**
- **Fire safety signage**

The following main actions and requirements are included in the scope of work:

- 10.3 Service all fire safety equipment as per the agreed schedule according to SANS 10400 and other referenced standards.
- 10.4 Ensure all facilities and buildings comply with all the fire safety and health and safety requirements as per SANS 10400, the Occupational Health and Safety Act and this specification.
- 10.5 Report any additional repairs and shortcomings to fire safety equipment not previously listed but required to ensure compliance.
- 10.6 Repair fire safety equipment when instructed by the designated representative from DPW&I
- 10.7 Pressure test portable fire extinguishers as required,
Issue relevant test certificates and affix relevant test plate.
All pressure tests must be done by a Certified Test Station.
Tests on high pressure vessels such as CO₂ cylinders must be done by a SANAS accredited AIA as required by the Vessels under pressure regulations in the Occupational Health and Safety Act –
The pressure testing must be done as part of the first service where required.
- 10.8 Certify and service water systems associated with fire hose reels and hydrants repaired and/or installed by a certified plumber.
- 10.9 Prepare a fire equipment asset register with serial numbers, sizes, service and test dates for inclusion in a database for use as an asset register.
- 10.10 Repair or replace all damaged, loose or missing escape and appliance signage in accordance with the agreed schedule.
- 10.11 Allow for the use of specialist contractors to repair service and/or replace fire detection and alarm systems, .
- 10.12 Prepare and submit inspection and service report for fire detection systems with recommendations

Bidders take cognizance and make allowance for the fact that continuity and sequence of work is likely to occur but cannot be guaranteed. Claims arising from such instances will not be entertained.

11. SUPERVISION

- 11.1 The work shall at all time, for the duration of the contract be carried out under the supervision of a competent representative of the contractor. Any

repair/maintenance and servicing done by a non-registered person shall be regarded as incomplete and therefore not paid for.

12. SERVICE PERSONNEL AND REGISTERED PREMISES

- 12.1 Servicemen has to have acceptable qualifications and experience to carry out the servicing and repairs to the fire equipment in terms of SANS 1475.

This serviceman to be approved and registered by the SAQCC (Fire)

The fire technician doing the work shall be fully SANS 1475 compliant with a valid SAQCC Fire Identification card.

The SAQCC fire identification card of the certified technician shall show the correct company person name.

Any repair/maintenance and servicing done by a non-registered shall be regarded as incomplete and therefore not paid for.

Service assistants who are employed shall be familiar with the servicing and repair procedures of fire equipment but shall be under the direct supervision of a registered person. Assistants shall not be allowed to do the actual servicing.

REGISTERED PREMISES

- 12.2 **In order to service fire extinguishers the company must have a valid SANS 1475 Permit. The approved accreditation bodies who can issue these permits after inspection of premise vehicles and equipment is BSI, SABS or SACAS**

- 12.3 All repairs which are not classified as emergency repairs shall be carried out within 72 hours after being instructed by DPW&I.

- 12.4 The contractor shall notify DPW&I by facsimile transmission or e-mail **AND** telephone should they not be able to comply with the required period specified in the contract, the reason for the delay and the anticipated date of completion.

Should the contractor fail to comply with the stipulation and/or the DPW&I representative do not accept the delay, penalties will be applied as specified. DPW&I shall also be entitled to engage the service of an alternative contractor, and the entire cost of the repair carried out by the alternative contractor under such circumstances as well as penalties shall be for the contractor's account.

13. SAMPLES AND ALTERNATIVES

- 13.1 All material used shall comply with the relevant SANS documents. DPW reserves the right to specify the equipment and or materials utilised in the works. No alternatives to equipment and or materials are to be used unless written approval is obtained from the designated DPW&I official.

14 NOTIFICATION TO MOVE ONTO SITE

- 14.1 The contractor shall notify the relevant department timeously when equipment is scheduled to be serviced, repaired or maintained .giving the approximate date and time when the service, repair or maintenance is due and the anticipated duration of the service or repair to be carried out. Furthermore, the contractor shall notify the DPW&I representative by Facsimile transmission or e-mail and telephone should they not be able to comply with the repair period specified in the schedules, the reason for the delay and the anticipated date of completion. Should the contractor fail to comply with this stipulation, DPW&I representative shall be entitled to engage the service of an alternative contractor, and the entire cost of the repair carried out by the alternative contractor under such circumstances, excluding parts, shall be for the contractors account.

15. INSPECTION, STATUS AND CONDITION REPORT

On the completion of the servicing and maintenance of a facility a report shall be submitted together with the job card on every item of equipment being repaired and maintained under the contract at that time as well as a full completion report giving the condition, quantity, service status with dates of all fire protection equipment at each relevant building.. The format of the report is left to the contractor's discretion but is subject to prior approval by DPW&I

Should an inspection visit reveal any fault, neglect or shortcomings shall immediately be remedied by the contractor at his own expense and to the satisfaction of the inspector.

16 TRAVELLING

- 16.1 Kilometers will be measured from the Gqeberha Main Post Office Central to all the sites.
- 16.2 Travelling a distance more than 10km return for servicing of less than 10 fire extinguishers or hose reels shall not be permitted. The schedule to execute the work must be planned in such a way that travel cost from a minor component of the overall cost associated with the servicing, maintenance and repair as required by this specification.
- 16.3 The Contractor is to include labour cost in their service rate

16.4 The labour cost in the price schedule is for unspecified maintenance or repairs.

17. HEALTH AND SAFETY

17.1 A Health and Safety Plan shall be submitted for approval by DPW&I prior to commencement on work on site.

18. CONTINGENCY AMOUNT

A contingency amount of **R80 000, 00** is allowed for as per summary page for any unforeseen work and will be managed by the Department. The contingency amount will be omitted when the contract is awarded.

19. SERVICING PROCEDURES

19.1 Any faulty equipment that must be condemned must be removed from site, made safe and disposed of in a manner that cannot cause any injury or death or any harm to the environment. Such removal and disposal shall be clearly documented and recorded.

The works to be carried out at the maintenance service visit shall include the following:

HAND HELD EXTINGUISHER

i) Maintenance procedures

A maintenance service is to be carried out on all types of fire extinguishers by a service assistant under the supervisor of a registered person or by a registered person annually.

The procedure for the maintenance service is to be accordance with the specifications laid down in SANS 10105 Part1, SANS1910 and SANS 1567 Codes of Practice.

The general checklist includes the following:

- Check that the correct type of extinguisher is in the correct position
- Check that the interior of the container for corrosion and physical damage.
- Check that the instruction label(s) on the container are legible, correct and face outwards.
- Check for any obstructions to access and visibility of the extinguisher
- Check the condition of pressure gauges.
- Clean the fire extinguisher and the internal and external areas of the fire extinguisher box.

ii) Pressure Testing/Overhaul

Pressure test shall be conducted once every 5 years for DCP fire extinguishers and once every ten years for CO2 fire extinguishers in accordance with SANS and Occupational Health and Safety Act. This must be recorded.

Where pressure testing is required, the contractor shall fill out a **Removal of equipment from buildings or facilities Form**. This form is used to control the removal of the fire extinguishers from premises.

The original cylinders are to be returned and the spares are temporary until the originals are returned. No exchanges of cylinders are allowed. A certificate shall be provided by the pressure testing authority for each extinguisher. The certificate shall contain the following information:

The contractor must be accredited with SANAS as required by the Department of Labour under the Occupational Health and Safety Act 1993 (Act 85 of 1993) in terms of the Pressure equipment Regulations or subcontract such a company to do pressure testing on fire extinguishers as and when required and certified copies of valid certificates are provided with the following information:

- Name and address of company performing test
 - Certificate number with SANAS accreditation
 - Number of cylinders
 - Test pressure
 - Whether powder was changed
 - Verification that the cylinder has been tested in accordance with SANS specification and that it has passed the pressure test
 - Date when tested
 - Name and signature of person doing the test.
 - FFETA Ring fitted
 - Stamping of cylinder
 - Department of Labour approved hydrostatic test certificate
- Pressure test DCP type fire extinguishers once every 5 years and CO2 type fire extinguishers once every ten years in accordance with SANS and the Occupational Health and Safety Act. This must be recorded.

iii) Removal of extinguishers from a building

Removal shall be evenly distributed and not more than 50% of available extinguishers on any floor or any area shall be removed from service at any one time. Extinguishers so identified, shall not be removed from the immediate vicinity of the site if an extinguisher has to be removed from site, not more than 25% of the available fire extinguishers shall be removed from site at any one time.

iv) Fire Extinguisher Boxes

Annual inspection of the fire extinguisher and fire hose reel boxes, lubricate hinges and catches and clean out boxes.

FIRE HOSE REEL

i) Maintenance procedure

Maintenance services on fire hose reels are to be carried out by a service assistant under the supervision of a registered person or by a registered person annually. The procedure for the maintenance service is to be in accordance with SANS 10105: Part 11 the general check list includes the following:

- Check fire hose reel mounting frame and mounting bolts for corrosion and physical damage
- Check frame is mounted securely
- Check that the reel operates freely
- Check component parts for corrosion and physical damage after unwinding hose completely
- Check that the fire hose can withstand pressure from the main supply by closing the nozzle and opening the inlet control valve
- Check operation of all fittings
- Check water leaks on seals while hose is under pressure
- Check the water pressure and report and report lack of water or low pressure to local fire department and DRPW
- Check waterway and waterway components for corrosion and replace damaged parts
- Check during re-assembly that all parts operate with ease
- Check cupboard door, hinges, handle and bolt.
- Provide inspection report

SIGNAGE

i) Maintenance procedure

A maintenance check to be carried out on all fire equipment and escape route signage by a service assistant under the supervision of a registered person or by a registered person.

The procedure for the maintenance service is to be in accordance with SANS 1186: Parts 1-5 1997 and SABS 10400. The general check list includes the following:

- Check that the correct signs are installed at each hydrant, hose reel and hand held extinguisher position

- Check that exit signs are installed at each door
- Check that route signs are installed at each change of direction on escape routes
- Check that safety signage is installed at all locations where flammable materials are stored and/or are used.
- Check that all signs are the correct size.
- Check that all signs are the correct colour
- Check that all illuminated signs have the correct symbols
- Check all illuminated signs are charging and lamps are burning
- Ensure illuminated signs stay on for 60 minutes under power failure conditions.
- Check that all signs are properly secured

FIRE HYDRANT SERVICE ABOVE GROUND

i) Maintenance procedure

- Fit a 65mm blank cap complete with a pressure gauge and ball-cock and open the hydrant slowly
- Crack open the blank cap assembly ball cock valve and drain the stagnant water into a bucket.
- Close the blank cap assembly ball cock and check the static pressure
- Close the hydrant valve and crack open the blank cap assembly ball cock valve and drain the remaining water in a bucket.
- Remove the blank cap assembly
- Check that the clack washer is not leaking
- Check that the hydrant valve stem gland is not leaking
- Lubricate the hydrant spindle with a water resistant grease
- Remove the lip seal washer and check that it is in a good condition
- Check that the pawl assembly operates freely and will retain the mail hose coupling in place when it is coupled to the fire hydrant.
- Check brass right angle shielded spindle
- Fit a male blank cap to the hydrant
- Seal the hydrant hand wheel to the hydrant using an acceptable safety seal
- Check that the direction of opening hydrant is marked with words or arrows on surface on hand wheel or handle
- Check that the hydrant coupling is of a 65mmØ
- Record and report the flow and pressure test

FIRE HYDRANT UNDERGROUND

i) Maintenance procedure

- Check the condition of the hydrant cover
- Check that the hydrant pit is not damaged.
- Check depth of hydrant connection
- Check that the hydrant pit is clean from debris
- Check the condition of the valve and that it is not leaking
- Check that the hydrant connection is not damaged and the hydrant seats securely
- Connect a standpipe fitted with a 65mm blank cap complete with a pressure gauge and ball-cock. Open the hydrant valve with standpipe key slowly
- Crack open the blank cap assembly ball cock valve and drain the stagnant water into a bucket
- Close the blank cap assembly ball cock and check the static pressure
- Close the hydrant
- Remove the standpipe and blank cap assembly
- Check the valve again for leaks
- Check that the hydrant cover is painted yellow for identification.
- Record and report the flow and pressure test conducted and any other finding

FIRE BOOSTER CONNECTIONS

i) Maintenance procedure

- Check that the booster is sign posted for identification
- Check the non-return valves for leaks
- check the condition of the pressure gauge
- check the static pressure reading on the pressure gauge
- where pet-cocks are fitted, operate a pet cock to ensure that there is water in the system
- Prepare and paint fire booster connection signal red
- Provide an inspection report

MAINTENANCE AND TESTING OF A SPRINKLER SYSTEM

i) Testing

- Before and after testing, record the pressure at the installation gauge and water supply gauges(s). Where appropriate, record the pressure of the town main and all other supplies.
- Actuate the alarm valve by opening the test valve, or by some other approved means, and check the valve for the correct operation.

- Check the correct operation of the external alarm, motor and gong.
- Check that all stop valves are secured in the open or closed position as appropriate. Particular attention should be given to the main control valve alarm cocks, waste and test valves.
- Check that the spare sprinklers, sprinkler spanner and pump spares are available.

INSPECTION AND TESTING OF THE FIRE DETECTION SYSTEM

Inspection and servicing of the fire detection and alarm systems. The maintenance procedures should be in accordance with SANS 10139 (latest edition).

The servicing and inspection are completed by a technician that is SAQCC registered.

i) Maintenance Procedures

- Test the switch mechanism of every manual call point
- Check that all manual call points are conspicuous and unobstructed.
- Visually inspect all detectors to ensure there is at least 500mm free space in all directions around the detectors and any sign of poor siting
- All fire detectors to be inspected and functionally tested. Smoke testing and heat testing equipment should be used to prevent damage to the detector
- Check that the fire panel is functioning correctly on the operation of the devices
- Check the power supplies. Disconnect the standby battery and test the system under full load.
- Check the batteries for signs of corrosion and the battery terminations.
- disconnect the mains and test the system under power fail conditions
- Check all panel functions
- Check all fault indications, e.g. detector removal, battery disconnected etc
- Check the operation of the fire alarm devices.
- Check the operation of the remote signalling devices.
- Check all ancillary functions where installed - lift homing, air-condition shutdown, fire doors etc
- Where printer installed check condition, operation, paper supplies etc.
- Visually check panel for moisture ingress.

- Check all visual and audible warning devices are operating correctly..
- Visually check that all conduits and cable fixing are secure.
- Check analogue values of all addressable detectors to ensure they are within limits.
- Check that the operating procedures are installed visible and legible
- On completion of the service provide a servicing report to the client.
- Notices to be fixed in a frame next to panels
- Procedure in the case of fire (state procedure accept alarm, silence alarm)
- Procedure for evacuation of personnel and visitors from the building.

20. SCHEDULE OF PRICES

This schedule of prices is a summary of the costs associated with the maintenance of fire safety equipment and systems as described in this document. The prices quoted must be complete with all fittings, pipes, valves and any sundry items to complete the listed work. The prices reflected may also be used for additions and/or omissions as required and must include all costs including costs associated with the health and safety plan and procedures.

- 20.1 It is important to note that this is a term tender and the quantities and equipment listed in the schedules are not necessarily a guarantee of the volume and value of work to be done.

Work instructions will be issued by the Department of Public Works and Infrastructure official managing the contract and the relevant department will issue works order prior to commencement of work.

Annexure A

LIST OF BUILDINGS IN SARAH BAARTMAN REGION

	NAME OF OFFICE	AREA	PHYSICAL ADDRESS
1	REGIONAL LIBRARY	MAKANA	CNR AFRICAN AND MILNER ROAD MAKHANDA
2	BEAUFORT HOUSE	MAKANA	BEAUFORT ROAD MAKHANDA

3	ST AIDENS BUILDING	MAKANA	CONSTITUTION STREET MAKHANDA
4	DEPARTMENT OF ROADS AND TRANSPORT	MAKANA	RAUTENBACH ROAD MAKHANDA
5	OLD SABC BUILDING	MAKANA	CNR AFRICAN AND MILNER ROAD MAKHANDA

6	OLD TOY LIBRARY	MAKANA AREA	HUNTLEY STREET MAKHANDA
7	ELIZABETH ROOS BUILDING	NDLAMBI AREA	MARTHA OOSTHUIZEN STREET ALEXANDRIA
8	SOMERSET EAST AGRICULTURE EXTENSION OFFICE	BLUE CRANE AREA	SOUTHEY STREET SOMERSET EAST
9	DR BEYERS NAUDE BUILDING	DR BEYERS NAUDE MUNICIPALITY	MURRAY STREET GRAAFF REINET
10	METRO AMBULANCE BUILDING	DR BEYERS NAUDE MUNICIPALITY	MURRAY STREET GRAAFF REINET
11	PROVINCIAL TRAFFIC CONTROL BUILDING	DR BEYERS NAUDE MUNICIPALITY	PLASKETT STREET GRAAFF REINET

12	PETRUS DE KLERK BUILDING	DR BEYERS NAUDE MUNICIPALITY	BOURKE STREET GRAAFF REINET
13	REGIONAL LIBRARY	DR BEYERS NAUDE MUNICIPALITY	BOURKE STREET GRAAFF REINET

Building and Service Requirements

Alexandria:

Elizabeth Roos Building (Dept of Social Dev)

Service

- 5 x Fire hose reels
- 1 x 2kg CO2 fire extinguisher
- 1 x Fire hydrant
- 15 x 4,5kg DCP fire extinguishers

Makana Area

Toy Library (Dept of Econ Dev)

Service

- 1 x Fire hose reel
- 5 x 4,5kg DCP fire extinguishers

Department of Roads and Transport (Roads and Traffic department)

Service

- 10 x 4,5kg DCP fire extinguishers

8 x Fire hose reels
 1 x Fire hydrant
 1 x Fire detection panel
 50 fire devices

SABC Building (Dept of Social Dev)

Service

15 x 4,5kg DCP fire extinguishers
 8 x Fire hose reels
 1 x Fire hydrant

Regional Library (Dept of Sports Arts and Culture)

Service

18 x 4,5kg DCP fire extinguishers
 12 x Fire hose reels
 1 x 5kg C02 fire extinguisher

Fire detection system

1 x Addressable fire panel (Technoswitch)
 250 x fire devices

St Aidens Building (Dept of Educ)

Service

26 x 4,5kg DCP fire extinguishers
 3 x 9kg DCP fire extinguishers
 10 x Fire hose reels
 4 x Fire hydrants
 1 x 5kg C02 fire extinguisher
 Fire detection system
 2 x Addressable fire panels (Technoswitch)
 265 x fire devices

Beaufort House Building (Dept of Health)

Service

11 x 4,5kg DCP fire extinguishers
 8 x 9kg DCP fire extinguishers
 2 x 5kg C02 fire extinguisher

Graaff Reinet Area

Dr Beyers Naude Building (Depot of Education)

Service

25 x 4,5kg DCP fire extinguishers
 3 x 9kg DCP fire extinguishers
 8 x 5kg C02 fire extinguisher
 13 x Fire hose reels
 1 x Fire hydrant
 Fire detection system
 1 x Addressable fire panel (Technoswitch)
 280 x fire devices

Metro Ambulance Control Centre (Dept of Health)
Service

5 x 4,5kg DCP fire extinguishers
 1 x 9kg DCP fire extinguishers
 1 x 5kg C02 fire extinguisher

Petrus de Klerk Building (Department Of Agriculture And Regional Library)
Service

4 x 4,5kg DCP fire extinguishers
 4 x 9kg DCP fire extinguishers
 6 x Fire hose reels
 2 x 2kg C02 fire extinguishers

Traffic Control Centre (Dept of Roads and Transport)
Service

10 x 4,5kg DCP fire extinguishers
 2 x 5kg C02 fire extinguishers
 1 x Fire hose reels
 Fire detection system

Service

1 x Addressable fire panel (Technoswitch)
 30 x fire devices

Somerset East (Dept of Agriculture)

Service

4 x 9kg DCP fire extinguishers

END OF SPECIFICATION

TWO YEAR TERM CONTRACT FOR THE MAINTENANCE TO FIRE PROTECTION EQUIPMENT IN BUILDINGS OWNED BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE IN THE SARAH BAARTMAN REGION.

SB5-23/24/0008

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<u>PRICING</u> <u>CONTRACT DOCUMENTS</u> These schedule of rates, together with any documents annexed hereto, will constitute the agreement TRADE PREAMBLES Tenderers are advised to study the specification of materials and methods to be used (PW371), General trade preables for building services DW10 and general Specification for repair and renovations services W41 and all other relevant specifications, standards and documents. The Contractor is to comply with the requirements set out in the construction regulations, 2003 issued under the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and any amendments thereto ALL ASPECTS OF THE HEALTH AND SAFETY ACT NEED TO BE ADHERED TO <u>FIRE EQUIPMENT</u> Items that are in repairs to existing and prices are to include for taking out damaged items, safely disposing thereof, preparing and installing new items. Tenderes to note that this is a term tender and the quantities and equipment listed in the schedules are not necessarily a guarantee of the volume and value of work to be done. All repairs/servicing are to conform to the relevant SANS Building Codes and any amendments thereto:				
	1				

TWO YEAR TERM CONTRACT FOR THE MAINTENANCE OF FIRE PROTECTION EQUIPMENT

SB5-23/24/0008

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	<u>HEALTH AND SAFETY</u> The contractor is to comply with the requirements set out in Construction Regulations, 2003 issued under the Occupational Health and Safety Act, 1993 (Act No.85 of 1993) and any ammendments thereto: 1,2 A Health & Safety Plan needs to be submitted to the Department for approval prior to site handover and commencing any work.	Item	1		
2	<u>LABOUR COST</u> Labour cost for installations and breakdowns will include all Please note that the labour cost quoted must include profit/mark up. Hours are estimated only and are merely to establish a tender price.				
2,1	Artisan labour rate per hour.	Hrs	120		
2,2	Ditto but after hours labour rate per hour. (After hours includes, after 5pm to 8am, weekends and public holidays)	Hrs	30		
2,3	General assistant labour rate per hour	Hrs	120		
	Ditto but after hours labour rate per hour. (After hours includes, after 5pm to 8am, weekends and public holidays)	Hrs	30		
3	<u>Transport</u> Note Transport cost are for a vehicle with a load of of (1) ton, inclusive of traveling time for a Technician and (1) assistant for the servicing and repairs to equipment. The contractor will only be reimbursed for a maximum of two trips per incident. Distance claimed will be from the Central Post Office Gqeberha to the various sites or from Contractor's workshop where they are located in Gqeberha. (Fill in address) to the site in question.				
3,1	Travelling costs.	km	10000		
TOTAL OF ITEMS 1-3 CARRIED TO SUMMARY PAGE					

TWO YEAR TERM CONTRACT FOR THE MAINTENANCE OF FIRE PROTECTION EQUIPMENT. SB5-23/24/0008					
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
4	ANNUAL SERVICE OF FIRE PROTECTION EQUIPMENT Note Rates given in the schedule below for service shall be inclusive of labour, materials and equipment. Transport cost is paid from elsewhere Service 4,1 Dry powder fire extinguishers 4,5kg 4,2 Dry powder fire extinguishers 9kg 4,3 Carbon Dioxide fire extinguishers 5kg 4,4 Carbon Dioxide fire extinguishers 2kg 4,5 Fire Hose reels 4,6 Fire hydrants 4,7 Fire detection devices 4,8 Fire Detection Panels Pressure test 4,9 Dry powder fire extinguishers 4,5kg 4,10 Dry powder fire extinguishers 9kg 4,11 Carbon Dioxide fire extinguishers 5kg 4,12 Carbon Dioxide fire extinguishers 2kg Recharge fire extinguishers 4,13 Dry powder fire extinguishers 4,5kg 4,14 Dry powder fire extinguishers 9kg 4,15 Carbon Dioxide fire extinguishers 5kg 4,16 Carbon Dioxide fire extinguishers 2kg Refill and Recharge fire extinguishers 4,17 Dry powder fire extinguishers 4,5kg 4,18 Dry powder fire extinguishers 9kg Painting of equipment 4,19 Repainting of pillar post fire hydrants 4,20 Repainting of fire extinguisher cylinders				
	TOTAL FOR ITEM 4 CARRIED TO SUMMARY PAGE				

TWO YEAR TERM CONTRACT FOR THE MAINTENANCE OF FIRE PROTECTION EQUIPMENT					
					SB5-23/24/0008
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT

5	Replacement of fire protection equipment				
	Rates given below shall include supply and install, Travelling measured elsewhere				
5,1	Photoluminous signage (190 x190mm)	no	30		
5,2	Assembly point (440 x 440mm) ABS	no	10		
5,3	4,5kg Dry powder fire extinguisher Instruction label	no	5		
5,4	Super sounder in metal container	no	4		
5,5	Mounting bracket for fire extinguishing	no	10		
5,6	4,5kg Dry powder fire extinguisher PVC cover	no	10		
5,7	9kg Dry powder fire extinguisher PVC cover	no	10		
5,8	4,5kg Dry powder fire extinguisher	no	10		
5,9	9kg Dry powder fire extinguisher	no	3		
5,10	5kg Carbon dioxide fire extinguisher	no	5		
5,11	2kg Carbon dioxide fire extinguisher	no	2		
5,12	Fibreglass fire extinguisher cupboard	no	7		
5,13	Fire hose reel cupboard	no	5		
5,14	Fire hose reel complete	no	8		
5,15	Fire detector	no	120		
5,16	Batteries for fire panels	no	4		
5,17	2 Loop fire detection panel	no	2		
5,18	Manual call point	no	6		
5,19	PH30 Cable	m	100		
TOTAL FOR ITEM 5 CARRIED TO SUMMARY PAGE					

TWO YEAR TERM CONTRACT FOR THE MAINTENANCE OF FIRE PROTECTION EQUIPMENT

SUMMARY PAGE

SB5/23/24/0008

ITEM	DESCRIPTION	
1	TOTAL FOR ITEMS (1 - 3)	
2	TOTAL FOR ITEMS (4)	
3	TOTAL FOR ITEM (5)	
4	CONTINGENCY (6)	80 000,00
5	SUB TOTAL	
6	ADD: VALUE ADDED TAX (15%)	
7	TOTAL	
	TOTAL CARRIED TO FORM OF OFFER	



OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

IN

**TERM TENDER CONTRACT FOR
MAINTENANCE OF FIRE PROTECTION
EQUIPMENT TO BUILDINGS OWNED BY THE
DEPARTMENT OF PUBLIC WORKS &
INFRASTRUCTURE IN THE SARAH
BAARTMAN DISTRICT, FOR A PERIOD OF
TWO YEARS.**

PROJECT NUMBER: SB5-23/24/0008

IMPLEMENTED BY

**THE DEPARTMENT OF
PUBLIC WORKS &
INFRASTRUCTURE**



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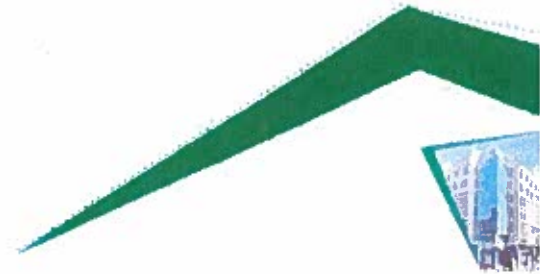
1. PREAMBLE

In terms of Construction Regulation 5(1)(b) of the Occupational Health and Safety Act 1993 (Act No. 85 of 1993) and construction regulation of 2014, the Department of Public Works and Infrastructure, as the Client and/or its Agent on its behalf, shall be responsible to prepare Health & Safety Specifications for any intended construction project and provide any Principal Contractor who is making a bid or appointed to perform construction work for the Client and/or its Agent on its behalf with the same.

The Client's further duties are as described in The Act and the Regulations made thereunder. The Principal Contractor shall be responsible for the Health & Safety Policy for the site in terms of Section 7 of the Act and in line with Construction Regulation 7 as well as the Health and Safety Plan for the project.

This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'. Notwithstanding this, cognizance should be taken of the fact that no single Act or its set of Regulations can be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates 'a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.

Due to the wide scope and definition of construction work, every construction activity and site will be different, and circumstances and conditions may change even on a daily basis. Therefore, due caution is to be taken by the Principal Contractor when drafting the Health and Safety Plan based on these Health and Safety Specifications. Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the



contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. *This Risk Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan.* The Health and Safety Plan shall include documented 'Methods of Statement' (see definitions section 4) detailing the key activities to be performed in order to reduce as far as practicable, the hazards identified in the Risk Assessment.

In this a high premium is to be placed on the health and safety of the most valuable assets of the Department of Public Works and Infrastructure. These are its personnel, the personnel of its Clients and the physical assets of which it is the custodian and may also include the public as well. The responsibilities the Department and relevant stakeholders have toward its employees and other people present in the facilities or on the sites are captured further in this specification document. These responsibilities stem from both moral, civil and a variety of legal obligations. The Principal Contractor is to take due cognizance of the abovestatement.

Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the Agent and/or Client.

2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT

These Specifications should be read in conjunction with the Act, the Construction Regulations and all other Regulations and Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force



during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract documentation and technical specifications shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act.

This health and safety specification in respect of a construction work contract:

- a) provides the overarching framework within which the contractor is required to demonstrate compliance with certain requirements for occupation health and safety established by the Occupational Health and Safety Act of 1993 during construction;
- b) establishes the manner in which the contractor is to manage the risk of health and safety incidents in during the construction; and
- c) establishes the manner in which the employer's health and safety agent will interact with the contractor.

Note 1 This specification establishes generic requirements to enable the employer and the contractor to satisfy aspects of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations, 2014. The contractor is required to develop, implement and maintain package specific health and safety plans. The employer is required to provide certain package specific information to the contractor or a health and safety specification for the works to enable such plans to be formulated. Accordingly, this generic specification on its own cannot ensure compliance with the requirements of the aforementioned Act (See Annexure A).

Note 2: The Construction Regulations, 2014, require an employer to stop any contractor from executing construction work which is not in accordance with the contractor's health and safety plan for the site or which poses to be a threat to the health and safety of persons. **Note 3:** This specification establishes generic health and safety requirements. Site specific requirements for health and safety are stated in the scope of work associated with a contract (see Annexure A).

Note 4: The South African Council for the Project and Construction Management Professions has established the following specified categories of registration in terms of the Project and Construction Management Professions Act of 2000 (Act No. 48 of 2000):

- a) a Construction Health and Safety Agent who may be appointed by an employer to act as his agent in terms of the Occupational Health and Safety Act of 1993 and the Construction Regulations issued in terms of that Act;
- b) a Construction Health and Safety Manager who may be appointed by an employer to complement his professional team or by a contractor to manage company or project health and safety performance and compliance in accordance with the Occupational Health and Safety Act and Regulations; and a Construction Health and Safety Officers who may be appointed by an employer to mitigate the risk on a project or by a contractor to monitor and assist on-site health and safety performance and compliance in accordance with the Occupational Health and Safety Act and Regulations and services.

3. PURPOSE

The Department is obligated to implement measures to ensure the health and safety of all people and properties affected under its custodianship or contractual commitments, and is further obligated to monitor that these measures are structured and applied according to the requirements of these Health and Safety Specifications.



The purpose of this specification document is to provide the relevant Principal Contractor (and his / her contractor) with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; and to protect persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work during the carrying out of construction work for the Department of Public Works and Infrastructure. The Principal Contractor (and his /her contractor) is to be briefed on the significant health and safety aspects of the project and to be provided with information and requirements on inter alia:

- a) Safety considerations affecting the site of the project and its environment;
- b) Health and safety aspects of the associated structures and equipment;
- c) submissions on health and safety matters required from the Principal Contractor (and his /her contractor); and
- d) the Principal Contractor's (and his /her contractor) health & safety plan.

To serve to ensure that the Principal Contractor (and his /her contractor) is fully aware of what is expected from him/her with regard to the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Regulations made there-under including the applicable safety standards, and in particular in terms of Section 7, 8 and 9 of the construction regulation (2014).

To inform the Principal Contractor that the Occupational Health and Safety Act, 1993 (Act 85 of 1993) in its entirety shall apply to the contract to which this specification document applies. The Construction Regulations promulgated on 07 February 2014.

CREATING AND MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT

General

The contractor shall with respect to the site and the construction work that are contemplated:



1. cause a preliminary hazard identification to be performed by a competent person before commencing any physical construction activity;
2. evaluate the risks associated with the identified hazard to the health and safety of such employees and the steps that need to be taken to comply with the Act; and
3. as far as is reasonably practicable, prevent the exposure of such employees to the hazards concerned or, where prevention is not reasonably practicable, minimize such exposure.
4. **Adhere to the consolidated COVID – 19 directions on health and safety in the workplace issued by the Minister in terms of the Regulation 4(10) of the National Disaster Regulations as well as the COID act. Ensure that you provide the Department with proof that the requirements stipulated on these Regulations as the Employer have been met.**

The contractor shall ensure that:

- all reasonably practicable steps are taken to prevent the uncontrolled collapse of any new or existing structure or any part thereof, which may become unstable or is in a temporary state of weakness or instability due to the carrying out of construction work; no structure or part of a structure is loaded in a manner which would render it unsafe; and
- account of information, if any, provided by the designer of the structure is taken into account in the risk assessment;
- Adhere to the consolidated COVID – 19 directions on health and safety in the workplace issued by the Minister in terms of the Regulation 4(10) of the National Disaster Regulations as well as the COID act. Ensure that you provide the Department with proof that the requirements stipulated on these Regulations as the Employer have been met.

Note: The information provided by the designer should outline known or anticipated dangers or hazards relating to the work and make available all information required for the safe execution of the work. It should provide as relevant, geotechnical information (or make reference to reports provided in the site information), the loading the structure is designed to withstand, the methods and sequence of construction.



The contractor shall carry out regular inspections and audits to ensure that the work is being performed in accordance with the requirements of this specification.

4. DEFINITIONS

The most important definitions in the Act and Regulations pertaining to this specification document are hereby extracted.

Act: The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

Accident – means unplanned occurrence that happens due to the unsafe condition and may cause injury to a person, damage to the property, material, plant, equipment and the environment.

Agent – means any person who acts as a representative for a client. The word agent, in some instances, may be used interchangeable with the Construction Health and Safety Agent, the distinguishing factor will be on the role expected to be played by the agent mentioned. For example, all H&S related issues (audits, inspections, and/or reports) are done by the Construction Health and Safety Agent, whilst the accountability of overall project success or portions of the work is done by the Agent i.e. Principal Agent or Project Manager or Engineer.

Client means Department of Public Works and Infrastructure.

Competent person means a person who-

- (a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific for that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, 2000 (Act No. 67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and
- (b) Is familiar with the OHS Act, Act 85 of 1993 and with the applicable regulations made under the Act;

Construction Health & Safety Agent (SACPCMP) – The person or entity



appointed by the client through the Agent and who has a full authority and obligation to act on the client's behalf in terms of the construction regulations.

Pr.CHSA means a competent person who acts as a representative for a Client in terms of regulation (5)5.



Contract Amount" Financial value of the contract at the time of the award of the contract, exclusive of all allowance and any value added tax or sales tax which the law requires the employer to pay to the contractor.

contractor: person or organization that contracts to provide the work covered by the contract

contract manager: person appointed by the employer to administer the contract on his behalf

competent person: any person who:

- a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications specific to that work or task; and
- b) is familiar with the Act and applicable regulations made in terms of the Act

Note: The Regulations stipulate that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act of 2000, those qualifications and training must be regarded as the required qualifications and training.

danger: anything which may cause injury or damage to persons or property

employer: person or organization that enters into a contract with the contractor for the provision of the work covered by the contract

employer's health and safety agent: the person appointed as agent by the employer in terms of Regulation 4(5) of the Construction regulations and named in the contract data as the being the employer's agent responsible for health and safety matters. **This is a Construction Health & Safety Agent (SACPCMP)"** – The person or entity appointed by the client through the Agent and who has a full authority and obligation to act on the client's behalf in terms of the construction regulations;

"Construction Manager (Site Agent)" means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

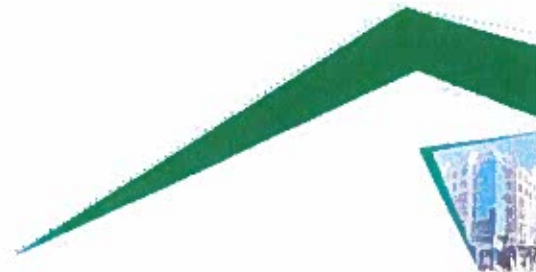
Construction Site means a work place where construction work is being performed;

Construction Supervisor means a competent person responsible for supervising construction activities on a construction site;

Construction Vehicle means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

Construction work means any work in connection with –

- a) The construction, erection, alteration, renovation, repair, demolition or dismantling



- of or addition to a building or any similar structure; or
- b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving



of earth, clearing of land, the making of excavation, piling, or any similar civilengineering structure or type of work.

Construction Work Permit means a document issued in terms of regulation 3 of theConstruction Regulations 2014.

CR refers to the Construction Regulations 2014.

Demolition Work means a method to dismantle, wreck, break, pull down or knock downof a structure or part thereof by way of manual labour, machinery, or the use of explosives.

ergonomics: the application of scientific information concerning humans to the design ofobjects, systems and the environment for human use in order to optimize human well- being and overall system performance.

Fall Protection Plan means a documented plan, which includes and provides for-

- All risks relating to working from a fall risk position, considering the nature of workundertaken;
- The procedures and methods to be applied in order to eliminate the risk of falling;and
- A rescue plan and procedures.

H&S – health and safety.

hazard: a source of or exposure to danger.

hazard identification: the identification and documenting of existing or expected hazardsto the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.

Health and Safety File – means a file, or other record in permanent form, containing theinformation required a contemplated in the regulations.

health and safety plan: a documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified. **health and safety specification:** a site, activity or project specific document pertaining toall health and safety requirements related to construction work which is included in the contractor's contract with the employer or an order issued in terms of framework agreement.

healthy: free from illness or injury attributable to occupational causes.

incident: an event or occurrence occurring at work or arising out of or in connection withthe activities of persons at work, or in connection with the



use of plant or machinery, in which, or in consequence of which:



- a) any person dies, becomes unconscious, suffers the loss of a limb or part of a limb or is otherwise injured or becomes ill to such a degree that he 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 to continue with the activity for which he was employed or is usually employed;
- b) a major incident occurred; or
- c) the health or safety of any person was endangered and where:
 - i) a dangerous substance was spilled;
 - ii) the uncontrolled release of any substance under pressure took place;
 - iii) machinery or any part thereof fractured or failed resulting in flying, falling or uncontrolled moving objects; or machinery ran out of control.

inspector: a person designated as such under section 28 the Act.

major incident: an occurrence of catastrophic proportions, resulting from the use of plant or machinery, or from activities at a workplace.

Medical Certificate of Fitness means a certificate contemplated in regulation 7(8) of Construction Regulations 2014.

Method Statement means a document detailing the key activity to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment.

Practical Completion Certificates- A certificates issued in terms of a contract by the employer, signifying that the whole of the construction works have reached a state of readiness for occupation or use for the purposes intended, although some minor work may be outstanding.

"Professional Engineer or Professional Certificated Engineer" means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000).

reasonably practicable: practicable having regard to:

- a) the severity and scope of the hazard or risk concerned;
- b) the state of knowledge reasonably available concerning that hazard or risk and of any means of removing or mitigating that hazard or risk;
- c) the availability and suitability of means to remove or mitigate that hazard or risk; and
- d) the cost of removing or mitigating that hazard or risk in relation to the benefits deriving therefrom.

risk – means the likelihood that harm will occur and the subsequent consequences.

"Risk assessment" – means a process to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to mitigate, reduce or control such hazards.

safe: free from any hazard.



scaffold: any temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both.

structure:

- a) any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;
- b) any false work, scaffold or other structure designed or used to provide support or means of access during construction work; or
- c) any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling.

substance: any solid, liquid, vapor, gas or aerosol, or combination thereof.

suitable: capable of fulfilling or having fulfilled the intended function or fit for its intended purpose.

temporary works: any false work, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction.

workplace: any premises or place where a person performs work in the course of his employment.

5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

5.1 Structure and Organization of OH&S Responsibilities

5.1.1. Overall Supervision and Responsibility for OH&S

- a) The Client and/or its Agent on its behalf to ensure that the Principal Contractor, appointed in terms of Construction Regulation 5(1)(k), implements and maintains the agreed and approved H&S Plan. Failure on the part of the Client or Agent to



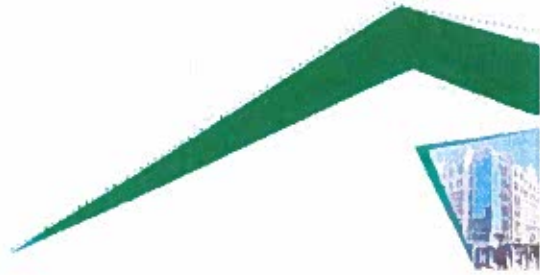
comply with this requirement will not relieve the Principal Contractor from any one or more of his/her duties under the Act and Regulations.

- b) The Chief Executive Officer of the Principal Contractor in terms of Section 16 (1) of the Act to ensure that the Employer (as defined in the Act) complies with the Act. The pro forma Legal Compliance Audit may be used for this purpose by the Principal Contractor or his/her appointed contractor.
- c) All OH&S Act (85 /1993), Section 16 (2) appointee/s as detailed in his/her/their respective appointment forms to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).
- d) The Construction Supervisor and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 8 to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).
- e) All Health and Safety Representatives (SHE-Reps) shall act and report as per Section 18 of the Act.



5.1.2 Required appointments as per the Construction Regulations: -

Item	CR Regulation	Appointment	Responsible Person
1.	3.	Application Construction work permit	Client
2.	5(1)(k)	Principal contractor for each phase or project	Client
3.	5(6)	Construction Health & Safety Agent	Client
4.	7(1)(c)	Contractor	Principal Contractor
5.	7(3)	Contractor	Contractor
6.	8(1)	Construction manager	Contractor
7.	8(2)	Assistance Construction manager	Contractor
8.	8(5)	Construction Safety Officer	Contractor
9.	8(7)	Construction supervisor	Contractor
10.	8(8)	Assistance Construction Supervisor	Contractor
11.	9(1)	Person to carry out risk assessment	Contractor
12.	10(1)	Fall protection planner	Contractor
13.	12(1)	Temporal work designer	Contractor
14.	12(2)	Supervisor of temporal work operation	Contractor
15.	13(1)(a)	Excavation supervisor	Contractor
16.	13(2)(k)	Competent person in the use of explosive	Contractor
17.	14(11)	Explosives expert	Contractor
18.	14(1&2)	Supervisor demolition work (Structural Engineer)	Contractor
19.	16(1)	Scaffold supervisor	Contractor
20.	17(1)	Suspended platform supervisor	Contractor
21.	18(1)a	Rope access	Contractor
22.	19(8)(a)	Material hoist inspector	Contractor
23.	20(1)	Bulk mixing plant supervisor	Contractor
24.	21(2)(b)	Explosive actuated fastening device inspector	Contractor
25.	21(2)(g)(i)	Explosive actuated fastening device cartridge, nails and studs: issuer & collector	Contractor
26.	23(1)(d)(i)	Operator : construction vehicle and mobile plant	Contractor
27.	28 (a)	Stacking and storage supervisor	Contractor
28.	29 (h)	Fire equipment inspector	Contractor



5.2 Communication, Participation & Consultation

- 5.2.1 Occupational Health & Safety matters/issues shall be communicated between the Employer, the Principal Contractor, the other Contractors, the Designer and other concerned parties shall be through the H&S Committee or other means determined by the client.
- 5.2.2 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.
- 5.2.3 Consultation with the workforce on OH&S matters will be through their Supervisors and H&S Representatives ('SHE – Reps')
- 5.2.4 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/or its Agent on its behalf and the Designer, instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.
- 5.2.5 Adhere to the consolidated COVID – 19 directions on health and safety in the workplace issued by the Minister in terms of the Regulation 4(10) of the National Disaster Regulations as well as the COVID act.

6. INTERPRETATION

- a) The Act and its associated regulations shall have precedence in the interpretation of any ambiguity or inconsistency between it and this specification.
- b) Compliance with the requirements of this specification does not necessarily result in compliance with the provisions of the Act.
- c) The Occupational Health and Safety Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and



functions of employers and employees respectively. It views consultants and contractors as employees of the “owner” of a construction or operational project, the “owner” being regarded as the employer.

- d) The position taken by the Construction Regulations is that the “owner”, in terms of its instructions, operates (has to operate) in the role of client as per relevant definition. The contractors working for the “client” are seen to be in two categories, i.e. the Principal Contractor and Contractors.
- e) The Principal Contractor has to take full responsibility for the health and safety on the site of the relevant project / contract. This includes monitoring health and safety conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site.
- f) The words **Principal Contractor** and **Contractor** in this document are used interchangeable, unless clearly expressed otherwise to mean something else e.g. when used to describe roles, responsibilities, functions, acts or omissions of the sub-contractor(s).
- g) Adhere to the consolidated COVID – 19 directions on health and safety in the workplace issued by the Minister in terms of the Regulation 4(10) of the National Disaster Regulations as well as the COID act. Ensure that you provide the Department with proof that the requirements stipulated on these Regulations as the Employer have been met.

7. RESPONSIBILITIES

7.1 Client

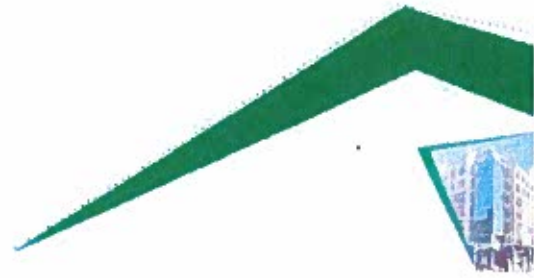
- a) The Client or his appointed Agent on his behalf will appoint each Principal Contractor for this project or phase/section of the project in writing for assuming the role of Principal Contractor as intended by the Construction Regulations.



- b) The Client or his appointed Agent on his behalf shall discuss and negotiate with the Principal Contractor the contents of the health and safety plan of the both Principal Contractor and Contractor for approval.
- c) The Client or his appointed Agent on his behalf will take reasonable steps to ensure that the health and safety plan of both the Principal Contractor and Contractor is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.
- d) The Client or his appointed Agent on his behalf, will prevent the Principal Contractor and/or the Contractor from commencing or continuing with construction work should the Principal Contractor and/or the Contractor at any stage in the execution of the works be found to:
- have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction project or any physical preparations necessary in terms of the Act;
 - have failed to implement or maintain their health and safety plan;
 - have executed construction work which is not in accordance with their health and safety plan; or
 - act in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of him/them being employed or legitimately on the site of the works or in its vicinity.

7.2 Principal Contractor

- a) The Principal Contractor shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction. Annexure 2 of this construction regulation contains a



"Notification of Construction Work" form. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly.

- b) The Principal Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation.
- c) The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of the Act, the Construction Regulations or any Regulations proclaimed under the Act or which may perceivable be applicable to this contract.
- d) The Principal Contractor shall provide and demonstrate to the Client a suitable and sufficiently documented health and safety plan based on this Specification, the Act and the Construction Regulations, which shall be applied from the date of commencement of and for the duration of execution of the works. This plan shall, as appendices, include the health and safety plans of all Sub-contractors for which he has to take responsibility in terms of this contract.
- e) The Principal Contractor shall provide proof of his registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works.
- f) The Potential Principal Contractor shall, in submitting his tender, demonstrate that he has made provision for the cost of compliance with the specified health and safety requirements, the Act and Construction Regulations. (Note: This shall have to be contained in the conditions of tender upon which a tenderer's offer is based.)
- g) The Principal Contractor shall consistently demonstrate his competence and the adequacy of his resources to perform the duties imposed on the Principal Contractor in terms of this Specification, the Act and the Construction Regulations.



- h) The Principal Contractor shall ensure that a copy of his health and safety plan is available on site and is presented upon request to the Client, an Inspector, Employee or Sub-contractor.
- i) The Principal Contractor shall ensure that a health and safety file, which shall include all documentation required in terms of the provisions of this Specification, the Act and the Construction Regulations, is opened and kept on site and made available to the Client or Inspector upon request. Upon completion of the works, the Principal Contractor shall hand over a consolidated health and safety file to the Client.
- j) The Principal Contractor shall, throughout execution of the contract, ensure that all conditions imposed on his Sub-contractors in terms of the Act and the Construction Regulations are complied with as if they were the Principal Contractor.
- k) The Principal Contractor shall from time to time evaluate the relevance of the Health and Safety Plan and revise the same as required, following which revised plan shall be submitted to the Client and/or his/her Agent for approval.
- l) The Principal Contractor shall adhere to the consolidated COVID – 19 directions on health and safety in the workplace issued by the Minister in terms of the Regulation 4(10) of the National Disaster Regulations as well as the COID act. Ensure that you provide the Department with proof that the requirements stipulated on these Regulations as the Employer have been met. Ensure that training is conducted on the requirements on health and safety in relation to COVID-19 in the work place.**



7.3 Contractor / sub-contractor

The contractor must demonstrate to the Principal Contractor that he has the necessary competencies and resources to perform the construction work safely. Acceptance by the Principal Contractor of the contract with Public Works and Infrastructure shall constitute acknowledgement that the Principal Contractor has familiarized him/herself with the contents of the OHSE Spec and that he/she will comply with all its obligations in respect thereof. Due to fact that this document is based on legislative requirements, the Client requires that all Contractors comply with the requirements of this document and all other relevant legislative requirements not covered by this document.

The Client or its duly appointed Construction H&S Agent reserves the right to stop any Principal Contractor or Sub-Contractors from working whenever Safety, Health or Environmental requirements are being violated as required by regulation 5(1)(q). Any resultant costs of such work stoppages will be for the relevant Contractor's account.

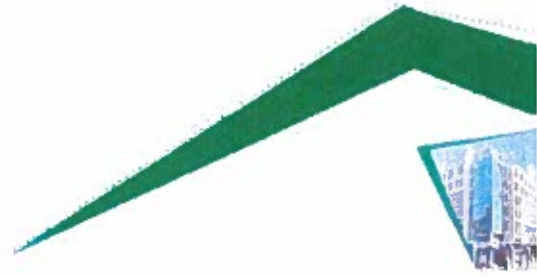
The requirements as specified by the Client in this document must not be deemed to be exhaustive and the Client reserves the right to make changes as and when the Client deems fit to address issue of OHSE Compliance.

The Client will not entertain any claim of any nature whatsoever which arises as a result of costs incurred or delays being experienced due to the Contractor not complying with the requirements of this document and/or any other applicable legislative requirements imposed on the Contractor.

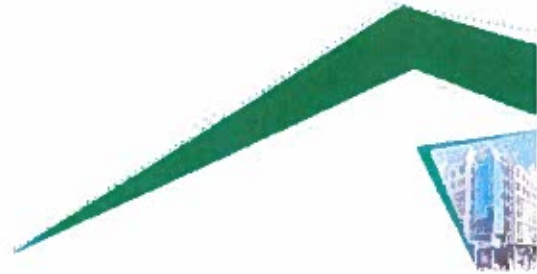
The contractor may only subcontract work in terms of a written subcontract and shall only appoint a subcontractor should he be reasonably satisfied that such a subcontractor has the necessary competencies and resources to safely perform the work falling within the scope of the contract. Such a subcontract shall require that the subcontractor:

co-operate with the contractor as far as is necessary to enable both the contractor and sub-contractor to comply with the provisions of the Act; and

- as far as is reasonably practicable, promptly provide the contractor with any information which might affect the health and safety of any person at work carrying out work or any person who might be affected by the work of such a person at work or which might justify



a review of the health and safety plan.



The contractor shall provide any sub-contractor who is submitting a tender or appointed to perform a sub-contract falling within the scope of the contract, with the relevant sections of this specification and the health and safety specification.

The contractor shall discuss and negotiate with each subcontractor performing construction work the subcontractor's health and safety plan and approve that plan for implementation.

The contractor shall take reasonable steps as are necessary to ensure that:

- potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
- each subcontractor is registered and in good standing with the compensation fund or with a licensed compensation insurer prior to their performance of work on site;
- all the subcontractor's employees have a valid medical certificate of fitness specific to the construction work which are to be performed which is issued by an occupational health and safety practitioner;
- all sub-contractors co-operate with each other to enable each of those sub-contractors to comply with the requirements of the Act and associated regulations;
- each subcontractor performing construction work has and maintains a health and safety file containing the relevant information described in 4.2.5; and
- each sub-contractor's health and safety plan is implemented and maintained.

The contractor shall conduct periodic document verifications and audits for compliance with the approved health and safety plan of each and every sub-contractor working on the site at intervals agreed upon with such subcontractors, but at least once per month.

The contractor shall stop any subcontractor from executing construction work which is not in accordance with the contractor's or subcontractor's health and safety plan for the site or which poses a threat to the health and safety of persons.

The contractor shall ensure that where changes to the works occur including design changes, sufficient health and safety information and appropriate resources are made available to subcontractor to execute the work safely.

The contractor shall ensure that:

- every subcontractor is registered and in good standing with the compensation fund or with a licensed compensation insurer prior to work commencing on site;
- potential subcontractors submitting tenders have made provision for the cost of health and safety measures during the construction process; and
- every subcontractor has in place a documented health and safety plan prior to commencing any work on site which falls within the scope of the contract.

The contractor shall receive, discuss and approve health and safety plans submitted by subcontractors.



The contractor shall ensure that all subcontractors are informed regarding any hazard as stipulated in the risk assessment before any work commences, and thereafter at such times as may be determined in the risk assessment.

The contractor shall reasonably satisfy himself that all employees of subcontractors are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment.

The contractor shall satisfy himself and ensure that all subcontractor employees deployed in the site are:

- informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment; and
- issued with proof of health and safety induction training issued by a competent person and carry proof such induction when working on site.

The contractor shall undertake a risk assessment together with subcontractors whenever subcontractors are working in close proximity to other subcontractors particularly activities involve excavations, the moving of earth, the movement of heavy machinery and working at heights

7.4 Construction supervisors

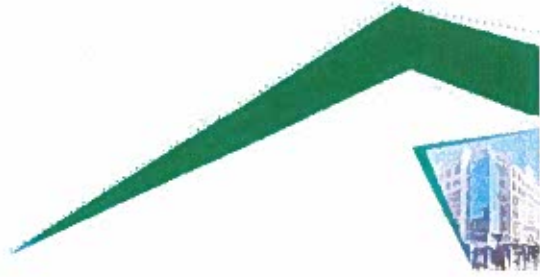
The construction manager shall in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.

A contractor shall after considering the size of the project and if considered necessary, appoint in writing one or more competent employees for different sections of the work to assist the construction supervisor.

7.5 Competent persons

The contractor shall appoint in writing competent persons to supervise or inspect, as relevant, any of the following:

- formwork and support work operations;
- excavation work;
- demolition work;
- scaffolding work operations;
- suspended platform work operations;
- material hoists;
- bulk mixing plants;
- temporary electrical installations;



- the stacking and storage of articles on the site; and
- fire equipment.

The contractor shall appoint in writing competent persons to:

- induct employees in health and safety; and
- prepare and update as necessary a fall protection plan and to provide the construction manager with a copy of the latest version of such plan.

7.6 Appointment of a Fulltime/ Part time Safety Officer

The Principal Contractors will have to appoint a competent Construction H&S Officer as per the following criteria;

- 7.6.1 Number of employees onsite between 30 but below 50 – Part Time Safety Officers shall be appointed and will be onsite at least 2 days a week. This will mostly depend on the risk that the scope of work entails.*
- 7.6.2 Number of employees above 50 – Fulltime Safety Officer should be appointed.*
- 7.6.3 Should the project require a Construction Work Permit – a Fulltime Safety Officer should be appointed irrespective of the number of employees on site.*
- 7.6.4 Or work to be conducted is height work a full time safety officer should be appointed irrespective of number of employees on site.*

Further to the above criteria, should the Client or its Representative having considered the risks present and lack of compliance to the Occupational Health and Safety Act, Act 85 of 1993 and its applicable Regulations the Client or its Representative may issue an instruction that a Part/ Full Time Construction Health and Safety Officer must be appointed, such a requirement will have to be met. Taking the Risk associated with this project into consideration it is deemed that a full time Safety Officer needs to be appointed and be present on site at all times.

7.7 Construction Health & Safety Agent (SACPCMP)



The construction Health & Safety Agent act as a link between the client,
Principal Contractor and the project team members with respect to

health & Safety, they are Required to ensure that the client carry out
its H&S responsibilities in terms of Legislation as well as to co-
ordinate and ensure good H&S practices are maintained Throughout
the duration of the project. In many cases this role starts from project
Initiation to project close-out.



- a) **H&S competence:** In the event that the client is unable to satisfy the requirements of the Construction Regulations for whatever reasons, the construction H&S agent may be appointed to perform these functions on behalf of the client. Given the need to appoint a registered construction H&S agent that is competent and adequately resourced with respect to H&S matters.
- b) **H&S goals:** It is important that the construction H&S agents demonstrate clearly to clients how they are going to contribute to the achievement of any client H&S goals and objectives. They should also set their own H&S goals.
- c) **H&S responsibilities:** Prior to accepting the H&S agent appointment from clients, H&S agents need to ensure that they brief clients fully on the client's particular responsibilities in terms of the OH&SA of 1993 and Construction Regulations as amended from time to time. In the absence of acceptance by clients of these responsibilities, H&S agents will not be able to adequately meet their own H&S responsibilities and duties.
- e) **H&S information:** H&S agents must provide the designer or design team with all H&S information to enable them to conduct a design HIRA to identify the significant hazards that need to be included in the H&S specification. This information may be gathered from multiple sources such as, for example, discussion with the client, previous historical use of the site or facility, previous surveys and investigations and past H&S files.
- f) **The employer's health and safety agent shall:**
 - a. audit the contractor's compliance with the requirements of this specification prior to the commencement of any physical construction activities on the site;
 - b. accept or reject the contractor's health and safety plans, giving reasons for rejecting such plans;
 - c. monitor the effective implementation of all safety plans;
 - d. conduct periodic and random audits on the health and safety file to establish compliance with the requirements of this specification;
 - e. visit the site at regular intervals to conduct site inspections, and based upon such visits issue, wherever necessary, Improvement Notices, Contravention Notices and Prohibition Notices, to the contractor or any of the contractor's subcontractors with a copy to the contract manager and, where relevant, to the contractor.
- g) **The contractor shall invite the employer's health and safety agent to audit compliance with the requirements of this specification before commencing with any physical construction activity on the site.**



h) Other duties of a H&S is to ensure that, where applicable, the following is attended to:

1. **Application for a Construction Work Permit Number (as per DoL Chief Inspector, July 2018).**



A client who intends to have construction work carried out, must at least 30 days before that work is to be carried out **apply to the provincial director in writing for a construction work permit to perform construction work** if the intended construction work starts on or after the 7th of August 2018 and exceeds 365 days; will involve more than 3600 person days of construction work; or the works contract in of a value exceeding thirteen million rand or Construction Industry Development Board (CIDB) grading level 7.

The application for the Construction Work Permit Number as contemplated above shall be the responsibility of the client depending on the submission of all relevant documentation from the successful tenderer.

After the Provincial Director of Labour has issued a Construction Work Permit, the Client's or its duly appointed Construction H&S Agent will issue a letter advising the Project Leader and the Principal Agent to arrange the site handover meeting as all legislative requirements would have been complied with including as a copy of the construction permit to work.

2. Tenderer's responsibility:

The tenderer (meeting the above criteria) must ensure that they attach a certified copy of the **SACPCMP** Certificate for a Registered Construction Manager together with their OHSE Plans.

7.8 Responsibilities towards employees and visitors

7.8.1 The contractor shall as far as reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work which he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery which he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards or safe work procedures.

7.8.2 The contractor shall ensure that all employees under his or her control and the employees of his subcontractors who are performing construction work are:

- informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment; and
- issued with proof of health and safety induction training issued by a competent person and carry proof of such induction when working on site.

7.8.3 The contractor shall cause a record of training to be kept which indicates the training dates, the names, identity numbers and job description of all those who



attended such training and the name, identity number and competence of the person who provided the training.

7.8.4 The contractor shall not allow or permit any employee to enter the site, unless such person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.

7.8.5 The contractor shall ensure that each visitor to a construction site, save where such visitor only visits the site office and is not in direct contact with the construction work activities:

7.8.5.1 undergoes health and safety instruction pertaining to the hazards prevalent on the site; and

7.8.5.2 is provided with the necessary personal protective equipment.

7.8.6 The contractor shall provide suitable on-site signage to alert workers and visitors to health and safety requirements. Such signage shall include but not be limited to:

7.8.6.1 unauthorized entrance prohibited;

7.8.6.2 signage to indicate what personal protective equipment is to be worn; and

7.8.6.3 activity related signs.

7.8.7 The contractor shall not permit any person who is or who appears to be under the influence of intoxicating liquor or drugs, to enter or remain at a workplace.

7.9 Design of temporary work

The contractor shall:

7.9.1 provide the health and safety agent with the names and contract particulars of the designers involved in the design of temporary works;

7.9.2 issue the designers with a copy of the health and safety specification as well as any pertinent information contained in the contract; and

7.9.3 provide the health and safety agent with certificates issued by the designer of the temporary works that such works are fit for purpose before such works are used in support construction activities

3. Notification of intention to commence construction work

- i. The contractor shall on sites where no construction work permit has been issued by the Provincial Director of the Department of Labour notify such director in writing using a form similar to that contained in Annexure 2 of the Construction Regulations issued in terms of the Act before construction work commences and retain proof of such notification in the health and safety file where the work



includes:

- a. excavation work;
 - b. working at height where there is a risk of falling;
 - c. the demolition of a structure;
 - d. the use of explosives; or
 - e. a single storey dwelling for a client who is going to reside in such dwelling upon completion
- ii. The contractor shall ensure that no work commences on an electrical installation which requires a new supply or an increase in electricity supply before the person who supplies or contracts or agrees to supply electricity to that electrical installation has been notified of such work.
 - iii. The contractor shall ensure that no asbestos.

8. SCOPE OF WORK

See attached building specification.

9. PREPARING A HEALTH & SAFETY PLAN

- (a) The level of detail required for a H&S plan will depend on how complex the workplace is (in particular, the number of contractors at the workplace at any one time) and the risks involved in the work. The plan must be easily accessible in a construction site and it must be clearly understood by management, supervisors & workers on construction site.
- (b) The plan must be implemented, maintained and kept up to date during the construction of the project.
- (c) The principal contractor should prepare a H&S plan that includes
 - project information;
 - client requirements for H&S management on the project;
 - Environmental restrictions and existing on-site risks arrangements, imposed by others or developed by the principal contractor, to control significant site H&S risks; H&S file & project H&S review.
- (d) The H&S plan should include the following information:
 - details of the client, that is the person commissioning the construction work, for example their name, representative and contact details;
 - details of the principal contractor;
 - details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction



- work that the H&S plan will cover;
- details on how subcontractors will be managed and monitored, including how the principal contractor intends to implement and ensure compliance with the

H&S plan such as checking on the performance of subcontractors and how non-compliance will be handled; and

- details on how the risks associated with falls, falling objects, moving plant, electrical work and all high risk construction work that will take place on a construction project will be managed.

(e) The H&S plan should also include information on:

- the provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage;
- the safe use and storage of plant;
- the development of a construction project traffic management plan;
- obtaining and providing essential services information – electrical, gas, telecom, water and similar services;
- workplace security and public safety; and
- ensuring workers have appropriate licences and training to undertake the construction work.

(f) The H&S plan must contain:

- a general description of the type of work activities involved in the project and not just a description of the facility to be constructed;
- the project program or schedule details, including start and finish dates, showing principal activities;
- details of client, design team, principal contractor, subcontractors, and major suppliers; and
- extent and location of relevant existing records, surveys, site investigation and geotechnical reports, 'as-built' plans, H&S files.

10. HEALTH AND SAFETY FILE

- a) The H&S file is a document prepared by the principal contractor containing important project H&S information for use by the owner of the completed structure after construction has been completed.
- b) The principal contractor is responsible for producing an H&S file. It contains important project H&S information for use by the owner of the completed structure after construction has been completed. It is essential that the process of compiling the file commences as early as possible to ensure sufficient time to gather the required information.



- c) The Principal Contractor must, in terms of Construction Regulation 7(7), keep a Health & 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. A more detailed list of documents and other legal requirements that must be kept in the Health & Safety File.
- d) The contractor must ensure that the client's format and layout of the H&S file is adhered to. The contractor must identify the responsible person that will prepare the H&S file and who will be responsible for the drafting of as-built drawings. The contractor must establish procedures:
- e) The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project.
- f) The contractor shall establish and maintain on site a health and safety file which contains copies, as relevant of:

the following documents which shall be placed in the file prior to commencing with physical construction activities:

- copy of the construction work permit issued in terms of the Construction Regulations 2014;
- the contractor's health and safety policy, signed by the chief executive officer, which outlines the contractor's objectives and how they will be achieved and implemented by the contractor;
- copies of all risk assessments that were conducted.
- the notification made to the Provincial Director of Labour, and if relevant, the notification of the person who supplies or contracts or agrees to supply electricity to that electrical installation;
- the letters of appointment, as relevant, together with a brief curriculum vita (CV) of:
 - the construction manager and any assistant construction managers;
 - the construction health and safety manager
 - the construction health and safety officer
 - the risk assessor who is tasked to perform the risk assessments; and
 - the registered person responsible for the electrical installation covered by the Electrical Installations Regulations;
 - the authorized persons responsible for gas appliances, gas system gas reticulation system covered by the Pressure Equipment Regulations;



- a copy of the certificate of registration of the registered person responsible for the electrical installation covered by the Electrical Installations Regulations;
- the approval of the design of the part of an electrical installation which has a voltage in excess of 1 kV by a person deemed competent in terms of the Electrical Installations Regulations;
- proof of registration of the electrical contractor who undertakes the electrical installation in terms of the Electrical Installations Regulations;
- the preliminary hazard identification undertaken by a competent person;
- the organogram which outlines the roles of the construction supervisor's assistants and safety officers; and
- the contractor's health and safety plan;
- the emergency procedures;
- the procedure for the issuing and replacement of lost, stolen, worn or damaged personal protective clothing and equipment; and
- proof that the contractor and all the subcontractors are registered and in good standing with the compensation fund or with a licensed compensation insurer relevant to the type of work performed;
- the following documents, as relevant, which shall be placed in the file after construction activities have commenced;
- the letters of appointments, if relevant, together with a brief curricula vita (CV) of:
 - persons who are required to assist the construction supervisor;
 - construction supervisor for the site in respect of construction work covered by the Construction Regulations;
 - competent persons;
 - assistants of construction supervisor; and
 - designers of temporary works.
- any revisions to the organogram which outlines the roles of the construction supervisor's assistants and safety officers;
- each and every subcontract agreement and each and every subcontractor's approved health and safety plan;
- proof that every subcontractor is registered and in good standing with the compensation fund or with a licensed compensation insurer relevant to the type of work performed;
- proof of all subcontractor's induction training whenever it is conducted;
- copies of the minutes of the contractor's subcontractor's health and safety meetings;
- copies of each of the contractor's subcontractors' health and safety policy, signed by the chief executive officer, which outlines the contractor's objectives and how they will be achieved and implemented by the contractor;
- the health and safety plans of all the contractor's subcontractors who are required to provide such plans;
- copies of the fall protection plan and each revision thereof;
- a comprehensive and updated list of all the subcontractors employed on site by the contractor, indicating the type of work being performed by such sub-contractors;



- the outcomes of the monthly audits for compliance with the approved health and safety plan of each and every sub-contractor working on the site;
- any report made to an inspector by the health and safety committee;
- the minutes of all health and safety meetings and any recommendations made to the contractor by the health and safety committee;
- the findings of all audit reports made regarding the implementation of the contractor's or a subcontractor's health and safety plan;
- the inputs of the safety officer, if any, into the health and safety plan;
- details of induction training conducted whenever it is conducted including the list of attendees;
- proof of the following where suspended platforms are used:
 - a certificate of system design issued by a professional engineer, professional certificated engineer or a professional engineering technologist;
 - proof of competency of erectors, operators and inspectors;
 - proof of compliance of operational design calculations with requirements of the system design certificate;
 - proof of performance test results;
 - sketches indicating the completed system with the operational loading capacity of the platform;
 - procedures for and records of inspections having been carried out;
 - procedures for and records of maintenance work having been carried out;
 - proof that the prescribed documentation has been forwarded to the provincial director;
- letters of appointments for competent persons to supervise the activities which law requires to be so supervised;
- a copy of risk assessments made by competent persons;
- records of the register of inspections made by a competent person immediately before and during the placement of concrete or any other load on formwork;
- the names of the first aiders on site and copies of the first aid certificates of competency;
- the names of the persons who are in possession of valid certificate of competency in first aid and copies of such certificates;
- medical certificates of fitness for the contractor's and subcontractors' employees specific to the construction work to be performed and issued by an occupational health and safety practitioner:
 - details of all incidents together with the Contractor's investigative report on such incident;
 - the record of inspections carried out by the designers of structures to ensure compliance with designs; and
- any other documentation required in terms of regulations issued in terms of the Act including a record of all drawings, designs, materials used and other similar information concerning the completed structure;



- The health and safety file shall be made available for inspection by any inspector, subcontractor, the contract manager, the employer's health and safety agent or employee of the contractor upon the request of such persons.
- The health and safety file shall be updated to ensure that its contents always reflect the latest available information.
- The contractor shall hand over a copy of the health and safety file to the employer's health and safety agent upon completion of the contract and if relevant, a certificate of compliance accompanied by a test report for the electrical installation in accordance with the provisions of the Electrical Installation Regulations.

11. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OH&S PERFORMANCE

The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report on this to the Client and/or its Agent on its behalf on a monthly basis.

11.1 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.

The identification of hazards is over and above the hazards identification programme and those hazards identified during the drafting of the Health and Safety Plan.

11.1.1 Monthly Audit by Client and/or its H&S Agent.

The Client and/or its H&S Agent on its behalf will be conducting Periodic Audits at times agreed with the Principal Contractor Audit to comply with Construction Regulation 4(1)(d) to ensure that the principal Contractor has implemented, is adhering to and is maintaining the agreed and approved OH&S Plan.



- a) A representative of the Principal Contractor and the relevant Health and Safety Representative(s) (SHE-Reps) must accompany the Client and/or its Agent on its behalf on all Audits and Inspections and may conduct their own audit/inspection at the same time. Each party will, however, take responsibility for the results of his/her own audit/inspection results. The Client and/or its Agent on its behalf may require to be handed a copy of the minutes of the previous Health and Safety Committee meeting reflecting possible recommendations made by that committee to the Employer for reference purposes.

11.1.2 Health & Safety incident/accident reporting & investigations

- a) The Principal Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:
- i. dies
 - ii. becomes unconscious
 - iii. loses a limb or part of a limb
 - iv. 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:

- i. a major incident occurred
- ii. the health or safety of any person was endangered
- iii. where a dangerous substance was spilled
- iv. the uncontrolled release of any substance under pressure took place



- v. machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects
 - vi. Machinery ran out of control, to the Provincial Director of the Department of Labour within seven days and at the same time to the Client and/or its Agent on its behalf.
- b) The Principal Contractor is required to provide the Client and/or its Agent on its behalf with copies of all statutory reports required in terms of the Act and the Regulations.
- c) The Principal Contractor is required to provide the Client and/or its Agent on its behalf with a monthly "SHE Risk Management Report".
- d) The Principal Contractor is required to provide a.s.a.p. the Client and/or its Agent on its behalf with copies of all internal and external accident/incident investigation reports.
- The Principal Contractor is responsible to oversee the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to receive first aid or be referred for medical treatment by a doctor, hospital or clinic. (General Administrative Regulation 9)
- (a) The results of the investigation to be entered into the Accident/Incident Register listed above. (General Administrative Regulation 9)
- (b) 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 incidents in future.



- (c) The Principal Contractor is responsible for the investigation of all accidents relating to the construction site and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.
- (d) Notwithstanding the requirements of Section 24 of the Act, ALL incidents shall be investigated and reported on in writing, irrespective of whether such incident gave rise to injury or damage.
- Determine the underlying H&S deficiencies and other contributory factors
 - Identification of corrective/preventative actions and continual improvement
 - Communicating the outcome/results and documenting the events of the investigation.
- (e) Reporting of Near-Misses**
- Department of Public Works and Infrastructure views the reporting of near misses as a critical component in creating a positive health and safety awareness culture on site.
 - Department of Public Works and Infrastructure retains the right to enforce the reporting of near misses within 24 hours of occurrence.

12. Review

The Principal Contractor is to review the Hazard Identification, Risk Assessments and Standard Work Processes at each Production Planning and Progress Report meeting as the construction work develops and progresses and each time changes are made to the designs, plans and construction methods and processes.



The Principal Contractor must provide the Client and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.



12.1 Site Rules and other Restrictions

a) Site OH&S Rules

The Principal Contractor must develop a set of site-specific OH&S rules that will be applied to regulate the Health and Safety Plan and associated aspects of the construction. When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

b) Security 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 shall at all times be provided with fulltime supervision while on site. The Principal Contractor must develop a set of Security rules and procedures and maintain these throughout the construction period.

If not already tasked to the H&S Officer appointed in terms of Construction Regulation, the Principal Contractor must appoint a competent person who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments.

12.1.1 Appointment of Health & Safety Representatives

a) H&S Representatives ('SHE – Reps')

Where the Principal Contractor employs more than 20 persons (including the employees of other Contractors (sub-contractors) he has to appoint one H&S Representatives for every 50 employees or part thereof. (Section 17 of the Act and General Administrative Regulation 6. & 7.)



H&S Representatives must be appointed in writing and the designation shall be in accordance with the Collective Agreement as concluded between the parties as is required in terms of General Administration Regulation 6.

12.1.2 Duties and Functions of the H&S Representatives

The contractor shall appoint in writing one health and safety representative for every 20 employees working on the site to:

- conduct at least a weekly inspection of their respective areas of responsibility using a checklist developed by a Principal Contractor.
- review the effectiveness of health and safety measures;
- identify potential hazards and potential major incidents;
- in collaboration with his employer, examine the causes of incidents;
- investigate complaints by any employee of the contractor relating to that employee's health or safety on the site;
- make representations to the contractor on matters arising from a), b), c) or d) or on general matters affecting the health or safety of the employees at the workplace;
- inspect the site with a view to, the health and safety of employees, at regular intervals;
- participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace; and
- participate in any internal health or safety audit.

The report must be consolidated and submitted to the Health & Safety Committee.

H&S Representatives must form part of the incident/accident investigating team.

The contractor shall provide the health and safety representatives with the necessary assistance, facilities and training to carry out the functions established above.



12.1.3 Establishment of H&S Committee(s)

- The Principal Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee.
- The persons nominated by the employer on a H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members and determine the procedures of the meetings including the chairmanship.
- The H&S Committee must meet minimum monthly and consider, at least, an agreed Agenda for the first meeting. Thereafter the H&S Committee shall determine its own procedures.

12.1.4 Training & Awareness

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training as required must be included in the Principal Contractor's Health and Safety Plan and Health and Safety File.

a) Training & Induction

All employees performing work or task on site that potentially impact on H&S must be competent & have the necessary appropriate education, training & experience.

All the training must be closely aligned with the risk profile of the project; procedures must be put in place to ensure that all workers are aware of the consequences of their work activities & benefits of improved H&S performance.



All employees of the Principal and other Contractors must be in possession of proof of General Induction training

b) Site Specific Induction Training

All employees of the Principal and other Contractors must be in possession of Site Specific Occupational Health and Safety Induction or other qualifying training.

c) Other Training

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

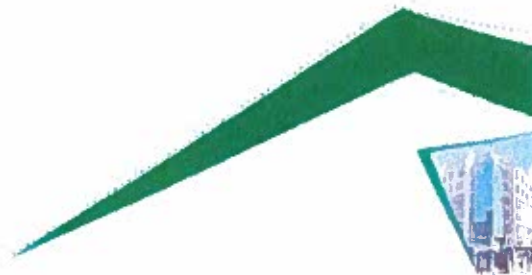
d) Copy of the Act

The contractor shall ensure that a copy of the Act and relevant regulations is available on site for inspection by any person engaged in any activity on the site.

13. PROJECT/SITE SPECIFIC REQUIREMENTS

The following is a list of specific activities and considerations that have been identified for the project and 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:

- a) Clearing & grubbing the area/site
- b) Site establishment
- c) Dealing with existing structures
- d) Location of existing services



- e) Boundary & Access control/Public liability exposures
- f) Protection against heat exhaustion, dehydration, wet & cold conditions
- g) Dealing with HIV & aids other related diseases



- h) Use of portable electrical & explosive tools
- i) Any Excavation work
- j) Any welding work
- k) Loading & offloading of trucks
- l) Driving & operations of Construction vehicles & mobile plant
- m) Temporal works and
- n) Construction work as defined in the construction regulation 2014

14. OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE

Administrative & Legal Requirements

OHS Act Section/ Regulation	Subject	Requirements
Construction. Regulation	Notice of carrying out Construction work	- Department of Labour notified - Copy of Notice available on Site
General Admin. Regulation 4	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 Compensation Insurer.	Written proof of registration/Letter of good standing available on Site
Construction. Regulation 5(1)	H&S Specification & Programme	- H&S Spec received from Client and/or its Agent on its behalf - OH&S programme developed & Updated regularly
Section 8(2)(d) Construction. Regulation 9	Hazard Identification & Risk Assessment	- Hazard Identification carried out/Recorded - Risk Assessment and – Plan drawn up/Updated - RA Plan available on Site - Employees/Sub-Contractors informed/trained
Section 16(2)	Assigned duties (Managers)	Responsibility of complying with the OH&S Act assigned to other person/s by CEO
Construction. Regulation 8(1)	Designation of Person Responsible on Site	- Competent person appointed in writing as - Construction Supervisor with job description
Construction. Regulation 8(2)	Designation of Assistant for above	- Competent person appointed in writing as - Assistant Construction Supervisor with job description
Section 17 & 18 General Administrative Regulations 6 & 7	Designation of Health & Safety Representatives	- More than 20 employees - one H&S Representative, one additional H&S Rep. for each 50 employees or part thereof. - Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 - Meaningful H&S Rep. reports. - Reports actioned by Management.
Section 19 & 20 General Administrative Regulations 5	Health & Safety Committee/s	- H&S Committee/s established - All H&S Reps shall be members of H&S Committees - Additional members are appointed in writing. - Meetings held monthly. Minutes kept. - Actioned by Management.



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Section 37(1) & (2)	Agreement with Mandatories/ (Sub-)Contractors	- Written agreement with (Sub-)Contractors - List of Subcontractors displayed. - Proof of Registration with Compensation Insurer/Letter of Good Standing - Construction Supervisor designated - Written arrangements re. - H&S Reps & H&S Committee - Written arrangements re. First Aid
Section 24 & General Admin. Regulation 8 COLD Act Sect.38, 39 & 41	Reporting of Incidents (Dept. of Labour)	- Incident Reporting Procedure displayed. - All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1) (WCL 1 or 2) and to the Client and/or its Agent on its behalf - Cases of Occupational Disease Reported - Copies of Reports available on Site - Record of First Aid injuries kept
General Admin. Regulation 9	Investigation and Recording of Incidents	- All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. - Copies of Reports (Annexure 1) available on Site - Tabled at H&S Committee meeting - Action taken by Site Management.
Construction. Regulation 10	Fall Prevention & Protection	- Competent person appointed to draw up the Fall Protection Plan - Proof of appointee's competence available on Site - Risk Assessment carried out for work at heights - Fall Protection Plan drawn up/updated - Available on Site
General Safety Regulation 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
Construction. Regulation 29 Environmental Regulation 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



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General Safety Regulation 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 Aid Officials and Certificates • Name of person/s in charge of First Aid box/es displayed. • Location of First Aid box/es clearly indicated. • Signs instructing employees to report all • Injuries/illness including first aid injuries
General Safety Regulation 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 • PSE remain property of Employer, not to be removed from premises GSR 2(4)
General Safety Regulation 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 • Written Proof of Competence of above appointee available on Site • All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately • Equipment identified/numbered and entered into a register • Equipment inspected weekly. Inspection Register kept • Separate, purpose made storage available for full and empty vessels
General Safety Regulation 13A	Inspection of Ladders	• Competent person appointed in writing to inspect Ladders • Ladders inspected at arrival on site and weekly thereafter. Inspections register kept • Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register
General Safety regulation 13B	Ramps	• Competent person appointed in writing to supervise the erection & inspection of Ramps. Inspection register kept. • Daily inspected and noted in register



15. THE PRINCIPAL CONTRACTOR'S GENERAL DUTIES

i. General

- The Principal Contractor shall at all times ensure his status of an “employer” as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.
- The Principal Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled “Health and Safety File”, or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.
- The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Principal Contractor and the client, provided such intervals will not exceed periods of one month.
- The Principal Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications.
- The Principal Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

ii. Personal protective equipment and clothing

The contractor shall ensure that:

- all workers are issued with the necessary personal protective clothing;



- all workers are identifiable at all times by having the company for

- which they work for printed on the back or front of their overalls; and
- clear procedures are in place for the replacement of lost, stolen, worn or damaged personal protective clothing.

iii. **Competent persons**

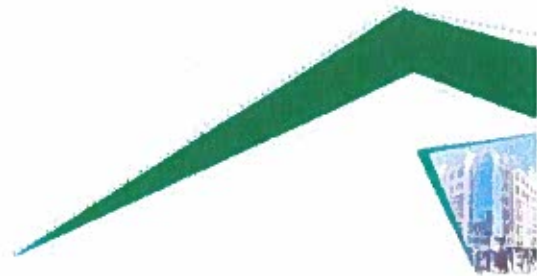
The contractor shall appoint in writing competent persons to supervise or inspect, as relevant, any of the following:

- formwork and support work operations;
- excavation work;
- demolition work;
- scaffolding work operations;
- suspended platform work operations;
- material hoists;
- bulk mixing plants;
- temporary electrical installations;
- the stacking and storage of articles on the site; and
- fire equipment.

The contractor shall appoint in writing competent persons to:

- induct employees in health and safety; and
- prepare and update as necessary a fall protection plan and to provide the construction manager with a copy of the latest version of such plan.

16. THE PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES



The Principal Contractor's specific duties in terms of these specifications are detailed in the Construction Regulations as published under government notice 07 August 2014, stipulated in Section 7.

17. THE PRINCIPAL CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARD TO HAZARDOUS ACTIVITIES

The following examples of activities are identifiable as hazardous in terms of the Construction Regulations. The contractor shall execute the activities in accordance with the following Construction Regulations and other applicable regulations of the Act:

- Fall protection
- Structures
- Excavation work
- Demolition work
- Scaffolding
- Construction vehicles & mobile plant.
- Water environments
- Housekeeping on construction sites
- Fire precautions on construction sites.

This list must not be taken to be exclusive or exhaustive! All of the above requirements will be read in conjunction with the relevant regulations and health and safety standards as required by the Act. All documents and records required by the Construction Regulations will be kept in the Health and Safety File and will be made available at any time when required by the client or his representative, or on request to an interested party.

18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR



i. Legal Framework

Part of legal obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the State as well as to State owned buildings and premises: -

- a. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises"
- b. The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority
- c. The Fire Brigade Services Act 1987, Act 99 of 1987 as amended
- d. The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SABS 0400)
- e. The Post Office Act 1958 (Act 44 of 1958) as amended
- f. The Electricity Act 1984, Act 41 of 1984
- g. The Regulations of Local Gas Board(s), including Publications of the SABS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4th October 1997
- h. Legislation pertaining to water usage and the environment
- i. Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)
- j. Common Law

ii. General requirements

The contractor shall:

- a) create and maintain as reasonably practicable a safe



and healthy work environment,

- b) execute the work in a manner that complies with all the requirements of the Act and all its associated regulations, and in so doing, minimize the risk of incidents occurring;
- c) conspicuously display any site specific number assigned to the construction site in terms of the Construction Regulations 2014 at the main entrance to the site; and
- d) respond to the notices issued by the employer's health and safety agent as follows:
 - 1) Improvement Notice: improve health and safety performance over time so that repeat notices are not issued;
 - 2) Contravention Notice: rectify contravention as soon as possible;

Prohibition Notice: terminate affected activities with immediate effect and only recommence activities when it is safe to do so

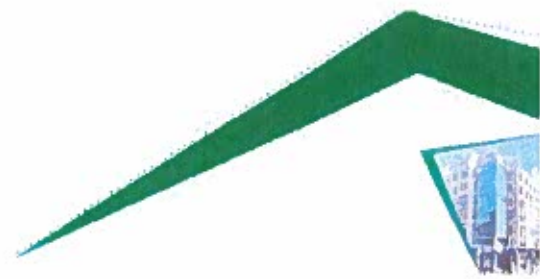
Note: Financial penalties can be applied should Contravention Notices be issued. This should be dealt under the sub heading "NON-CONFORMANCES" in the same document.

19. HOUSE KEEPING

Good housekeeping will be maintained at all times as per Construction Regulation No. 25. Poor housekeeping contributes to three major problems, namely, costly or increased accidents, fire or fire hazards and reduction in production. Good housekeeping will enhance production time.

In promotion of environmental control all waste, rubble, scrap etc, will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with the client or his representative, after which suitable, acceptable alternatives will be sought and applied.

Dross and refuse from metals, and waste matters or by-products whose nature is



such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.

NOTE: No employer (Principal Contractor) shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of Health and Safety.

a) Facilities

The site establishment plan shall make provision for:

b) Dining room facilities

The contractor shall make provision for adequate dining room facilities for his employees on site.

c) Change rooms

The contractor shall make provision for adequate change rooms for his employees on site.

d) Ablution facilities

The contractor shall make provision for adequate ablution facilities for his employees on site.

These facilities shall be maintained by the contractor.

e) Smoking Areas

Designated smoking areas shall be established by Department of Public Works and Infrastructure .

f) Drinking Water Facilities

The provision of drinking water facilities shall be negotiated between the Contractor and Department of Public Works and Infrastructure.



a) **Equipment Compliance Certificates**

Before equipment is brought on site valid certificates of compliance issued by a competent person shall be presented. The equipment includes but shall not be limited to:

- i. lifting equipment and lifting tackle
- ii. power driven machinery
- iii. electrical equipment
- iv. testing and monitoring equipment

b) **Barricading**

All barricading shall be of the rigid type unless the use of non-rigid barricading has been approved in writing by the Department of Public Works and Infrastructure Project Manager. The contractors' barricading standard shall be included in the Health and Safety Plan.

Where more than one contractor is working on a site, the fixed barricading shall be clearly marked with the company's name, site contact person as well as the contact number/s.

c) **Erection of Structures for Logistic Support**

Prior to site establishment Department of Public Works and Infrastructure shall approve the contractor's site plan.

Department of Public Works and Infrastructure shall approve all structures erected for logistical support by the contractor. These structures include fences, workshops, tool sheds, offices, ablution facilities, etc.

d) **Salvage Yard Management**

Depending on the site specific arrangements and procedures, Department of Public Works and Infrastructure may provide the salvage yard and the resources to manage it.

The salvage yard management shall conform to safety, health and environmental requirements. The contractors are required to move the equipment from the place of work to the salvage yard.

e) **Fall Arrest and Prevention Equipment**

Approved fall prevention equipment shall be used at heights of less than 2.0 metres. Above heights of 2.0 metres fall prevention equipment shall include fall arrest Equipment. Users of fall arrest equipment shall, amongst other things be trained in what an appropriate load bearing point is for connecting fall prevention equipment.

Any deviation from this requirement shall be negotiated and agreed with Department of Public



Works and Infrastructure in writing.

f) **Hazardous Chemical Substances Waste Removal**

Department of Public Works and Infrastructure shall provide a facility to collect all hazardous chemical waste material.

The contractor shall provide adequately marked and sealable containers to transport The hazardous chemical waste from the source to the approved Department of Public Works and Infrastructure disposal point.

g) **Personal Protective Equipment (PPE)**

Personal protective equipment issued shall be specific to the risks associated with the work to be performed and specific to conditions on site and shall comply with South African National Standard: (SANS) or similar.

20. LOCKOUT SYSTEMS

A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.

Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

21. IMPORTANT LISTS AND RECORDS TO BE KEPT

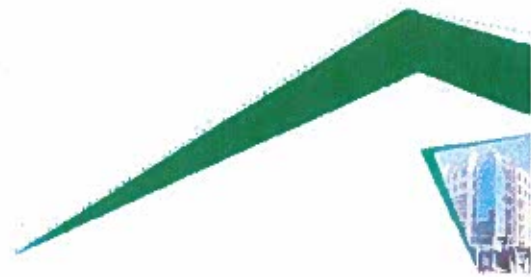
The following are lists of several records that are to be kept in terms of the Construction Regulations. The lists are:

- i. List of appointments
- ii. List of record keeping responsibilities
- iii. Inspection checklist

a) Contractor Risk Assessment Process

The risk assessment process shall include:

- 1) an evaluation of the method of the work to be conducted



- 2) the method statement on the procedure to be followed in performing the task shall be developed
- 3) the risk assessment will also include activities like:
 - i. Transportation of passengers and goods to and from site
 - ii. Site establishment
 - iii. Physical and mental capabilities of employees
 - iv. Others as may be specified.
- 4) the hazards as listed in the paragraph – Site Specific Health and Safety Hazards
- 5) a review plan for risk assessments shall provide for:
 - i. the quarterly review of all applicable risk assessments
 - ii. the review of an assessment if there is reason to believe that the previous assessment is no longer valid, or there has been a change in a process, work methods, equipment or procedures and working conditions
 - iii. Risk assessment/s to be reviewed if the outcome of incident investigations and audits etc. requires such action.

A pre - task risk assessment shall be conducted in writing on every task and be facilitated by the team leader. All risk assessments and pre-task risk assessments shall be filed and be available on site.

b) Risk Profile

All contractors shall submit a risk profile of the work to be conducted with their Health and Safety Plan.

c) Risk Based Inspection Program

The inspection programme shall be risk based. The inspection plan shall form part of the Health and Safety Plan.

i. MEASUREMENT AND PAYMENT

The payment items for Occupational Health & Safety are contained in the Bill of Quantities. The same rules are applicable in respect of the pricing of these items as for every other payment item. Attention is drawn to the Pricing Instructions in this document.

ii. NON-CONFORMANCES

Should, at any time, the works, or part of the works, be stopped due to unsafe acts or non-compliance with the Clients or PCs H&S Plan; neither the PC nor any other Contractor shall have a claim for extension of time or any other compensation.



Minor: Penalty: R50/count	Medium: Penalty: R500/count and a non-conformance	Severe Penalty: R5000/count, a non-conformance and/or activity stoppage
Non-use of PPE supplied	Toilets not supplied or regularly serviced; lack of drinking water	Contractors working without Health and Safety Plan approval
Non completion of registers for plant and equipment on site	Contractors not audited	Workers transported in contravention of the OHS plan or legal requirements
Lack of H&S signage at work areas	Working without training or the appropriate, approved H&S method statements	Invalid Letters of Good Standing
Tools and equipment identified in poor condition during inspections	Legal non-conformances identified during the previous audit and not	Non-compliance with traffic accommodation requirements: layout or physical conditions

Minor: Penalty: R50/count	Medium: Penalty: R500/count and a non-conformance	Severe Penalty: R5000/count, a non-conformance and/or activity stoppage
	addressed within the agreed time frame	
	No monthly OHS report at site meeting to report on	Any serious breach of legal requirements
	No certificates of fitness for workers as required	
	Working without approved method statements	

4.8 Failure to Comply with Provisions

Failure or refusal on the part of the PC or their Contractors to take the necessary steps to



ensure the safety of workers and the general public in accordance with these specifications or as required by statutory authorities or ordered by the engineer, shall be sufficient cause for the engineer to apply penalties as follows:

- (i) A penalty as shown in the Table above shall be deducted for each and every occurrence of non-compliance with any of the requirements of the H&S Specification.
- (ii) In addition a time-related penalty of R500,00 per hour over and above the fixed penalty may be deducted for non-compliance to rectify any non-conformance within the allowable time after a site instruction to this effect has been given by the Client's representative. The site instruction shall state the agreed time, which shall be the time in hours for reinstatement of the defects. Should the Contractor fail to adhere to this instruction, the time-related penalty shall be applied from the time the instruction was given.

The payment items for Occupational Health & Safety are contained in the Bill of Quantities. The same rules are applicable in respect of the pricing of these items as for every other payment item. Attention is drawn to the Pricing Instructions in this document.

iii. INSPECTIONS, FORMAL ENQUIRES AND INCIDENTS

1. The contractor shall inform the relevant safety representative:
 - i. beforehand of inspections, investigations or formal inquiries of which he has been notified by an inspector; and
 - ii. as soon as reasonably practicable of the occurrence of an incident on the site.
2. The contractor shall record all incidents and notify the employer's health and safety agent of any incident, except in the case of a traffic accident on a public road, as soon as possible after it has occurred and report such incidence to an inspector of the department of labour and notify the Provincial Director of the Department of Labour of such incident within 7 days on the prescribed form.
3. The contractor shall investigate all incidents and issue the employer's health and safety agent with copies of such investigations.
4. The contractor shall in the event of an incident in which a person dies, or is injured to such an extent that he is likely to die, or suffered the loss of a limb or part of a limb:
 - i. notify the Provincial Director of the Department of Labour of such incident by telephone, facsimile or similar means of communication;
 - ii. ensure that no person disturbs the site at which the incident occurred or remove any article or substance involved in the incident therefrom, without the consent of an inspector, unless an action is necessary to prevent a further incident, to remove the injured or dead, or to rescue persons from



- danger;
- iii. and provide the Provincial Director of the Department of Labour with a report which includes the measures that the contractor or his subcontractor intend to implement to ensure a safe site as reasonably practicable.

5. The contractor shall notify the Provincial Director of the Department of Labour of the death of any person which results from injuries sustained in an incident.

iv. EMERGENCY PROCEDURES

The contractor shall submit for acceptance to the employer's health and safety agent an emergency procedure which include but are not limited to fire, spills, accidents to employees, exposure to hazardous substances, which:

- identifies the key personnel who are to be notified of any emergency;
- sets out details including contact particulars of available emergency services; and
- the actions or steps which are to be taken during an emergency.

The contractor shall within 24 hours of an emergency taking place notify the employer's health and safety agent in writing of the emergency and briefly outline what happened and how it was dealt with.



IMPORTANT CONTACT DETIALS

(FOR HEALTH & SAFETY ASPECTS ONLY)

The contractor is to add all the important contact information about essentials services, support and assistance.



SERVICE	NUMBER	CONTACT PERSON
Hospital		



Ambulance		



Water		
Electricity		



Police		



Fire Brigade		



Engineer		

ADD OTHER IMPORTANT HEALTH & SAFETY CONTACT DETAILS AS MAY BE FOUND NECESSARY.

**SECTION 37(2) AGREEMENTS
CONCLUDED BETWEEN
DEPARTMENT OF PUBLIC WORKS
AND INFRASTRUCTURE**

(Hereinafter referred to as Department of Public Works and Infrastructure)

AND

.....

(Name of contractor/supplier/Agent/)

I, [(name)representing [*Insert name of contractor/supplier*], do hereby acknowledge that [*insert name of contractor/supplier*] is an employer in his/her own right, with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 ("the Act"), as amended, and agree to ensure that all work will be performed and/or machinery or plant used in accordance with the provisions of the Act.

I undertake that [*insert name of contractor/supplier*] shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service [*insert brief details of project/service, for example, name, contract/project number*]and will comply with the requirements set out in these.



I accept and agree that the SHE specifications constitute arrangements and procedures between *[Insert name of contractor/supplier/Agent Safety Manager/Safety Officer]* and Department of Public Works and Infrastructure, which will ensure compliance by *[Insert name of contractor/supplier]* with the provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver of any of the provisions of this agreement or consent to any departure from these shall, in any manner, be of any force or effect, unless confirmed in writing and signed by both parties, and such variation, modification, waiver, or consent shall be effective only in the specific instance and for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has the requisite authority to do so.

Signed this day of 20.....at

..... *(Place)*

(Full name)..... *(Signature)*..... on

behalf of **(Supplier/contractor/Agent)**

Contractor Responsible Manager *(responsible for signing the Department of Public Works and Infrastructure'contract on behalf of the contractor)*

Witnesses

1.

2.

Signed this day of20.....



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at (Place)

(Full name) (Signature) on

Behalf of **Department of Public Works and Infrastructure.**

(Contracts and/or Project Manager or Department of Public Works and Infrastructure representative)

Witnesses

1.

2.



PROJECT: _____
(full name AND site address of project)
(and full or proper description of project)

SCMU NO: _____

SUPERVISION BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:

Mr /Ms/Me - **CONSTRUCTION PROJECT MANAGER**
(add full details of the project manager)

.....
.....

Mr /Ms/Me - **CONSTRUCTION MANAGER**
(add full details)

.....
.....

Mr /Ms/Me **PRINCIPAL AGENT:**
(full particulars of agent)

.....
.....

SUPERVISION BY THE PRINCIPAL CONTRACTOR:

PRINCIPAL CONTRACTOR: (full particulars of principle contractor / contractor)

Mr /Ms/Me - **CONSTRUCTION HEALTH & SAFETY OFFICER**
(add full details and contact of this officer)

.....
.....

Mr /Ms/Me - **CONSTRUCTION HEALTH & SAFETY MANAGER**
(add full details of this officer)



.....
.....

Mr /Ms/Me

- **CONSTRUCTION HEALTH & SAFETY AGENT**
(add full details of this officer)

.....
.....

Mr /Ms/Me

- **CONSTRUCTION MANAGER**
(add full details of the head of the project)

...