

SB5-23/24/0016

## QUOTATION

### MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT OWNED HOUSES, OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN MAKHANDA.

**SB5-23/24/0016**

NAME OF COMPANY:

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CSD Nr:

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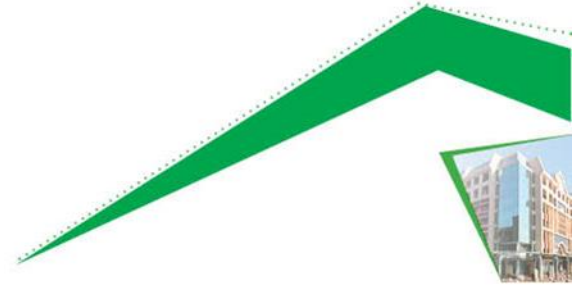
CRS Nr (CIDB):

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CLOSING DATE: 07 November 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 **2GB/2GB PE OR HIGHER** in the following Class of works **(GB)** tenders **MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT OWNED HOUSES OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN MAKHANDA.**

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 October 2023** or on the departmental website: [www.ecdpw.gov.za/tenders](http://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](mailto:Alex.Hitzeroth@ecdpw.gov.za). **Technical enquiries:** may be addressed in writing to Mkuseli Ntantiso – email: [mkuseli.ntantiso@ecdpw.gov.za](mailto:mkuseli.ntantiso@ecdpw.gov.za).

The closing time for receipt of tenders by the ECDPWI is **11:00am** on **07 November 2023**, facsimile, e-mail and late tenders will not be accepted. Bids must be submitted in sealed envelopes clearly marked **“SB5-23/24/0016: MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT OWNED HOUSES OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN MAKHANDA,** 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.

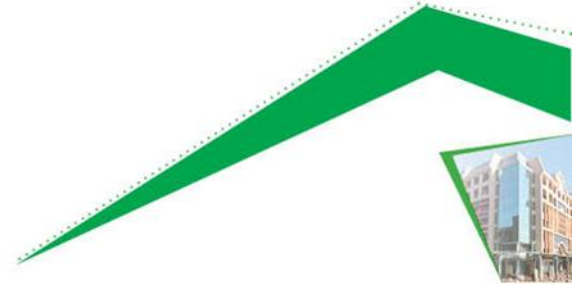
### PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Maximum points on Price	-	<b>80 points</b>
Maximum points for Specific goals	-	<b>20 points</b>
Maximum points	-	<b>100 points</b>

### C. BID SPECIFICATIONS, CONDITIONS AND RULES



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**SB5-23/24/0016**

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**.

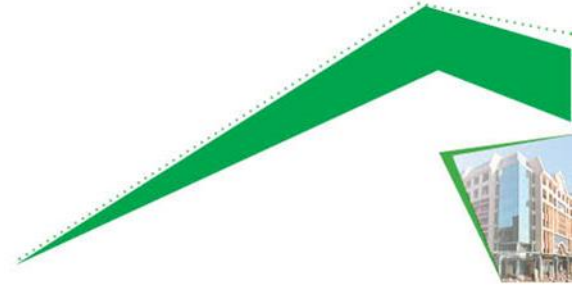
**D. TENDER SUBMISSIONS:**

Bids must be submitted in sealed envelopes clearly marked “**SB5-23/24/0016: MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT OWNED HOUSES OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN MAKHANDA**”, 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](mailto:Alex.Hitzeroth@ecdpw.gov.za)
- **TECHNICAL ENQUIRIES**  
Mr. M.A. Ntantiso  
Tel No.: **041 390 9169/063 686 8380**  
Email Address: [mkuseli.ntantiso@ecdpw.gov.za](mailto:mkuseli.ntantiso@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](mailto:zintle.ncanywa@ecdpw.gov.za)

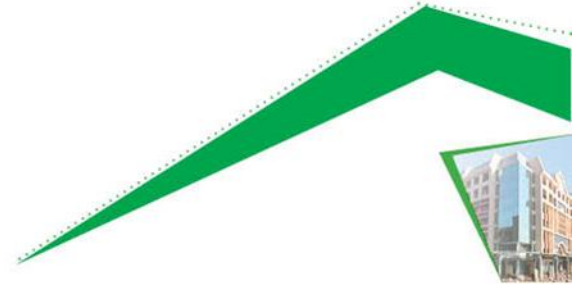
**FOR COMPLAINTS, FRAUD, & TENDER ABUSE:**  
Call: **0800 701 701**



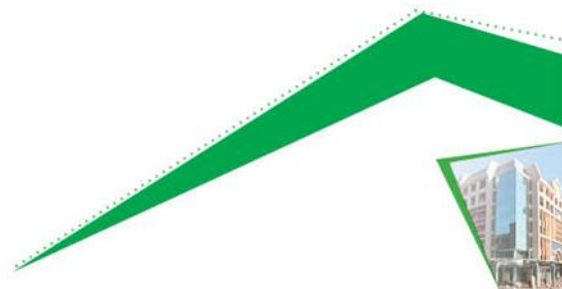
## T1.2 Tender Data

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	<p>The tender documents issued by the employer comprise the following documents:</p> <p><b>THE TENDER</b></p> <p><b>Part T1: Tendering procedures</b></p> <p>T1.1 - Tender notice and invitation to tender</p> <p>T1.2 - Tender data</p> <p>T2.1 - Check list of returnable documents (checklist)</p> <p><b>THE CONTRACT</b></p> <p><b>Part C1: Agreements and Contract data</b></p> <p>C1.1 - Form of offer and acceptance</p> <p>C1.2 - Contract data</p> <p><b>Part C2: Pricing data</b></p> <p>C2.2 - Pricing Schedules/ Activity Schedule or Bill of Quantities</p> <p><b>Part C3 – Scope of Work</b></p> <p><b>Part C4 – Site Information.</b></p>
3.3	<p>The employer's agent is:</p> <p>Name: Mkuseli Ntantiso</p> <p>Department of PUBLIC WORKS &amp; INFRASTRUCTURE</p> <p>Old Ford House Building,</p> <p>Tel: 041 390 9169/063 686 8380</p> <p>Fax: 041 390 2066</p> <p>E-mail: <a href="mailto:mkuseli.ntantiso@ecdpw.gov.za">mkuseli.ntantiso@ecdpw.gov.za</a></p>
3.4	The language for communications is English.
3.5	<p><b>Cancellation and re-invitation of tenders</b></p> <p>An organ of state may, prior to the award of the tender, cancel the tender if-</p> <p>(a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or</p> <p>(b) funds are no longer available to cover the total envisaged expenditure; or</p> <p>(c) no acceptable tenders are received.</p> <p>(d) Tender validity period has expired.</p> <p>(e) Gross irregularities in the tender process and/or tender documents.</p> <p>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.</p>
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.



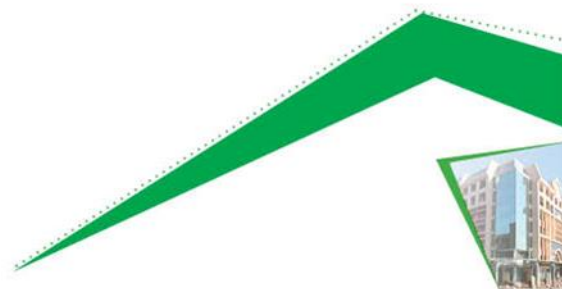
<b>4</b>	<b>Tender's obligations</b>
4.1	Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:
4.1.1	<p>Only those tenderers who are registered with the CIDB, 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 <b>CIDB Grade 2GB/ 2GB PE or higher</b> class of construction work, are eligible to have their tenders evaluated.</p> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> <li>1. every member of the joint venture is registered with the CIDB;</li> <li>2. the lead partner has a contractor grading designation in the <b>CIDB Grade 2GB/ GB PE or higher</b> class of construction work; and</li> <li>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 <b>CIDB Grade 2GB/ 2GB PE or higher</b> class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.</li> </ol>
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	<p><b>Confidentiality and copyright of documents</b></p> <p>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.</p>
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	<p>The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender.</p> <p>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.</p> <p><b>Tender documents will not be made available at the clarification meeting</b></p>
4.8	<p><b>Seek clarification</b></p> <p><i>Request clarification of the tender documents, if necessary, by notifying the employer at least 3 <b>(Three) working days</b> before the closing time stated in the tender data.</i></p>
4.9	<p>Tenderers are required to state the rates and currencies in Rands.</p> <p>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.</p> <p>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.</p> <p>State the rates and prices in monetary value of the contract unless otherwise instructed in the tender data.</p>



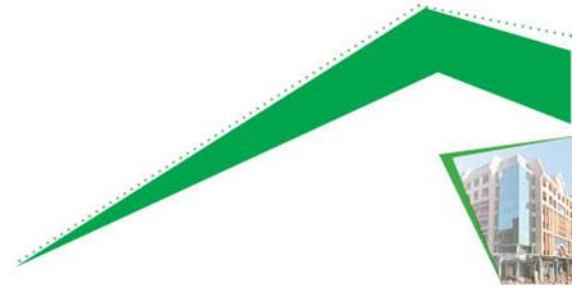
SB5-23/24/0016

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	<b>Alteration to documents</b> 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	<b>Alternative tender offers</b> 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:  <b>Location of tender box:</b> Ground Floor, Old Ford House Building, <b>Physical address:</b> 55 Albany Road, Central, Gqeberha 6001 <b>Identification details: SB5-23/24/0016: MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT OWNED HOUSES OWNED BY THE DEPARTMENT OF PUBLIC WORKS &amp; INFRASTRUCTURE IN MAKHANDA.</b> <b>Closing date: 07 November 2023 at 11:00am</b>
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 <b>60 days</b> . 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	<b>Placing of contractors under restrictions / withdrawal of tenders</b> 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 <b>cidb</b> Inform Practice Note #30.. Excerpts of the policy can be availed on request of any interested tenderer.
4.14.3	<b>Canvassing and obtaining of additional information by tenderers</b> 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.
<b>5</b>	<b>Employer's undertakings</b>
5.1	The Employer will respond to requests for clarification received up to <b>Three (3)</b> 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 <b>Three (3)</b> working days before tender closing time.
5.4	Tenders will be opened immediately after the closing time of tenders at <b>11:00am hours</b> .
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	<b>Arithmetical errors, omission and discrepancies</b> 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

Formula	Comparison aimed at achieving	Option 1 <sup>a</sup>	Option 2 <sup>a</sup>
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	$A = \left(1 - \frac{(P - P_m)}{P_m}\right)$	$A = P_m / P$
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 favourable tenderer, if any of the situations occur: if it is not assisting in the advancement of designated groups; risk profile of the favourable 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.

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:

1. The bid Document must be completed and submitted in its original format

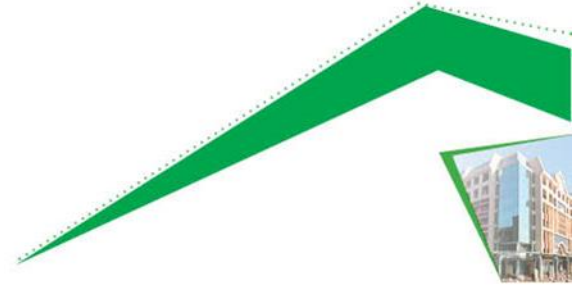
2. Bids which are late, unsigned or submitted by facsimile or electronically, will not be accepted.

3. Bidder must be registered with CIDB grading of **2GB/ 2GB PE or higher** in the following class of works (**GB**) as per the tender notice and requirements. It is the responsibility of the bidder to keep the status on CIDB active throughout bidding process **from advert till award stage**.

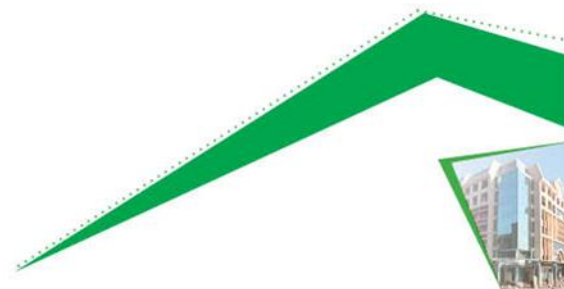
4. Bidders must be a legal entity or sole proprietor or partnership or joint venture or consortia.

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***





	<p><i>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.</i></p> <ol style="list-style-type: none"> <li>6. SBD 4- Declaration of Interest. <b>(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)</b></li> <li>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)</li> <li>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).</li> <li>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.</li> <li>10. Schedule of Particulars of the Specification must be completed.</li> </ol> <p><b><u>VAT COMPLIANCE</u></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Non-VAT vendors do not have to include VAT in their bid prices.</li> <li>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.</li> <li>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.</li> <li>5. Failure to comply within 21 days (as a Non-VAT vendor), 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.</li> <li>6. In all instances where bidders have excluded VAT from the prices quoted, if the bidder is successful, the letter of award 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.</li> <li>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</li> </ol>
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SB5-23/24/0016

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 be priced on the pricing schedule summary.

**PHASE TWO: EVALUATION POINTS ON PRICE AND SPECIFIC GOALS**

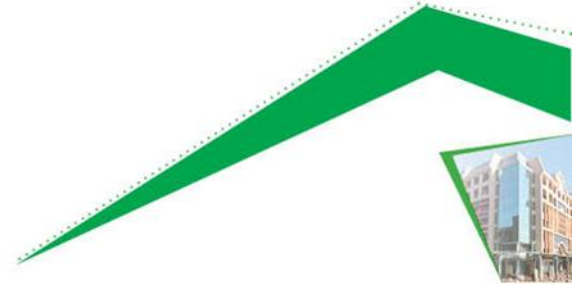
The **80/20 preference point system** shall be applied for the purposes of this bid as per the requirements of the *Preferential Procurement Policy Framework Act, 2000*

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).
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:**

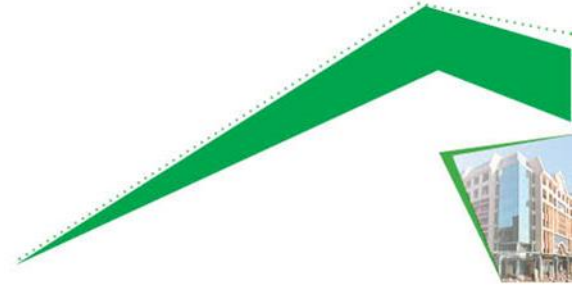


SB5-23/24/0016

	<p>(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):</p> <p>The financial offer will be scored using the following formula:</p> $A = (1 - \frac{(P - P_m)}{P_m})$ <p>The value of value of <math>W_1</math> is:</p> <ol style="list-style-type: none"> <li>1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R50 000 000 or</li> <li>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.</li> </ol>
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.



Province of the  
**EASTERN CAPE**  
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SB5-23/24/0016  
**SBD 1**

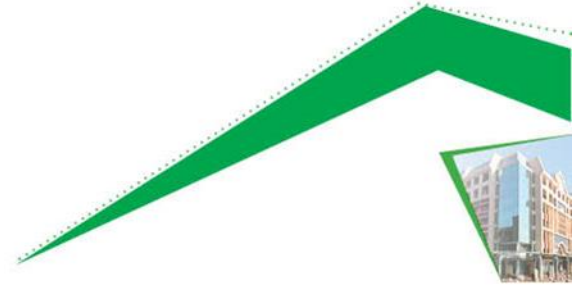
**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS &amp; INFRASTRUCTURE</b>					
BID NUMBER:	SB5-23/43/0016	CLOSING DATE:	07 November 2023	CLOSING TIME:	11H00am
DESCRIPTION	<b>MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT OWNED HOUSES OWNED BY THE DEPARTMENT OF PUBLIC WORKS &amp; INFRASTRUCTURE IN MAKHANDA.</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Ground Floor, Department of Public Works & Infrastructure, Old Ford House Building, Albany Road, Gqeberha					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr. Alex Hitzeroth		CONTACT PERSON	Mr. Mkuseli Ntantiso	
TELEPHONE NUMBER	041 390 9067		TELEPHONE NUMBER	063 686 8380	
FACSIMILE NUMBER	041 390 2066		FACSIMILE NUMBER	041 390 2066	
E-MAIL ADDRESS	Alex.hitzeroth@ecdpw.gov.za		E-MAIL ADDRESS	mkuseli.ntantis o@ecdpw.gov. za	
<b>SUPPLIER INFORMATION</b>					
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		b) ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, COMPLETE THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					



Province of the  
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SB5-23/24/0016

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?

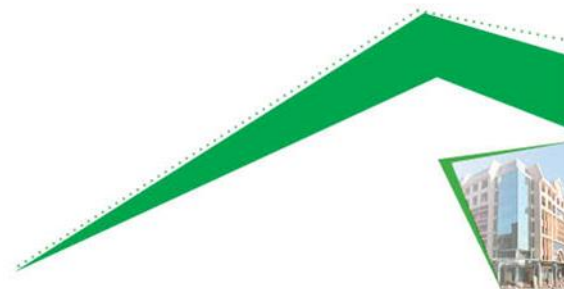
☐ YES ☐ NO

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

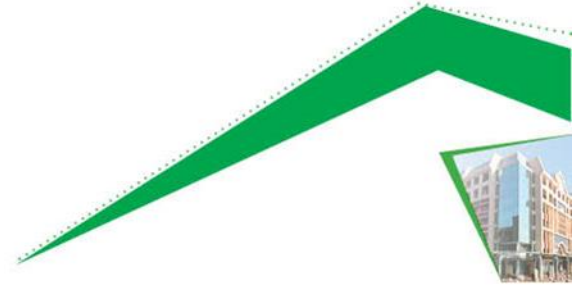
<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS 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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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.

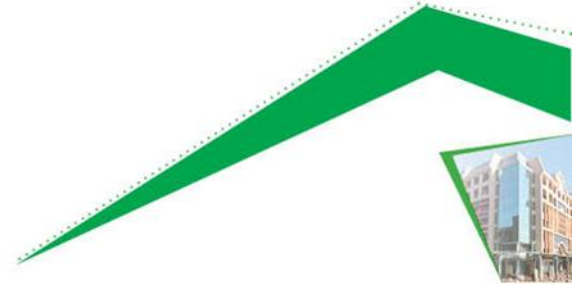
#### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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

<sup>1</sup> 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.



SB5-23/24/0016

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

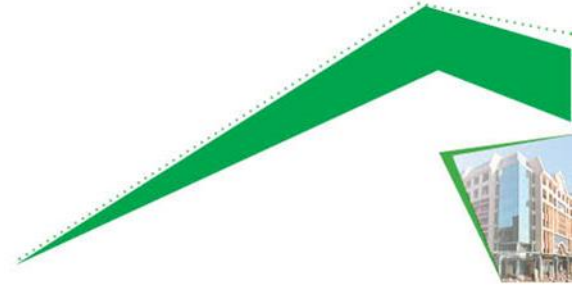
I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 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 consortium<sup>2</sup> 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

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



Province of the  
**EASTERN CAPE**  
PUBLIC WORKS & INFRASTRUCTURE



**SB5-23/24/0016**

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.

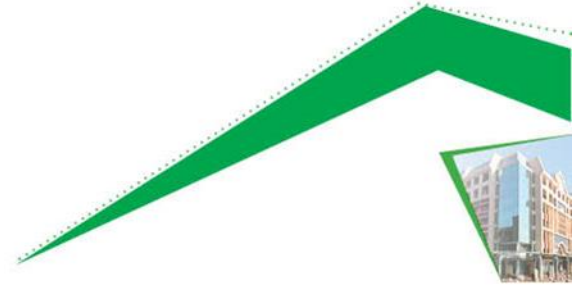
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
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:

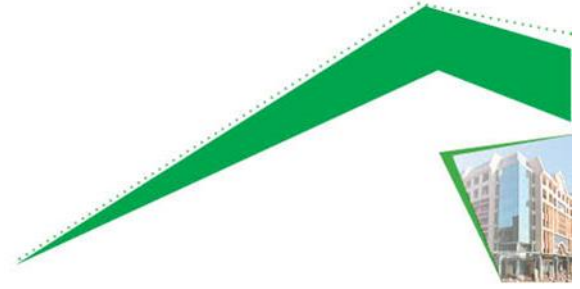
The maximum points for this tender are allocated as follows:

	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:

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

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:

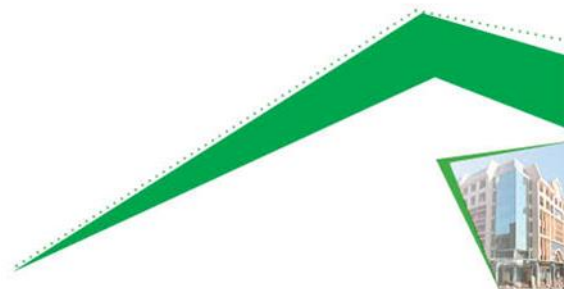
<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$	<b>or</b>	$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$

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



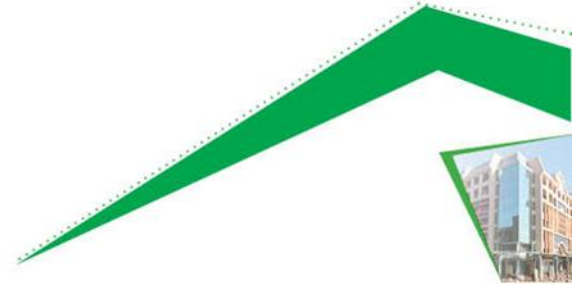
SB5-23/24/0016

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)
<b>Historically Disadvantaged Individual:-</b>			
	(a) 100% black ownership	6	
	(b) 51% to 99% black ownership	4	
	(c) Less than 51% black ownership	0	
<b>Black women ownership:-</b>			
	(a) 100% black women ownership	4	
	(b) 30% to 99% black women ownership	2	
	(c) Less than 30% black women ownership	0	
<b>Black youth ownership:-</b>			
	(a) 100% black youth ownership	4	
	(b) 30% to 99% black youth ownership	2	
	(c) Less than 30% black youth ownership	0	
<b>People with disability:-</b>			
	(a) 20% or more disabled people ownership	4	
	(b) Less than 20% disabled people ownership	0	



SB5-23/24/0016

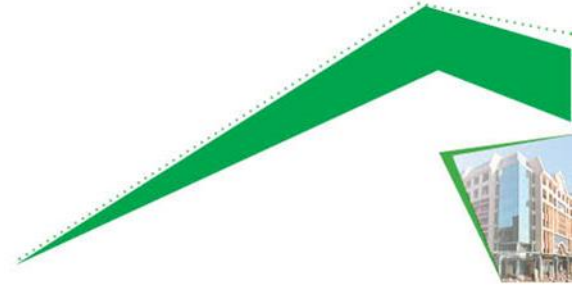
Locality:-			
	(a) Within the Eastern Cape	2	
	(b) Outside the Eastern Cape	0	

#### 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



Province of the  
**EASTERN CAPE**  
PUBLIC WORKS & INFRASTRUCTURE



SB5-23/24/0016

- 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:** .....

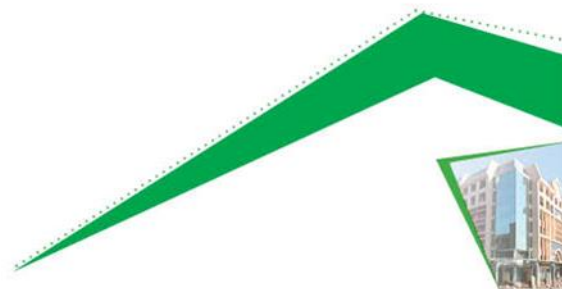
**DATE:** .....

**ADDRESS:** .....

.....

.....

.....



SB5-23/24/0016

## Form of Offer and Acceptance

### C1.1 FORM OF OFFER AND ACCEPTANCE

Project title	MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT OWNED HOUSES OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN MAKHANDA.
Quotation number	SB5-23/24/0016

#### OFFER

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

**MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT OWNED HOUSES OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN MAKHANDA.** 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) .....

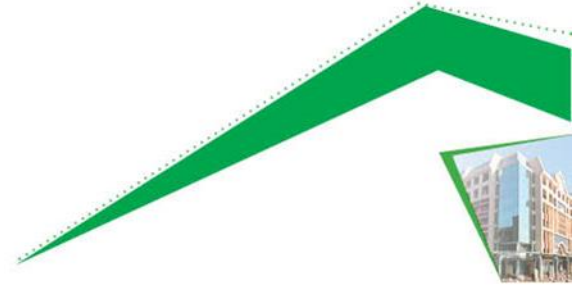
Address of the  
Tenderer: .....

Witnesses (Signatures):

1. .... Date: .....

2. .... Date: .....





SB5-23/24/0016

## 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.<sup>1</sup>

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

## Schedule of Deviations

1 Subject .....  
Details .....

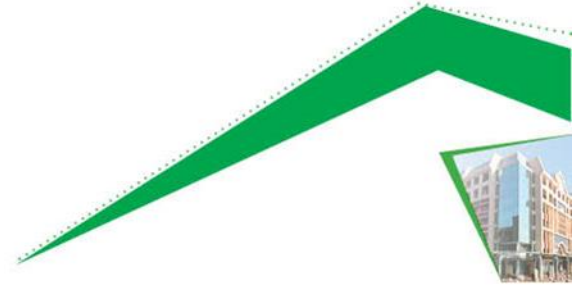
2 Subject .....  
Details .....

3 Subject .....  
Details .....

<sup>1</sup> As an alternative, the following wording may be used:



Province of the  
**EASTERN CAPE**  
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**SB5-23/24/0016**

*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

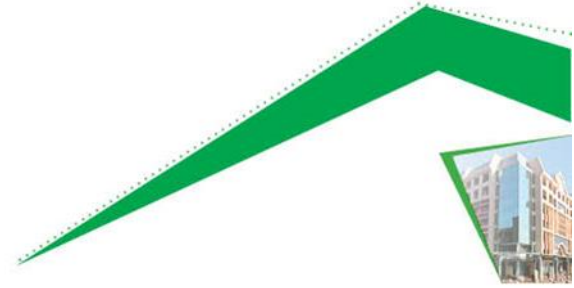
<b>PROJECT TITLE</b>	<b>MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT OWNED HOUSES OWNED BY THE DEPARTMENT OF PUBLIC WORKS &amp; INFRASTRUCTURE IN MAKHANDA.</b>		
<b>QUOTATION NUMBER</b>	<b>SB5-23/24/0016</b>		
I / We confirm that the following communications received from the Department of Public Works & 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)			
<b>Item</b>	<b>Date</b>	<b>Title or Details</b>	<b>No. of Pages</b>
1			
2			
3			
4			
5			
6			

Attach additional pages if more space is required.

Signed ..... Date .....

Name ..... Position .....

Tenderer .....



SB5-23/24/0016

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

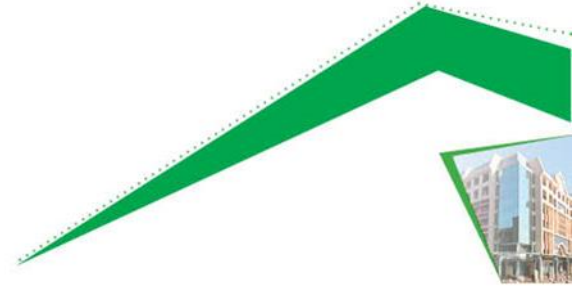
**WITNESSES:**

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



Province of the  
**EASTERN CAPE**  
PUBLIC WORKS & INFRASTRUCTURE



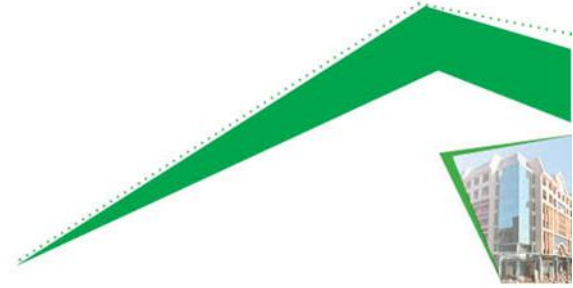
**SB5-23/24/0016**

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.

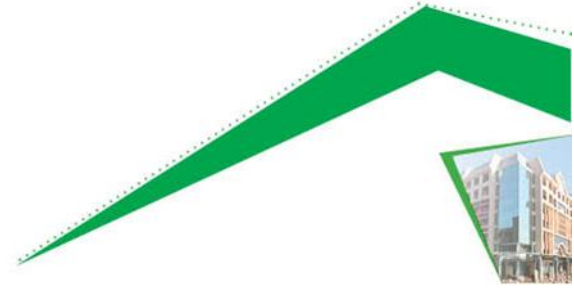




SB5-23/24/0016

**CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

<p>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 . . . . .          . . . . ., authorized 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.</p>		
<b>PROJECT TITLE</b>	<b>MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT OWNED HOUSES OWNED BY THE DEPARTMENT OF PUBLIC WORKS &amp; INFRASTRUCTURE IN MAKHANDA.</b>	
<b>QUOTATION NUMBER</b>	<b>SB5-23/24/0016</b>	
<b>NAME OF FIRM</b>	<b>ADDRESS</b>	<b>DULY AUTHORISED SIGNATORY</b>
Lead partner: ..... .		Signature. . . . . Name ..... Designation.....
.....		Signature. . . . . Name ..... Designation.....
.....		Signature. . . . . Name ..... Designation.....
.....		Signature. . . . . Name ..... Designation.....



SB5-23/24/0016

**EASTERN CAPE INFRASTRUCTURE INPUT MATERIAL**

PROJECT NAME	MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT OWNED HOUSES OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN MAKHANDA.
PROJECT DESCRIPTION (SCOPE)	MINOR BUILDING REPAIRS
QUOTATION NUMBER	SB5-23/24/0016
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.

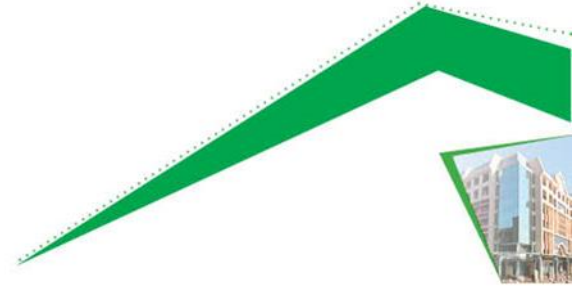
**A. CONFIRMATION**

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**

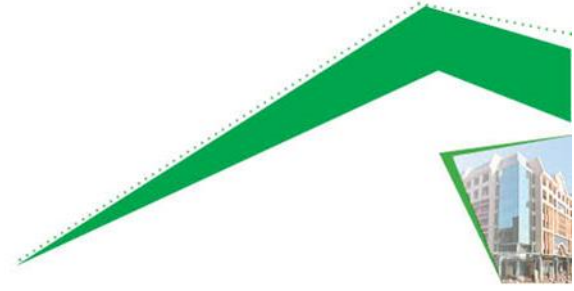


## C1.3 GENERAL CONDITIONS OF CONTRACT

### 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

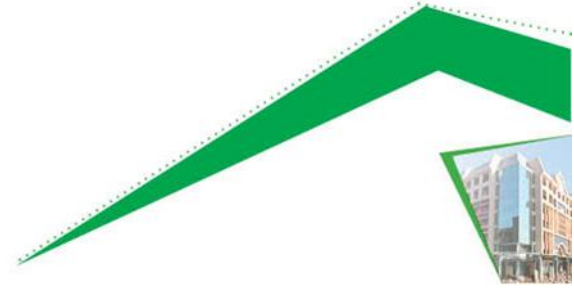


## GENERAL CONDITIONS OF CONTRACT

### 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.



SB5-23/24/0016

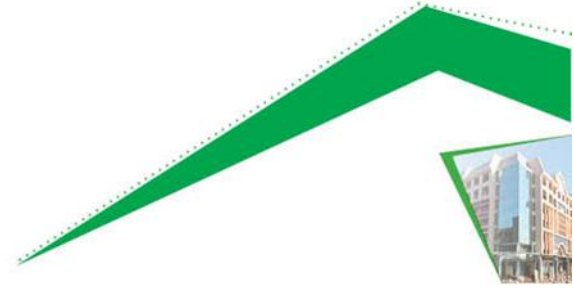
- 1.16 **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct 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.



SB5-23/24/0016

**4. Standards**

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:

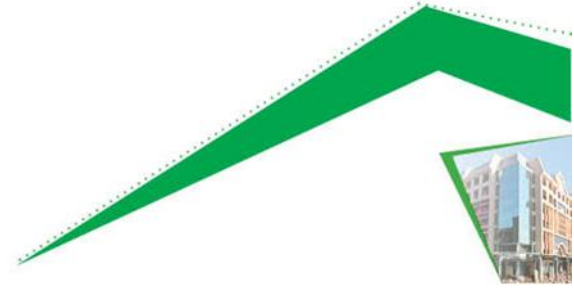
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque.

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.





SB5-23/24/0016

- 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**

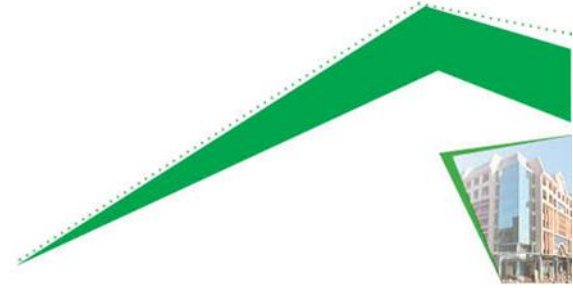
- 9.1 The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure 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.



SB5-23/24/0016

**12. Transportation**

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.

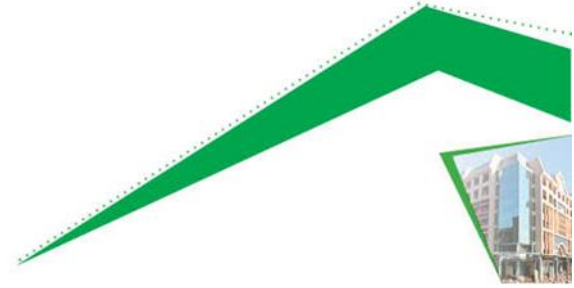
**XIII. 15. Warranty**

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.



SB5-23/24/0016

XVI.

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.

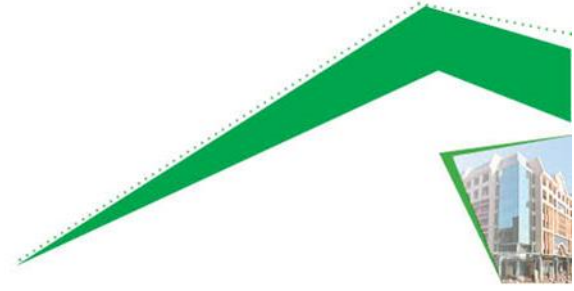
**XXIX. 19. Contract amendments**

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.

XXX.

**XXXI. 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.



SB5-23/24/0016

XXXII.

XXXIII. 21. **Subcontracts**

- 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.

XXXIV.

XXXV. 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.

XXXVI.

- 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.

XXXVII.

- 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.

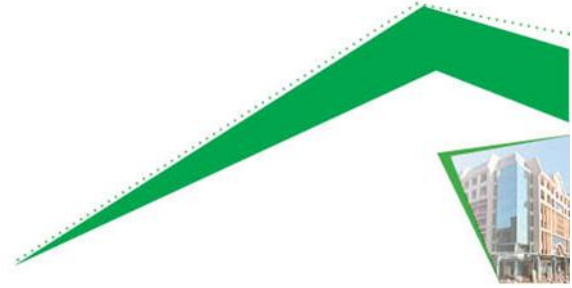
23. **Penalties**

- 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 7.1 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:

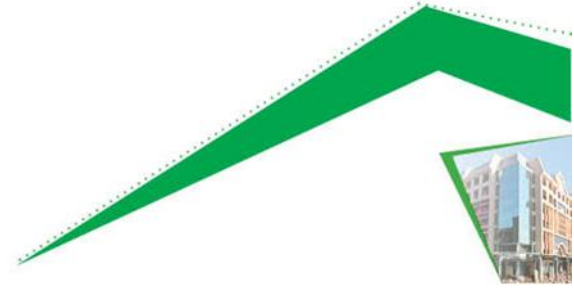
- (a) if the provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the provider fails to perform any other obligation(s) under the contract; or



**SB5-23/24/0016**

- (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 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.





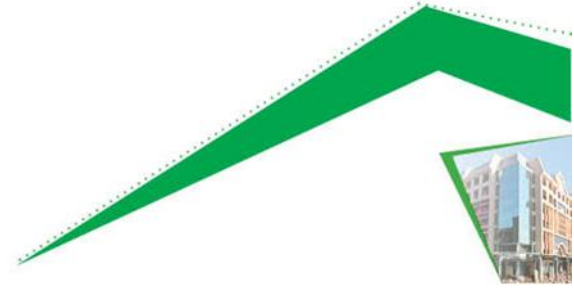
**SB5-23/24/0016**

- 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
  - (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.





Province of the  
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PUBLIC WORKS & INFRASTRUCTURE



**SB5-23/24/0016**

**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**

- 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 **Six (6) Months**.



**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

**PROVINCE OF THE EASTERN CAPE**

**SARAH BAARTMAN REGION**

**TENDER DOCUMENT**

**PROJECT DESCRIPTION: MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT OWNED HOUSES, OWNED BY THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE IN MAKHANDA.**

**PROJECT NUMBER: SB5 -23/24/0016**

Revision history:

T1	1 <sup>st</sup> Issue for Tender	M.A Ntantiso	November 2020
T2	2 <sup>nd</sup> Issue for Tender	M.A Ntantiso	February 2021
T3	3 <sup>rd</sup> Issue for Tender	M.A Ntantiso	April 2021
T4	4 <sup>th</sup> Issue for Tender	M.A Ntantiso	September 2021
T5	5 <sup>th</sup> Issue for Tender	M.A Ntantiso	January 2022
T6	6 <sup>th</sup> Issue for Tender	M.A Ntantiso	June 2023
T7	6 <sup>th</sup> Issue for Tender	M.A Ntantiso	August 2023
Rev. No	Description	By	Date



## TABLE OF CONTENTS

1	KNOWLEDGE.....	3
2	CONTRACT DOCUMENTS.....	5
3	ESCALATION AND FLUCTUATION .....	5
4	LEGAL REQUIREMENTS.....	5
5	WARRANTY .....	6
6	SITE.....	6
7	CONTRACT PERIOD.....	7
8	MAKING GOOD TO TRADES AND CLEARING SITE.....	7
9	PENALTY FOR DELAY.....	7
10	CONTINGENCY AMOUNT .....	8
11	SUMMARY OF SCOPE OF WORK.....	8
12	SCHEDULE OF PRICES .....	9
13	SUMMARY PAGE .....	20
14	DRAWING/PHOTO NO.1 .....	21



## 1. KNOWLEDGE

1.1 This specification is for minor building repairs at houses number 41, 20 & 2 King Flats: Joza Township, 09, 11, 17 & 15 Kowie, 62 Market, 14 Rietfontein, 13 Pringle, 04 Chapel, 08, 07 & 11 Pigot, and 06 Ballie Street: MAKHANDA The work consists of mainly plumbing related work, tiling, doors, fixing of roof leaks, painting, welding, locks, window furniture, built-in wooden kitchen cupboards & wardrobes, and installation of rhino board ceilings.

1.2 The work has to be completed as per specification, and the latest revisions of the following standards and specifications:

- i) Relevant Department of Public Works standard specifications available from the National Department of Public Works website.
- ii) SANS 10400: The Application of the National Building Regulations
- iii) Occupational Health and Safety Act, 1993 (Act no.85 of 1993) and any amendments thereto.
- iv) Regulations Governing Hazardous chemical substances R1179 as amended by R930
- v) Regulations Government Hazardous Biological Agents R1390
- vi) Department of Public Works specification PW371: Specification of Materials and Methods to be used and is available from National Public Works website.
- Vii) General Trade Preambles for Building Services DW10 (E) and General Specification for Repair and Renovation Services W41 (E)
- Viii) SANS 10252: Water supply and drainage for buildings
- ix) SANS 10142: The Wiring of Premises Part 1: Low Voltage Installations
- x) SANS 121/ISO 1461 and SANS 32/ISO 10240 Hot dip galvanizing
- xi) SANS 14713/ISO 14713 Protection against corrosion of iron and steel in structures.
- xii) All other relevant specifications, standards and documents whether referenced in the above documents or not.

This specification is supplemental to the above and more specific. Any conflicting information must be referred to DPWI for clarification.

1.3 The removal of rubble is to be executed in a workmanlike, practical and safe manner under the continuous supervision of a competent foreman. All old materials and debris shall be collected and carted away and the site left clean and unencumbered before commencing operation on the work.



- 1.4 The contractor is advised to check all dimensions affecting any work to be performed on site. Correctness of the dimensions in the specification are not guaranteed. Please refer to the drawings provided (if applicable) before to carry any work as you will be held solely responsible for all the new work being of the correct size or quantity.
- 1.5 Special care is to be taken not to unnecessarily interfere with wires, services, etc. that may be encountered and notice is to be given to the Department of Public Works & Infrastructure Representative when any disconnections or removals of the above are necessary.
- 1.6 The contractor will be held solely responsible for any injury to persons, damage to property, and for the safety of the structure throughout the duration of the contract and must make good at his expense any damage that may occur.
- 1.7 All light fittings, switchgear, ceilings, doors, windows, furniture, and equipment, etc. must be adequately protected from damage during the progress of the works and any damage, resulting from the repairs and renovations work, must be made good by the contractor at his own expense.
- 1.8 The appointed contractor must carry the work in a safe manner and in accordance to specification.
- 1.9 All material used must be SABS approved
- 1.10 If available, priced items must carry the SABS mark.
- 1.11 Items to be replaced must be replaced with a similar item. If such an item is not available an item approved by the Head of Department or his representative must be installed.
- 1.12 Technical issues may be forwarded to Mr. M.A Ntantiso via email; [Mkuseli.ntantiso@ecdpw.gov.za](mailto:Mkuseli.ntantiso@ecdpw.gov.za) or call at 0636868380.
- 1.13 Bidders are reminded to take extra precautions against the coronavirus. The tuberculosis and COVID-19 are classified by Occupational Health and Safety Act regulation R1390 as Hazardous Biological Agent (HBA), bidders are to take appropriate measures to prevent infection during the execution of work. This must be reflected clearly in the contractor's Health and Safety plan.
- 1.14 The contractor maybe asked to perform additional work, and recover the cost by submitting a quotation that shall be calculated by using existing rates available on the bidder's specification/price schedule.
- 1.15 Such work stipulated in item 1.14 above shall never be performed by the contractor prior receiving written/verbal instruction to do so from the DPWI Representative.



- 1.16 No other work other than that which is instructed must be carried out.
- 1.17 Obsolete or broken items which are replaced remain the property of the State and may not be removed from the site unless instructed to do so. No extra's will be entertained for such removal and disposal. Old materials described to be re-used are to be carefully removed, stored and re-fixed.
- 1.18 Any existing work damaged or disturbed through the work specified in this specification, etc., shall be made good with all necessary new materials to match existing and left complete and perfect in every respect to the satisfaction of the Department of Public Works & Infrastructure representative.
- 1.19 Failure to comply with any of the conditions, stipulations or provisions mentioned in these documents will be considered as a breach of contract, in which case the Department retains the right to cancel the contract.
- 1.20 All workmanship and materials shall comply with PW371, DW10E & W41.
- 1.21 All items in the schedule of rates to be priced and totaled in black ink.

## **2. CONTRACT DOCUMENTS**

- 2.1 All documents submitted must be clearly marked and all pages must be signed by authorized representative and returned with the bid.
- 2.2 The schedules of rates, together with any documents annexed hereto, will constitute the agreement.

## **3. ESCALATION AND FLUCTUATION**

The contract price is also not subject to escalation. The successful tenderer shall be bound by his scheduled rates for the duration of the project.

## **4. LEGAL REQUIREMENTS**

- 4.1 All work shall be carried out according to the requirements of the Occupational Health and Safety Act and regulations. The contractor shall provide a detailed health and safety plan clearly indicating all possible hazards and procedures in place to prevent injury and infection.
- 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 works to be accepted as completed.





## 5. WARRANTY

### 5.1 Workmanship guarantee

The contractor is to guarantee the new works and workmanship for a period of 3 (three) months against any defects (latent or obvious), non-conformance and/or failure from date of works completion. Any such defects and/or failure that may occur or become evident during the 3 month guarantee period shall be rectified within seventy two (72) hours after being notified of the occurrence of the defect. If the nature of the defect is such that it cannot be rectified within 72 hours, the repair time shall be mutually agreed between DPWI 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 DPWI a full report describing the nature of failure, cause of failure and possible methods to prevent failure in the future.

In the event that the contractor does not attend to such defects after being notified, the DPWI reserve the right to effect the rectification of the defect and recover the costs thus incurred from the contractor.

### 5.2 Equipment Warrantees

All equipment shall carry the Manufacturer's warranty against all manufacturing defects for a minimum number of years as specified in the manufacturer's specification, underwritten by a recognized insurance company.

This guarantee shall be signed by the Contractor and countersigned by the supplier of the materials used. Original copy of warranty shall be submitted by the contractor to DPWI agent.

## 6. SITE

- 6.1 The minor building repairs shall be carried at houses number 41, 20 & 2 King Flats: Joza Township, 09, 11, 17 & 15 Kowie, 62 Market, 14 Rietfontein, 13 Pringle, 04 Chapel, 08, 07 & 11 Pigot, and 06 Ballie Street: MAKHANDA.
- 6.2 The appointed contractor shall communicate with the project leader on how to gain access to the above mentioned address. Name and contact details of the project leader are mentioned in page no. 4, item no. 1.12.
- 6.3 The house is fully occupied at the moment and the appointed contractor is advised to comply with all the necessary precautions that are prescribed in this document to take care of the building and fixed furniture inside.



- 6.4 The contractor will be held liable for any damages, theft and vandalism against the houses. The contractor will be further held liable for any lost, damages or vandalism against the new work, the belongings of the contractor and building materials.
- 6.5 The contractor must prevent neighbors and members of the public from entering the sites without authority. Safety precautions shall be taken to prevent injury or death and possibility of damaging any part of the buildings
- 6.6 No interaction between the neighbors/members of the community and contracting staff is allowed.
- 6.7 All contracting staff shall be clearly identified by wearing properly marked overalls. The contractor supervisor shall account for all the contracting staff on site.

## **7. CONTRACT PERIOD**

The execution of minor building repairs is urgent. The overall contract period is set to be Six (6) months. The contract period shall commence on site handover that will occur when works order is issued. Completion within the given period is of paramount importance.

## **8. MAKING GOOD TO TRADES AND CLEARING SITE**

- 8.1 After completion of works all trades shall be made good and left in a clean and neat condition. All packaging material, rubble, crates and items used shall be removed from the site and disposed in a correct and legal manner.
- 8.2 All surfaces to be painted/varnished must be prepared and painted with one coat primer, one under coat and two finishing coats. The paint/varnish system to be SABS approved and must form part of a manufacturer's paint system and guarantee. Patching of paint work with non-matching colours shall not be accepted.

## **9 PENALTY FOR DELAY**

Penalties will apply as per service level agreement

## **10. CONTINGENCY AMOUNT**

- 10.1 A contingency amount of R30, 000.00 (Thirty Thousand Rand) excluding VAT is shown on the summary page number 65. This contingency amount is not for the use of the contractor but for unforeseen items that may be requested by the DPWI. Any additional costs incurred on request of DPWI must be substantiated on a quotation



basis and shall be approved/rejected by DPWI. ***No additional work may be done without written/verbal instruction from DPWI.***

- 10.2 On commencement of the contract, the contingency amount will be omitted by means of a variation order. Any additional costs will again be added by means of a variation order.

## **11. SUMMARY OF SCOPE OF WORK**

Tenders are advised to study the specification of materials and methods to be used (PW 371) before pricing this tender doc.

- 11.1 The work consists of mainly plumbing related work, tiling, doors, fixing of roof leaks, painting, welding, locks, window furniture, built-in wooden kitchen cupboards & wardrobes, and installation of rhino board ceilings.
- 11.2 Comply with all health and safety requirements as per Occupational Health and Safety Act as well as this specification.
- 11.3 Keep an up to date health and safety file with all legal and specified requirements on site.
- 11.4 Provide a labour report indicating all labour employed and local labour utilized if required.
- 11.5 Arrange for inspection and approval by DPWI for work completed.

## **12. SCHEDULE OF PRICES**

- 12.1 The schedule of prices is for minor building repairs and renovations.
- 12.2 The work consists of mainly plumbing related work, tiling, doors, fixing of roof leaks, painting, welding, locks, window furniture, built-in wooden kitchen cupboards & wardrobes, and installation of rhino board ceilings.
- 12.3 The schedule of prices must be fully completed as part of the tender submission.
- 12.4 These schedule of rates, together with any documents annexed here, will constitute the agreement.
- 12.5 Items that are in repairs to existing/new work, prices are to include for taking out damaged items, safely disposing thereof, preparing and installing new items.



- 12.6 Prices reflected on price schedule must include all costs associated with the work such as; building material, markup/profit, administration fees, overheads, transport expenses and all other fees required to run day to day activities of the project.
- 12.7 The contractor must take note that the scope of work on the building specification/price schedule can be reduced or added as required by DPWI representative, and the contractor to be paid for work done on site since the work is measurable.
- 12.8 The prices reflected may also be used for additions and/or omissions as required and **MUST EXCLUDE VAT.**



Item	Description	Unit	Qty	Rate	Amount
	<b>HOUSE NUMBER 62 MARKET STREET</b>				
	<b>Repair roof leaks (around lounge and passage area)</b>				
	Securely fix loose concrete roof tiles. Allow broken branderings, tiles and undercover plastic to be replaced to match the existing. Re-tighten tiles that had started to shift from their original positions. Manufacture, supply and fit 600mm x 600mm x 2mm fire place chimney metal cap to the top opening of chimney made up of face bricks. The cap must be made up of 30mm x 8mm steel bar frame and must be galvanised after welding. Use bigger pop rivet to hold tight metal to galvanised steel frame. The newly fitted cap must be hold in place by 4 number of approved screws.				
1	Fix Leaking roof	m <sup>2</sup>	6	R	R
2	Supply & fit fire place chimney metal cap	no	1	R	R
	<b>Steam cleaning existing carpets at lounge, dining room and passage area</b>				
	The contractor must allow dry steam cleaning of all the existing carpets to remove all the marks and stains on all the carpets. On completion leave the carpets in a clean and a good condition.				
3	Steam cleaning of existing carpets	m <sup>2</sup>	55	R	R
	<b>Repair cracks and loose plaster from the internal walls of the house</b>				
	Examine all the internal walls of the house for cracks, nail holes, loose and missing plaster. Allow for removing the loose plaster and prepare the surface to receive new plaster consisting of 4:1 cement plaster mix and finish off level with the existing surface, all corners must be neatly finished off to match existing. Good quality sand must be used. All cracks to be opened and be filled with approved interior filler and be sanded down to a smooth finish to match existing walls. All the work must be carried out to the approval of the Works Inspector. <b>Contractors to verify all quantities and dimensions on site before tendering.</b>				
	<b>Add item no 1 – 3 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
4	Repair cracks on internal walls	m	10	R	R
5	Apply cement plaster on internal walls	m <sup>2</sup>	5	R	R
	<b>Paint internal walls of the house</b>				
	Before commencing with any work, carefully remove all loose furniture from the house. Cover and protect with PVC sheeting all fixed cupboards, fixed furniture and floors from spilled paint and dust from sanding. Lightly sand down the newly plastered wall surfaces and the rest of the wall and brush off to remove the dust. Apply one coat of an approved plaster primer to the plastered surface and allow it to dry before applying final coats. Then apply 2 finishing coats of an approved same type of acrylic and colour paint that is on the existing walls. Allow for each coat of paint to dry properly before applying the next coat				
6	Apply paint to internal walls	m <sup>2</sup>	235	R	R
	<b>Apply paint to the internal ceiling</b>				
	Lightly sand down ceilings, wipe with a wet cloth to remove all the loose paint and dust. Apply 1 coat of undercoat or primer, and apply two final coats of an approved washable P.V.A. paint and allow for each coat of paint to dry properly before applying the next coat.				
7	Apply paint to internal ceiling	m <sup>2</sup>	20	R	R
	<b>Paint internal steel window frames and burglar bars</b>				
	Strip down all metal work to bare surfaces. Sand down the steel surfaces and wipe with a wet cloth to remove all the loose dusts. Apply one coat primer, one undercoat and two final coats gloss paint. All to the satisfaction of the supervising inspector.				
8	Apply paint to steel window frames	m	40	R	R
9	Apply paint to window burglar bars	m	38	R	R
	<b>Weld for loose window burglar bar</b>				
	Allow welding for loose window burglar bar on four sections. Flux to be removed after welding.				
	<b>Add item no 4–9 and carry forward the total to the summery page</b>			<b>R</b>	





Item	Description	Unit	Qty	Rate	Amount
10	Weld for loose window burglar bar	no	1	R	R
	<b>Supply and fit barrel bolts for dining room main entrance door</b>				
	Supply and fit industrial barrel bolts for main entrance door. Drill two holes to the top and bottom of the door reveal				
11	Supply and fit barrel bolts	no	2	R	R
	<b>Supply and fit 3-lever door lock</b>				
	Supply and fit 3-lever door mortice lock set with 2 number of keys on name tag. The lock must be union or equivalent, and be S.A.B.S Approved.  Supply and fit striker plate to the door				
12	Supply and fit 3-lever door lock with keys	no	2	R	R
13	Supply and fit striker plate to the door frame	no	2	R	R
	<b>Fit new frosted glass to the main dining room door</b>				
	Remove existing cracked or broken glass and if found remove existing wooden meranti glazing beads and back putty, remove dust with a paint brush. Supply and fit 6.4mm thick frosted glass to the main dining room door to match the existing. Apply back putty and press the glass firmly in place. When putty is completely dried up apply 1 coat undercoat and two coats of white gloss paint.  If wooden meranti glazing beads were found, remove and replace with new to match the existing to keep the newly fitted glass securely in place.				
14	Supply and fit new 390mm x 250mm frosted glass	no	1	R	R
15	When required, supply and fit 8 x 8 x 640mm beading strip	mm	640	R	R
	<b>Fit new clear window panes to the main lounge &amp; kitchen area</b>	no	4	R	R
	Remove existing cracked or broken window pane and back putty, remove dust with a paint brush. Supply & fit 4.8mm thick normal clear glass window pane to match the existing.				
	<b>Add item no 10–15 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	Apply back putty and press the window pane firmly in place. When putty is completely dried up apply 1 coat undercoat and two coats of white gloss paint.				
16	Supply and fit new 955mm x 290mm window pane	no	1	R	R
17	Supply and fit new 1425mm x 280mm window pane	no	1	R	R
	<b>Fix leaking kitchen sink PVC S-trap</b>				
	Secure loose and leaking joints of PVC waste pipe underneath the built in kitchen cupboard sink. On completion the pipe must be without water leaks				
18	Fix loose & leaking PVC pipe	no	1	R	R
	<b>Supply taps for WHB, bath and shower</b>				
	Carefully remove and replace all the damaged/leaking shower taps, WHB taps, and bath taps with new to match the existing. All the new taps supplied must be cobra type or equivalent, and be installed as per manufacture's specification.				
19	15mm chromium plated shower mixer wall type tap (Cobra or equivalent)	no	2	R	R
20	15mm chromium plated WHB star pillar tap (Cobra or equivalent)	no	2	R	R
21	22mm chromium plated bath star pillar tap (Cobra or equivalent)	no	2	R	R
	<b>Service kitchen built-in cupboard</b>				
	Remove and replace damage boards of built-in kitchen wooden cupboards with new white melamine boards to match the exiting. Allow to replace for damage hinges with new heavy duty hinges. Replace damaged/missing drawers to match the exiting.				
22	Supply and fit 300mm x 720mm wooden door	no	1	R	R
23	Supply and fit 145mm x 720mm wooden panel	no	1	R	R
24	Supply and fit 445mm x 720mm wooden door	no	1	R	R
25	Supply and fit 550mm x 865mm wooden door	no	1	R	R
	<b>Add item no 16–25 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
26	Supply and fit wooden cupboard drawers	no	3	R	R
27	Supply and fit cupboard heavy duty door hinges	no	10	R	R
	<b>Remove and replace wall tiles</b>				
	<p>Examine all the existing wall tiles to the kitchen, bathroom and toilets. Where loose or cracked tiles are found remove them and prepare the surface to receive new tiles. The new tiles must match the existing in all respects.</p> <p>Allow to chip the existing wall surface with a brick hammer for the new tiles to be able to key to the wall properly and wipe with a wet cloth to remove off the dust. Apply to the wall surface new approved tile adhesive. Lay the new 152mm x 152mm white grazed tiles to the wall surface firmly into place in accordance with SABS Code of Practice 0107 with horizontal and vertical joints continuous. Use 5mm plastic spacers to keep the gap in between the wall tiles even throughout</p> <p>Wipe all the excess adhesive with a wet cloth. Apply an approved type and colour of grouting to fill all the tile joints and wipe with a damp sponge to remove all the excess grouting. If required the grout can be mixed with an approve bonding liquid to make all the joints waterproof.</p>				
28	Remove & replace tiles with new 152 x 152mm wall tiles	m <sup>2</sup>	5	R	R
	<b>Remove and replace vinyl tiles with ceramic tiles in the toilet</b>				
	<p>Remove existing damaged vinyl tiles and clean the floor areas thoroughly to remove all dirt, old adhesive and trash from the floors.</p> <p>Supply and lay new approved non- slip type grade 1 glazed ceramic floor tiles on the existing floor surface. Mark, measure and cut side tiles with a tile cutter for around door frames, toilet pan, etc. and for all the required edge tiles. Measure and mark the center of the floor and start laying the tiles from the centre to the sides.</p> <p>Apply approved tiles adhesive to the floor surface with a stainless steel notch trowel to spread the adhesive evenly over the floor surface to a thickness of 5mm.</p>				
	<b>Add item no 26–28 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<p>Lay the new floor tile in position and tap lightly with a rubber hammer firmly into place, use new 10mm thick cross plastic spacers to keep the same joints throughout the floor area.</p> <p>After the tiles are finished been laid wipe all the excess adhesive with a wet cloth. Apply an approved type and colour grout with a plastic scraper and fill all the tile joints and after it has set wipe with a damp sponge to remove all the excess grouting. If required the grout can be mixed with an approved bonding liquid to make all the joints waterproof and to prevent them from water</p>				
29	Supply and fit ceramic tiles	m <sup>2</sup>	2	R	R
	<b>Supply and fit night latch</b>				
	Supply and fit union night latch or equivalent, and be S.A.B.S approved, with 2 number of keys on name tag				
30	Supply and fit night latch	no	1	R	R
	<b>HOUSE NUMBER 17 KOWIE STREET</b>				
	<b>Remove and replace ceiling in the passage</b>				
	<p>Remove and replace damaged ceiling with new rhino board ceiling, cover strip and cornice, size 3200mm x 960mm.</p> <p>Rhino board shall be 6,4 mm thick complying with the requirements of SABS Specification. The boards shall be nailed to the bracker with 2 mm diameter galvanised clout nails, 40mm long, spaced at not more than 100mm centres at edges of boards and 150mm centres along the intermediate bracker.</p> <p>Cover strips to joints shall be of rhino board ceiling, 50mm wide, with smooth matched edges, neatly jointed and fixed with 2mm diameter galvanised clout nails, 40mm long, spaced at not more than 150mm centres.</p> <p>Rhino board cove cornices to ceilings shall be 76mm girth, all nails through the ceiling boards to the bracker and to walls at not exceeding 300mm centres with 2mm</p>				
	<b>Add item no 29–30 and carry forward the total to the summary page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	diameter steel nails, 40mm long, driven into the brickwork with heads flush with surface.				
31	Remove & replace ceiling	m <sup>2</sup>	4	R	R
	<b>Paint ceiling in the passage and bedroom 1</b>				
	Before painting new & existing ceiling in the passage and bedroom 1, wipe ceiling with a wet cloth to remove dust. Apply 1 coat of undercoat or primer, and apply two final coats of an approved washable P.V.A. paint and allow for each coat of paint to dry properly before applying the next coat.				
32	Paint ceiling in the passage and bedroom	m <sup>2</sup>	10	R	R
	<b>SUPPLY AND FIT GEYSER</b>				
	<p><b>Remove and replace drip tray of a geyser</b></p> <p>Remove and replace drip tray of a geyser with new polyethylene geyser drip tray which complies to SANS 11848 drip tray specifications complete with a 1 year guarantee from date of installation. The drip tray must be sloped to the outlet end and rigidly maintained in that position. Polyethylene drip tray to be completed with 40mm PVC outlet pipe, taken to outside through eaves, supported by three 75mm x 50mm S.S Pine bearers securely nailed to roof.</p> <p><b>Supply and install 150 liter geyser</b></p> <p>Supply and fit a new 150 liter geyser in a horizontal position in compliance with SANS 10254 complete with a 5 year guarantee from date of installation. The new unit must include temperature and Pressure Valve (Safety Valve), Drain Cock, Pressure Control Valve, and Vacuum Breakers (<b>geyser to be strictly installed as per attached drawing/photo no.1</b>).</p> <p>Install the new unit strictly to manufacturer's instructions and coupled to existing water supply complete with new stainless steel ball cock and the hot water feed from geyser in 22 mm class 2 copper pipes. Geyser to be equal or equivalent to Kwikot. Note: Product warranty:</p>				
	<b>Add item no 31–32 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<u>The newly installed geyser is to carry at least the following warranty:</u>  Five year on the element, thermostat, isolator switch, flange assembly plate and gasket.				
33	Supply and install drip tray of a geyser	no	1	R	R
34	Supply and install 150 litre geyser	no	1	R	R
	<b>Allow for certificate of conformance (COC)</b>				
	All electrical & plumbing work (for the installation of geyser) must conform to SANS 10142 & 10252 respectively and a certificate of conformance (COC) must be issued for the installation of geyser.				
35	Allow for certificate of conformance	no	1	R	R
	<b>Replace nigh latch of the kitchen main door</b>				
	Remove and replace damaged door lock with new night latch. The night latch must be union or equivalent, and it must be SABS approved. The lock must be supplied with 3 number of keys, split key ring and plastic name tag.				
36	Remove and replace night latch	no	1	R	R
	<b>Fix scuffs on the door frame</b>				
	Fix scuffs on the existing door frame using a piece of wood and approved wooden super glue. Sand down the repaired area before to apply paint to the frame.				
37	Fix scuffs on the door frame	no	1	R	R
	<b>Fix roof leaks</b>				
	Securely fix loose concrete roof tiles. Allow broken branderings, tiles and undercover plastic to be replaced to match the existing. Re-tighten tiles that had started to shift from their original positions. Supply and fit pap and lap where necessary. On completion the roof must be watertight and without leaks				
38	Fix roof leak around main bedroom area	m <sup>2</sup>	6	R	R
	<b>Add item no 33–38 and carry forward the total to the summery page</b>			<b>R</b>	





Item	Description	Unit	Qty	Rate	Amount
	<b>Remove and replace broken floor tiles</b>				
	<p>Supply and lay new approved non-slip type grade 1 glazed ceramic floor tiles on the existing floor surface. Mark, measure and cut side tiles with a tile cutter for around door frames, toilet pan, etc. and for all the required edge tiles. Measure and mark the center of the floor and start laying the tiles from the centre to the sides.</p> <p>Apply approved tiles adhesive to the floor surface with a stainless steel notch trowel to spread the adhesive evenly over the floor surface to a thickness of 5mm.</p> <p>Lay the new floor tile in position and tap lightly with a rubber hammer firmly into place, use new 10mm thick cross plastic spacers to keep the same joints throughout the floor area.</p> <p>After the tiles are finished been laid wipe all the excess adhesive with a wet cloth. Apply an approved type and colour grout with a plastic scraper and fill all the tile joints and after it has set wipe with a damp sponge to remove all the excess grouting. If required the grout can be mixed with an approved bonding liquid to make all the joints waterproof and to prevent them from water</p>				
39	Supply & fit 400mm x 400mm floor tiles	no	30	R	R
	<b>HOUSE NUMBER 15 KOWIE STREET</b>				
	<b>Remove and replace door hinges</b>				
	Remove and replace damaged door hinges with new stainless steel butt hinges. Fill in existing door hinge holes with wood filler before install new hinges.				
40	Remove & replace door hinges	no	2	R	R
	<b>Fit barrel bolt to the lounge door</b>				
41	Supply and fit brass or chromium barrel bolt for the lounge door.	no	1	R	R
	<b>Service kitchen built-in cupboard</b>				
	Fix existing drawers by tightening loose drawer box bottom panels, drawer front head panels, and drawer slides.				
	<b>Add item no 39–41 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	Remove and replace damaged doors with 5 number of new white melamine doors fixed in place with 10 number of new heavy duty door hinges. Supply and fit 2 number of drawers, size 445mm wide x 500mm length x 135mm high. Remove and replace cupboard drawer runners/slides where necessary.				
42	Fix loose drawers (drawer box bottom, slides, front, etc.)	no	2	R	R
43	445mm x 685mm doors to be installed	no	5	R	R
44	Supply & fit heavy duty door hinges	no	10	R	R
45	Supply & fit new cupboard drawers	no	2	R	R
46	Supply and fit new cupboard drawer runners/slides	no	2	R	R
	<b>Supply and fit stable wooden door to the kitchen</b>				
	Carefully loosen and remove stable wooden door. Supply and fit new 2032 mm x 813 mm x 44 mm thick framed, ledged and braced batten stable door. The door must be without glass panels, must be solid throughout. Fit the door to the newly fitted wooden door frame using existing hinges.				
47	Loosen and remove existing kitchen stable wooden door	no	1	R	R
48	Supply and fit new kitchen stable wooden door	no	1	R	R
	<b>Varnish kitchen door &amp; frame</b>				
	Lightly sand down newly fitted wooden door and existing wooden door frame, wipe with a wet cloth to remove all loose dust. Apply with a paint brush 3 finishing coats of an approved brand of exterior clear varnish and applied strictly in accordance with the instructions of the manufacturer. Varnish must comply with the requirements of the S.A.B.S specification				
49	Varnish newly fitted wooden door and existing frame	no	1	R	R
	<b>Replace leaking stop tap valve to the toilet cistern</b>				
	Remove and replace leaking cistern stop tap valve with new 15mm diameter brass stop tap valve. The stop tap valve must be cobra type or equivalent, and must be SABS approved				
	<b>Add item no 42–49 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
50	Remove & replace stop tap valve with new	no	1	R	R
	<b>Replace damaged flush handle to the toilet cistern</b>				
	Remove and replace damaged toilet cistern flush handle with new to match the existing. The new flush handle must be supplied with sealing rubbers and washers to prevent water leakage. On completion the flush handle must be watertight.				
51	Supply and fit new cistern flush handle	no	1	R	R
	<b>Repair wobbly floor at upstairs single toilet</b>				
	<p>Repair unstable flooring slab that is made up of wooden flooring and finished with ceramic tiles. Remove exiting ceramic tiles and wooden flooring, size 2700mm x 1800mm. Remove existing bath, toilet pan and ceramic wall tiles and set aside for reuse (do not reuse tiles, must be new)</p> <p>Manufacture, supply and install 2500mm long x 1800mm wide galvanised steel frame. The square tubing of the steel frame to be manufactured from 35mm x 35mm x 2mm thick, welded at 45° angles in all four (4) sides of the frame. <b>The steel frame must be galvanised after welding.</b> The steel frame must be hold tight against the face side of the existing floor bearers with approved 12mm x 60mm rawl bolts</p> <p>Manufacture, supply and fit 2500mm x 1800mm x 30mm hardwood board that seats on top of the newly fitted steel frame with approved screws that are long enough to hold the wooden board tight. The hardwood board must be first treated with an approved wooden water proofing before installed.</p> <p>Supply and fit 2500mm x 1800mm x 25mm shutter board on top of the newly installed hardwood board. The shutter board is hold in place with approved wooden screws that are long enough to hold it tight.</p> <p>The shatter board must be installed in such a way that it flushes level with the top surface of the existing wooden flooring.</p>				
	<b>Add item no 50–51 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	Apply approved bonding liquid to the surface of the shutter board to prepare the floor to receive ceramic tiles that need to be installed later into this contract.				
52	Remove existing floor ceramic tiles	m <sup>2</sup>	8	R	R
53	Remove unstable wooden flooring	m <sup>2</sup>	8	R	R
54	Remove existing bath	no	1	R	R
55	Remove existing toilet pan	no	1	R	R
56	Remove existing wall tiles	m <sup>2</sup>	4	R	R
57	Supply and fit new 2.5m x 1.8m galv. steel frame	no	1	R	R
58	Supply and fit new 2.5m x 1.8m x 30mm hardwood board	no	1	R	R
59	Supply and fit new 2.5m x 1.8m x 25mm shutter board	no	1	R	R
	<b>Install new floor tiles</b>				
	<p>The contractor must supply and lay new approved non-slip type grade 1 glazed ceramic floor tiles on the existing floor surface. Mark, measure and cut side tiles with a tile cutter for around door frames, toilet pan, bath and for all the required edge tiles. Measure and mark the center of the floor across and start laying the tiles from the centre to the sides.</p> <p>Apply an approved tile adhesive to the floor surface with a stainless steel notch trowel to spread the adhesive evenly over the floor surface to a thickness of 5mm. Lay the new floor tile in position and tap lightly with a rubber hammer firmly into place, use new 5mm thick cross plastic spacers to keep the same joints throughout the floor area. After tiles have been laid wipe all the excess adhesive with a wet cloth. Apply an approved type and colour of a grout with a plastic scraper and fill all the tile joints and after it has set wipe with a damp sponge to remove all the excess grouting.</p> <p>The grouting must be mixed with an approved bonding liquid to make all the joints waterproof and to prevent them from water</p>				
60	Supply and lay new floor ceramic tiles	m <sup>2</sup>	8	R	R
	<b>Add item no 52–60 and carry forward the total to the summary page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<b>Install new wall tiles</b>				
	Supply and lay new wall ceramic tiles, size 180mm x 120mm x 10mm. Allow for 5mm plastic spacers to keep the gap in between the wall tiles even throughout. Apply to the wall surface an approved wall tile adhesive  All the excess tile adhesive must be removed from the joints and apply new tile grouting and press firmly into all the joints and wipe with a wet cloth to remove all the excess grout.				
61	Supply and lay wall ceramic tiles	m <sup>2</sup>	12	R	R
	<b>Replace wardrobe door in the bedroom number 1, 2 and main bedroom</b>				
	Supply and fit new built-in wooden wardrobe doors and shelves to match the existing. The doors are held in place with heavy duty hinges. Remove and replace door hinges to the existing wardrobe doors.				
62	Supply and fit 600 x 1885 melamine doors in bedroom 1	no	2	R	R
63	Supply and fit heavy duty hinges in all bedrooms	no	30	R	R
64	Supply and fit 520 x 1885 melamine doors in 2 bedrooms	no	3	R	R
65	Supply and fit 505 x 570 wardrobe shelve	no	1	R	R
	<b>Fix cornice in the main bedroom</b>				
	Fix loose 600mm cornice in the main bedroom. Drive nails through the ceiling board to the brandering and to wall at not exceeding 300mm centres with 2mm diameter steel nails, 40mm long, driven into the brickwork with heads flush with surface.				
66	Fix loose cornice in the main bedroom	no	1	R	R
	<b>HOUSE NUMBER 41 KING FLATS</b>				
	<b>Fit 3-lever lock to the main lounge and kitchen door</b>				
	Supply and fit 3-lever mortice lockset with 2 keys on name tag. The lock must be union or equivalent and be SABS				
	<b>Add item no 61–66 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	approved.				
67	Supply & fit new 3-lever door locks	no	2	R	R
	<b>Fix window furniture in the main bedroom</b>				
	Tighten loose window handles, and replace window handle washers with new. Replace missing screw of window handle. Supply and fit new window sliding peg stay to match the exiting. All material to be S.A.B.S approved.				
68	Fix loose window handles	no	2	R	R
69	Supply & fit new window handle screw	no	1	R	R
70	Supply & fit sliding peg stay	no	2	R	R
	<b>Replace door in the main bedroom</b>				
	Supply and fit new 2032mm x 813mm x 44mm thick internal hollow core door to match existing. The door must be securely held in position onto the existing steel frame hinges				
71	Remove and replace internal door	no	1	R	R
	<b>Apply varnish to the newly fitted internal door</b>				
	The door & frame must be lightly sanded down and wiped with a wet cloth to remove all the loose dust. The door & frame must receive an approved brand of varnish and applied strictly in accordance with the instructions of the manufacturer.				
72	Apply varnish to the internal door	no	1	R	R
	<b>Weld for loose sliding peg stay</b>				
	The window sliding peg stay is loose, need to be welded in place and remove flux when finish.				
	Weld for loose sliding peg stay	no	1	R	R
	<b>Fix loose and replace missing vinyl tiles</b>				
	Fix loose vinyl tiles with an approved tile adhesive. Remove and replace damaged and missing vinyl tiles.				
	<b>Add item no 67–72 and carry forward the total to the summery page</b>			<b>R</b>	





Item	Description	Unit	Qty	Rate	Amount
	Before to install new tiles sweep away all the loose dirt and trash from the surface. Semi-flexible vinyl floor tiles shall comply with the requirements SABS specification and must be of the best quality from an approved manufacturer. The tiles shall be 2.5mm x 300mm x 300mm and match the existing colour. Vinyl tiles must be laid on a perfectly dry screed.				
73	Fix loose tiles	no	5	R	R
74	Remove and replace damaged/missing vinyl tiles	no	20	R	R
	<b>Fix loose built-in wooden kitchen cupboard</b>				
	Fix loose frame of the built-in wooden kitchen cupboard. The frame must be fixed with an approved wooden glue and small pins.				
75	Fix loose wooden kitchen cupboard	no	1	R	R
	<b>Windows need back putty</b>				
	Remove existing loose and cracking back putty, brush off loose dust from the frames & coat the rebates of the steel window frame with an approved metal primer. Supply and fit new approved back putty all around the window frames. When putty is completely dried up apply 1 coat undercoat and two coats of white gloss paint.				
76	Remove & replace loose & cracking back putty with new	m	10	R	R
	<b>Supply and fit new heavy duty toilet seat cover</b>				
	Supply and fit new heavy duty toilet seat cover with all the necessary fittings. Leave the toilet in a good working condition, seat cover able to close & open				
77	Supply and fit heavy duty toilet seat cover	no	1	R	R
	<b>Fix loose toilet roll holder in the bathroom</b>				
78	Tighten loose toilet roll holder with approved screws. On completion leave the toilet roll holder tight against the wall	no	1	R	R
	<b>Replace towel holder in the bathroom</b>				
79	Supply and fit chromium towel holder, size 1000mm, and must be S.A.B.S approved				
	<b>Add item no 73–79 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<b>Fit 2-lever lock in the main bedroom</b>				
	Supply and fit 2-lever mortice lockset with 2 keys on name tag. The lock must be union or equivalent and be SABS approved				
80	Supply and fit new 2-lever door lock	no	1	R	R
	<b>HOUSE NUMBER 14 RIETFontein</b>				
	<b>Replace window glass panes in bedroom 1 &amp; 2, and to the room next to the garage</b>				
	Remove existing cracked or broken window pane and back putty, brush off loose dust from the frames & coat the rebates of the steel window frames with an approved metal primer.  Supply and fit new 500mm x 300mm x 4.8mm thick normal clear window pane to match the existing. Apply back putty and press the window pane firmly in place. When putty is completely dried up apply 1 coat undercoat and two coats of white gloss paint.				
81	Remove and replace window glass panes	no	2	R	R
	<b>Replace window sliding peg stay in the lounge</b>				
	Remove and replace faulty window sliding peg stays with new to match the existing.				
82	Supply and fit window sliding peg stay	no	2	R	R
	<b>Replace wall tiles in the kitchen</b>				
	Remove and replace cracked and missing wall tiles with new 152 x 152mm white grazed tiles to match the existing. Allow for 5mm plastic spacers to keep the gap in between the tiles even throughout. Apply to the wall surface an approved wall tile adhesive  All the excess tile adhesive must be removed from the joints and apply new tile grouting and press firmly into all the joints and wipe with a wet cloth to remove all the excess grout.				
	<b>Add item no 80–82 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
83	Supply and fit new white glazed tiles	no	25	R	R
	<b>Paint ceiling in the kitchen and both bathrooms</b>				
	Before painting ceiling in the kitchen and both bathrooms, wipe ceiling with a wet cloth to remove dust. Apply 1 coat of undercoat or primer, and apply two final coats of an approved washable P.V.A. paint and allow for each coat of paint to dry properly before applying the next coat.				
84	Paint ceiling in the kitchen and bathrooms	m <sup>2</sup>	25	R	R
	<b>Replace bathroom door</b>				
	Supply and fit new 2032mm x 813mm x 44mm thick internal hollow core door to match existing. The door must be securely held in position on to the existing steel frame hinges				
85	Supply and fit new door	no	1	R	R
	<b>Apply varnish to the newly fitted internal door</b>				
	The door & frame must be lightly sanded down and wiped with a wet cloth to remove all the loose dust. The door & frame must receive an approved brand of varnish and applied strictly in accordance with the instructions of the manufacturer.				
86	Apply varnish to the newly fitted door	no	1	R	R
	<b>Paint existing kitchen door and frame</b>				
	Remove all the existing door furniture, and fill the existing screw holes with wood filler, then lightly sand down the wooden door and frame and wipe with a wet cloth to remove all the loose dust.  Apply with a paint brush and roller 2 coats of approved white gloss enamel paint and allow each coat to dry out properly before applying the next coat of paint. Refit all the door furniture that was previously removed. All work to be done to the satisfactory of the works inspector.				
87	Paint existing kitchen door and frame	no	1	R	R
	<b>Add item no 83–87 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<b>Supply and fit 2-lever door locks to the bedroom 1 &amp; 2, bathroom and main bedroom doors</b>				
	Supply and fit new 2-lever door mortice lock set with 2 number of keys on name tags. The lock must be SABS approved and to be union or equivalent				
88	Supply and fit 2-lever door mortice lock set	no	4	R	R
	<b>Supply and fit night latch to the kitchen door</b>				
	Remove and replace faulty door lock with new union night latch or equivalent. The new lock must be supplied with 2 number of keys on name tags, and must be SABS approved				
89	Supply and fit new door night latch	no	1	R	R
	<b>Fix main bedroom door</b>				
	Plain the side of the door to fit properly to the door frame with an approved planer machine. On completion the planed door surface must be even and smooth throughout and able to close/opening without any stiffness				
90	Fix the door	no	1	R	R
	<b>Service built-in wardrobe</b>				
	Supply and fit built-in wardrobe handles, latches and catchers in order for drawers and doors to function properly. Remove and replace damaged wardrobe hinges with new 2.5m piano hinges. All the new material supplied and fitted must be SABS approved.				
91	Supply and fit door latch	no	10	R	R
92	Supply and fit door catchers	no	8	R	R
93	Supply and fit door and drawer handles	no	13	R	R
94	Remove & replace hinges with new piano hinges	no	4	R	R
	<b>Paint the existing wardrobe</b>				
	Lightly sand down the wooden painted wardrobe and wipe				
	<b>Add item no 88–94 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	with a wet cloth to remove all the loose paint and dust. Apply with a paint brush and roller 2 coats of approved white gloss enamel paint and allow each coat to dry out properly before applying the next coat of paint.				
95	Paint existing wardrobes	no	4	R	R
	<b>Replace missing vinyl tiles in staircase</b>				
	Remove and replace damage/broken vinyl tiles and missing ones. Before to install new tiles sweep away all the loose dirt and trash from the surface. Semi-flexible vinyl floor tiles shall comply with the requirements SABS specification and must be of the best quality from an approved manufacturer. The tiles shall be 2.5mm x 300mm x 300mm and match the existing colour. The vinyl tiles must be laid on a perfectly dry screed.				
96	Install vinyl tiles to replace the missing/broken ones	no	20	R	R
	<b>Remove and replace carpets in main bedroom</b>				
	<p>The contractor must allow removing all the existing worn out and dirty carpet tiles size 500mm x 500mm and remove all the rubble from the site. Clean the floor areas thoroughly to remove all dirt, old adhesive from the floors. Prepare for and screed the floor with an approved pavelite or equal approved floor screeding material as per manufacture's instruction to smooth and even surfaces.</p> <p>Lay the tiles on the floor areas on approved adhesive as per manufacture's instruction without any wrinkles and bubbles. Provide and lay onto the new treated floor area a darker colour and type of 500mm x 500mm x5mm thickness approved carpet tiles and they must not differ from each other. On completion clean the carpet tiles from any spoilt adhesive and dirt, without any marks. The colour of the tiles will be decided when the site is handed over to the contractor, by the Supervising Inspector.</p>				
97	Remove carpet tiles and clean the surface	m <sup>2</sup>	14	R	R
98	Supply and fit new carpet tiles, 500 x 500 x 5mm	m <sup>2</sup>	14	R	R
	<b>Add item no 95–98 and carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<b>Seal gaps in the ceiling of the main bedroom</b>				
	Seal gaps in between the cornice and wall with an approving sealing adhesive. The sealing adhesive used must match the existing colour of the ceiling.				
99	Seal gaps in between the ceiling cornices and walls	m	14	R	R
	<b>Fix roof leaks around bedroom 1, and main bedroom area</b>				
	Securely fix loose concrete roof tiles. Allow broken branderings, tiles and undercover plastic to be replaced to match the existing. Re-tighten tiles that had started to shift from their original positions. Supply and securely fit pap and lap to areas where roof leaks are.				
100	Fix leaking roof	m <sup>2</sup>	7	R	R
	<b>HOUSE NUMBER 02 KING FLATS</b>				
	<b>Remove existing vinyl tiles in the kitchen</b>				
	Remove the existing vinyl tiles in the kitchen, sweep away all the loose dirt and trash and remove from the site				
101	Remove existing vinyl tiles	m <sup>2</sup>	11	R	R
	<b>Install new floor ceramic tiles with skirting in the kitchen</b>				
	The contractor must supply and lay new approved non-slip type grade 1 glazed ceramic floor tiles on the existing floor surface. Mark, measure and cut side tiles with a tile cutter for around door frames, cupboards and for all the required edge tiles. Measure and mark the center of the floor cross and start laying the tiles from the centre to the sides.  Apply the approved tiles adhesive to the floor surface with a stainless steel notch trowel to spread the adhesive evenly over the floor surface to a thickness of 5mm. Lay the new floor tile in position and tap lightly with a rubber hammer firmly into place, use new 10mm thick cross plastic spacers to keep the same joints throughout the floor area.				
	<b>Add item no 99–101 and carry forward the total to the summery page</b>			<b>R</b>	





Item	Description	Unit	Qty	Rate	Amount
	After the tiles are finished been laid wipe all the access adhesive with a wet cloth. Apply an approved type and colour grout with a plastic scraper and fill all the tile joints and after it has set wipe with a damp sponge to remove all the access grouting. If required the grout can be mixed with an approve bonding liquid to make all the joints waterproof and to prevent them from water				
102	Supply and install new floor ceramic tiles	m <sup>2</sup>	11	R	R
103	Supply and install new skirting	m	14	R	R
	<b>Remove and replace faulty taps in the kitchen sink</b>				
	Carefully remove faulty taps without damaging the sink and wall. Supply and fit new kitchen sink mixer tap (wall type mixer). Leave the mixer tap in a good working condition. Mixer tap to be cobra or equivalent, and be SABS approved				
104	Remove & replace faulty tap with new kitchen mixer tap	no	1	R	R
	<b>Repair cracks and loose plaster of the internal walls</b>				
	Examine all the internal walls of the house for cracks, nail holes, loose and missing plaster. Allow for removing the loose plaster, nails, etc. prepare the surface to receive new plaster consisting of a 4:1 cement plaster mix and finish off level with the existing surface, all corners must be neatly finished off to match existing. Good quality sand must be used. All cracks to be opened and be filled with approved interior filler and be sanded down to a smooth finish to match existing walls. All the work must be carried out to the approval of the Works Inspector. Contractors to verify all quantities and dimensions on site before tendering.				
105	Repair cracks from the internal walls of the house	m	15	R	R
106	Allow to re-plaster internal walls of the house	m <sup>2</sup>	2	R	R
	<b>Paint the entire internal walls of the house</b>				
	Before commencing with any work, carefully remove all loose furniture from the room. Cover and protect with PVC sheeting all fixed cupboards, fixed furniture and floors from spilled paint and dust from sanding. Lightly sand				
	<b>Add item no 102-106 &amp; carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	down the newly plastered wall surfaces and the rest of the wall and brush off to remove the dust. Apply one coat of an approved plaster primer to the plastered surface and allow it to dry before applying final coats. Then apply 2 finishing coats of an approved same type of acrylic and colour paint on the existing walls. Allow for each coat of paint to dry properly before applying the next coat of paint				
107	Apply paint to internal walls of the house	m <sup>2</sup>	280	R	R
	<b>Paint the entire ceiling of the interior of the house</b>				
	Before painting ceiling in the house, wipe ceiling with a wet cloth to remove dust. Apply 1 coat of undercoat or primer, and apply two final coats of an approved washable P.V.A. paint and allow for each coat of paint to dry properly before applying the next coat.				
108	Paint the entire internal ceiling of the house	m <sup>2</sup>	92	R	R
	<b>Supply and fit 3-lever door lock for external doors</b>				
	Supply and fit new 3-lever door mortice lock set with 2 number of keys on name tags. The lock must be SABS approved and to be union or equivalent				
109	Supply & fit 3-lever door mortice locks	no	3	R	R
	<b>Replace door hinge</b>				
	Remove and replace damaged door hinge with new stainless steel butt hinges. Fill in the existing door hinge holes with wood saw dust before install new hinges.				
110	Remove & replace door hinges	no	2	R	R
	<b>Paint kitchen, lounge and bedroom doors</b>				
	Lightly sand down the door in all six (6) sides and wipe with a wet cloth to remove the dust and loose paint. Apply two coats of an approved high gloss paint to match the existing colour and allow for each coat to dry before applying the next coat of paint.				
111	Paint doors	no	4	R	R
	<b>Add item no 107-111 &amp; carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<b>Replace window sliding stay</b>				
	Remove and replace broken/damaged window sliding peg stays with new brass sliding peg stays to match the exiting. All material to be S.A.B.S approved.				
112	Remove & replace window sliding peg-stays with new	no	5	R	R
	<b>Paint exiting steel window frames &amp; other metal work</b>				
	Strip down all metal work to bare surfaces. Sand smooth and apply one coat primer, one undercoat and two coats gloss paint. All to the satisfaction of the supervising inspector.				
113	Paint steel window frames & other metal work	m	95	R	R
	<b>Fix lounge door that is not locking</b>				
	Lounge door is not locking. Adjust striker plate to be in line with dead bolt of the mortice lock				
114	Fix lounge door that is not locking	no	1	R	R
	<b>Remove &amp; replace broken toilet cisterns in the bathroom &amp; single toilet</b>				
	Remove and replace broken toilet cisterns with new white glazed vitreous china cisterns for WC and complete with all accessories, couplings, etc. and leave in perfect working condition and without any leaks				
115	Remove & replace broken toilet cisterns with new	no	2	R	R
	<b>Replace faulty bath tap in the bathroom</b>				
	Remove and replace faulty bath tap with new cobra star pillar tap (chrome) or equivalent. The tap must be SABS approved				
116	Replace faulty bath tap in the bathroom	no	2	R	R
	<b>Construct a new access door for underside of bath</b>				
	Construct a new 350mm x 350mm access door for underside of bath. Allow access door to receive paint.				
117	Construct a new access door for the underside of a bath	no	2	R	R
	<b>Add item no 112-117 &amp; carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<b>Supply and fit 2-lever door lock for internal doors</b>				
	Supply and fit new 2-lever door mortice lock set with 2 number of keys on name tags. The lock must be SABS approved and to be union or equivalent.				
118	Supply and fit internal door locks	no	3	R	R
	<b>HOUSE NUMBER 20 KING FLATS</b>				
	<b>Remove existing vinyl tiles in the kitchen</b>				
	Remove the existing vinyl tiles in the kitchen, sweep away all the loose dirt and trash and remove from the site				
119	Remove existing vinyl tiles in the kitchen	m <sup>2</sup>	45	R	R
	<b>Install new floor ceramic tiles with skirting in the kitchen, Lounge &amp; Dining room and bathroom</b>				
	<p>The contractor must supply and lay new approved non-slip type grade 1 glazed ceramic floor tiles on the existing floor surface. Mark, measure and cut side tiles with a tile cutter for around door frames, cupboards and for all the required edge tiles. Measure and mark the center of the floor cross and start laying the tiles from the centre to the sides.</p> <p>Apply the approved tiles adhesive to the floor surface with a stainless steel notch trowel to spread the adhesive evenly over the floor surface to a thickness of 5mm. Lay the new floor tile in position and tap lightly with a rubber hammer firmly into place, use new 10mm thick cross plastic spacers to keep the same joints throughout the floor area. After the tiles are finished been laid wipe all the excess adhesive with a wet cloth. Apply an approved type and colour grout with a plastic scraper and fill all the tile joints and after it has set wipe with a damp sponge to remove all the excess grouting. If required the grout can be mixed with an approved bonding liquid to make all the joints waterproof and to prevent them from water</p>				
120	Install new floor ceramic tiles in all the rooms mentioned	m <sup>2</sup>	45	R	R
121	Install new ceramic skirting in all the rooms mentioned	m	14	R	R
	<b>Add item no 118-121 &amp; carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<b>Remove and replace faulty taps in the kitchen sink</b>				
	Carefully remove faulty tap without damaging the sink and wall. Supply and fit new kitchen sink mixer tap (wall type mixer). Leave the mixer tap in a good working condition. Mixer tap to be cobra or equivalent, and be SABS approved				
122	Remove & replace faulty tap with new mixer tap	no	1	R	R
	<b>Repair cracks and loose plaster from the internal walls of the house</b>				
	Examine all the internal walls of the house for cracks, nail holes, loose and missing plaster. Allow for removing the loose plaster, pelmet brackets/holders and nails, prepare the surface to receive new plaster consisting of a 4:1 cement plaster mix and finish off level with the existing surface, all corners must be neatly finished off to match existing. Good quality sand must be used. All cracks to be opened and be filled with approved interior filler and be sanded down to a smooth finish to match existing walls. All the work must be carried out to the approval of the Works Inspector. <b>Contractors to verify all quantities and dimensions on site before tendering.</b>				
123	Repair cracks and loose plaster of the internal walls	m	13	R	R
124	Repair or replace loose internal plaster	m <sup>2</sup>	4	R	R
	<b>Paint the entire internal walls of the house</b>				
	Before commencing with any work, carefully remove all loose furniture from the room. Cover and protect with PVC sheeting all fixed cupboards, fixed furniture and floors from spilled paint and dust from sanding. Lightly sand down the newly plastered wall surfaces and the rest of the wall and brush off to remove the dust. Apply one coat of an approved plaster primer to the plastered surface and allow it to dry before applying final coats. Then apply 2 finishing coats of an approved same type of acrylic and colour paint that is on the existing walls. Allow for each coat of paint to dry properly before applying the next coat of paint				
125	Paint the entire internal walls	m <sup>2</sup>	273	R	R
	<b>Add item no 122-125 &amp; carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<b>Paint the entire ceiling of the interior of the house</b>				
	Before painting ceiling in the house, wipe ceiling with a wet cloth to remove dust. Apply 1 coat of undercoat or primer, and apply two final coats of an approved washable P.V.A. paint and allow for each coat of paint to dry properly before applying the next coat.				
126	Paint the entire ceiling of the house	m <sup>2</sup>	86	R	R
	<b>Supply and fit 3-lever door lock for external doors</b>				
	Supply and fit new 3-lever door mortice lock set with 2 number of keys on name tags. The lock must be SABS approved and to be union or equivalent				
127	Supply and fit 3-lever door lock for external doors	no	3	R	R
	<b>Supply and fit 2-lever door lock for internal doors</b>				
	Supply and fit new 2-lever door mortice lock set with 2 number of keys on name tags. The lock must be SABS approved and to be union or equivalent				
128	Supply and fit 2-lever door lock for external doors	no	4	R	R
	<b>Supply and fit night latch for internal door</b>				
	Supply and fit new night latch for the door with 2 number of keys on name tags. The lock must be SABS approved and to be union or equivalent				
129	Supply and fit night latch for external door	no	1	R	R
	<b>Remove and replace locked pad lock</b>				
130	Remove locked pad lock and replace with new to match the existing	no	1	R	R
	<b>Paint existing and newly fitted doors</b>				
	Lightly sand down the door in all six (6) sides and wipe with a wet cloth to remove the dust and loose paint. Apply two coats of an approved high gloss paint to match the existing colour and allow for each coat to dry before applying the next coat of paint.				
131	Paint existing and newly fitted doors	no	7	R	R
	<b>Add item no 126-131 &amp; carry forward the total to the summery page</b>			R	





Item	Description	Unit	Qty	Rate	Amount
	<b>Service kitchen built-in wooden cupboard</b>				
	Remove and replace damage boards of built-in wooden cupboard with new white melamine boards to match the exiting. Allow to replace for damage hinges with new heavy duty hinges. Replace damaged/missing drawers to match the exiting.				
132	Supply & fi cupboard doors, size 300mm x 720mm	no	3	R	R
133	Supply & fi cupboard panels, size 145mm x 720mm	no	2	R	R
134	Supply & fi cupboard doors, size 445mm x 720mm	no	3	R	R
135	Supply & fi cupboard doors, size 550mm x 865mm	no	2	R	R
136	Supply & fi cupboard drawers	no	5	R	R
	<b>Fix leaking kitchen sink PVC pipes</b>				
	Secure loose and leaking joints of PVC waste pipe underneath the built in kitchen cupboard sink. The pipes must be watertight. Unblock the sink P-trap.				
137	Fix leaking PVC pipe	no	1	R	R
138	Unblock sink trap	no	1	R	R
	<b>Remove and replace wall tiles with new</b>				
	<p>Examine all the existing wall tiles to the kitchen, bathroom and toilets. Where loose or cracked tiles are found remove them and prepare the surface to receive new tiles. The new tiles must match the existing in all respects.</p> <p>Allow to chip the existing wall surface with a brick hammer for the new tiles to be able to key to the wall properly and wipe with a wet cloth to remove off the dust. Apply to the wall surface new approved tile adhesive. Lay the new 150mm x 150mm white grazed tiles to the wall surface firmly into place in accordance with SABS Code of Practice 0107 with horizontal and vertical joints continuous. Use 5mm plastic spacers to keep the gap in between the wall tiles even throughout</p> <p>Wipe all the excess adhesive with a wet cloth. Apply an approved type and colour of grouting to fill all the tile joints and wipe with a damp sponge to remove all the excess</p>				
	<b>Add item no 132-138 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
	grouting. If required the grout can be mixed with an approve bonding liquid to make all the joints waterproof.				
139	Remove and replace wall tiles	m <sup>2</sup>	4	R	R
	<b>Clean existing wall tiles</b>				
	Clean the existing wall tiled surfaces, bath, wash hand basins, toilet pans and cisterns with sugar soap equal or other approved washing detergent and water free from all the dirt, loose particles, as per manufactures instructions.				
140	Clean existing wall tiles	Item		R	R
	<b>Replace internal doors</b>				
	Remove and replace damaged internal door with new 2032mm x 813mm x 44mm thick internal hollow core door to match existing. The door must be securely held in position on to the existing steel frame hinges				
141	Remove and replace faulty internal doors with new	no	3	R	R
	<b>HOUSE NUMBER 09 AND 11 KOWIE STREET</b>				
	<b>REMOVE A TREE THAT IS GROWING ON TOP OF PARAPET WALL</b>				
	<b>Demolition parapet wall</b>				
	Demolish existing parapet brick wall between houses number 09 and 11 Kowie Street to remove a tree that is growing between the parapet walls of the two houses. The 220mm brick work must be broken down up until the end of the roots. Use plastic sheeting to protect existing rhino board ceiling from damage during demolition of the brick wall. The area to be demolished is approximately 9.8m length x 2m high.				
142	Demolish existing brick wall	m <sup>2</sup>	20	R	R
	<b>Remove some roof tiles, roof flushing and S.A pine timber battens</b>				
	Carefully remove existing S.A pine timber battens, roof flushing, grey clay roof, ridge, and hip tiles, 3m from the parapet wall to allow working space during demolition and				
	<b>Add item no 139-142 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
	re-building of parapet wall. The removed roof tiles and 38mm x 38mm thick x 3m long treated S.A. pine timber battens are stacked and stored safely to set-aside for reuse. The roof plastic underlay must not be cut from the roof, instead must be rolled nicely, and placed securely on the roof. The area where roof tiles to be removed is approximately 12m length x 3m wide.				
143	Remove roof tiles and S.A pine timber battens	m <sup>2</sup>	36	R	R
144	Remove roof flushing	m	12	R	R
	<b>Remove the tree and apply approved poisoning</b>				
	Carefully remove completely the tree that is growing on top of parapet wall including grubbing up of all roots as required and cart away from site. The brick wall surface shall be poisoned with an approved registered tree poisoning material to ensure that any remaining roots are killed. Great care must be taken to apply the solution evenly over the surface, all in accordance with the manufacturer's instructions and as per specified in the PW 371  <b>NB: The poisoning solution must be approved prior ordering and shall be applied in the presence of DPWI representative</b>				
145	Remove the tree & its roots on the parapet wall	no	1	R	R
146	Poison the whole brickwork surfaces	m <sup>2</sup>	20	R	R
	<b>Brickwork</b>				
	The contractor must supply extra hard burnt clay bricks to erect 220mm thick brick parapet wall of 9.8m length x 2m high. The brick work is made-up of two skins of 110mm half brick wall. The wall must be constructed as illustrated in photo number 1  Clean the existing brick wall with brush to remove all the dust to prepare the surface to receive new bricks. All joints shall be thoroughly grouted up solid throughout the whole width of each course. Cement mortar shall be composed of 3 parts of sand and 1 part of cement. The brickwork shall be carried up in a uniform manner. The joints in brickwork shall be raked out whilst the mortar is soft to				
	<b>Add item no 143-146 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
	form key for the plaster. Mortar joints to brickwork shall be 10mm thickness. Bricks must be tied together with metal ties butterfly shaped of sufficient length to allow not less than 75mm of each end to be built into brickwork. Ties shall be evenly spaced at not more than 1m apart on every third course.				
147	Supply and erect extra hard burnt clay bricks	m <sup>2</sup>	40	R	R
	<b>Plastering the brick wall</b>				
	After new erected bricks have been dried up complete, prepare the surface to receive new plaster consisting of 4:1 cement plaster mix and finish off level with the existing surface, all corners must be neatly finished off to match existing. Good quality sand must be used. All cracks to be opened and be filled with approved interior filler and be sanded down to a smooth finish to match existing walls. All the work must be carried out to the approval of the Works Inspector. <b>Contractors to verify all quantities and dimensions on site before tendering.</b>				
148	Plaster the newly erected brick wall	m <sup>2</sup>	40	R	R
	<b>Relaying of plastic underlay</b>				
	Fix securely to the wooden rafters existing plastic underlay that was previously rolled aside. If the existing plastic underlay is damaged, it must be removed and replaced with new S.A.B.S approved plastic underlay to prevent possible rainwater penetration.				
149	Relay the previously rolled plastic underlay	m <sup>2</sup>	36	R	R
	<b>Re-fixing &amp; supply of S.A pine timber battens</b>				
	Securely nailed previously removed 38mm x 38mm thick x 3m long S.A pine timber battens to the existing timber rafters. S.A. Pine timber battens are spaced at ± 340 mm to the area of the roof with 75mm galvanised wire nails. If there are damaged timber battens, must be removed & replaced with new to match the existing, and shall comply with the requirements of S.A.B.S specification.				
150	Remove & replaced damaged battens with new battens	no	21	R	R
151	Re-fixing of existing damaged pine battens	no	15	R	R
	<b>Add item no 147-151 &amp; carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<b>Re-fixing of galvanised steel roof flushing</b>				
	Re-fit securely the existing galvanised steel roof flushing to the newly built brick wall before plastering. On completion there must be not any crevices between wall and roof, must be watertight.				
152	linear meters roof flushing to be re-fitted	m	12	R	R
	<b>Re-fixing of roof tiles</b>				
	Re-fit all the previously removed grey clay roof, ridge and hip tiles, and replace the damaged tiles with new to match the existing. Ridge tiles are securely fixed in place with a 1:1 cement mortar mix. On completion seal the ridging tiles with an approved waterproofing sealer, and make sure that all the joints of roof, ridge and hip tiles are watertight.				
153	Re-fixing of roof tiles	m <sup>2</sup>	26	R	R
154	Removing & replacing of damaged tiles	m <sup>2</sup>	10	R	R
	<b>CLEAN FIBRE CEMENT GUTTERS</b>				
	Clean the existing fibre cement half round gutters to remove all the dirty, soil, rubble, vegetation, leaves, etc. from the gutters. On completion the gutters must be cleaned and be in good working condition.				
155	gutters to be cleaned	m	37	R	R
	<b>HOUSE NUMBER 13 PRINGLE STREET</b>				
	<b>Remove &amp; replace toilet cistern</b>				
	Remove and replace broken toilet cistern with new white ceramic cistern to match the existing. It must be 11 liters cistern with flushing apparatus; float valve and flush pipe, overflow pipe, flush handle and all finishings to pipes and cistern. Allow all other necessary fittings such as mounting raw bolts, brackets, etc. The new cistern must comply with the requirements of SABS Specification.				
156	Remove and replace toilet cistern	no	1	R	R
	<b>Add item no 152-156 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
	<b>Replace toilet cistern leaking stopcock</b>				
	Remove and replace leaking cistern stopcock with 15mm brass/chrome stopcock to match the existing, and be SABS approved.				
157	Remove & replace toilet cistern stopcock	no	1	R	R
	<b>Tighten loose main lounge door frame</b>				
	<p>Tighten loose wooden door frame to the main lounge door. Measure the thickness of the door frame and supply approved wooden screws with wall plugs that are at least 60mm more than the depth of the door frame.</p> <p>Open the door and press the door frame firmly to the wall. Drill three (3) number of holes on both sides of the door frame, and two (2) number of holes on top side of the door frame. The holes should go through the door frame and the supporting wall. Make sure that when you drill holes, the drill bit you'll use is smaller than the screws to be inserted into the holes. Holes must be evenly spaced, and to be <math>\pm 550</math>mm apart.</p> <p>Supply and fit approved wooden screws and plugs on the holes. On completion the wooden door frame must stay tight against the wall.</p>				
158	Tighten loose main lounge door frame	no	1	R	R
	<b>Closing of cracks and holes</b>				
	Repair wall cracks and nail holes in the passage and bedroom 1 respectively. Allow for removing the loose plaster and nails, prepare the surface to receive new plaster consisting of 4:1 cement plaster mix and finish off level with the existing surface. Good quality sand must be used. All cracks to be opened and be filled with approved interior filler and be sanded down to a smooth finish to match existing walls. All the work must be carried out to the approval of the Works Inspector. Contractors to verify all quantities and dimensions on site before tendering.				
159	Closing of cracks on walls	m	6	R	R
160	Closing of nail holes on walls	no	20	R	R
	<b>Add item no 157-160 &amp; carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<b>Repair built-in wooden wardrobe in the passage &amp; bedroom 1</b>				
	Supply and fit white melamine built-in wooden wardrobe doors, handles, catchers, barrel bolts, and latches to match the existing. The size of doors to be replaced is 1.88m x 500mm x 10mm. Allow to replace damaged hinges with new heavy-duty hinges. Tighten loose side of wardrobe panel.				
161	Supply and fit door, size 1.88m x 500mm x 10mm	no	3	R	R
162	Supply and fit plastic door handles	no	5	R	R
163	Remove & replace damaged hinges with new heavy duty	no	6	R	R
164	Supply and fit chromium barrel bolts	no	4	R	R
165	Supply and fit door latches	no	4	R	R
166	Supply and fit door catchers	no	4	R	R
167	Tighten loose side of wardrobe panel	no	1	R	R
	<b>Replace damaged panels of the kitchen built-in cupboard</b>				
	Remove and replace damage boards of built-in kitchen wooden cupboard with new white melamine boards to match the exiting. Replace damaged post foam counter top, shelves, drawers, doors, side panels, bottom black panel, etc. with new boards to match the existing. Allow to replace for damage hinges with new heavy-duty hinges.				
168	Remove and replace doors, size 450mm x 690mm	no	5	R	R
169	Remove and replace doors, size 400mm x 690mm	no	3	R	R
170	Remove and replace door, size 450mm x 1.2m door	no	1	R	R
171	Remove and replace shelves, size 450mm x 530mm	no	2	R	R
172	Remove and replace shelves, size 800mm x 530mm	no	2	R	R
173	Remove and replace shelves, size 900mm x 530mm	no	5	R	R
174	Replace drawers, size 520mm (L) x 400 (W) x 150mm (H)	no	4	R	R
	<b>Add item no 161-174 &amp; carry forward the total to the summery page</b>			R	





Item	Description	Unit	Qty	Rate	Amount
175	Remove & replace post foam top, size 4m x 590 x 38mm	no	1	R	R
176	Remove & replace bottom black panel, size 2.7m x 140mm	no	1	R	R
177	Remove & replace heavy-duty door hinges	no	20	R	R
	<b>HOUSE NUMBER 04 CHAPEL STREET</b>				
	<b>Remove and replace damaged kitchen stable door</b>				
	Carefully loosen and remove wooden stable door. Supply and fit new 2032 mm x 813 mm x 44 mm thick framed, ledged, and braced batten stable door. The door must be without glass panels, must be solid throughout. Fit the door to the existing door frame using existing hinges.				
178	Remove & replace damaged kitchen stable door with new	no	1	R	R
	<b>Paint new fitted kitchen stable door</b>				
	The door must be lightly sanded down and wiped with a wet cloth to remove all the loose dust. Apply 1 coat of an approved white universal undercoat paint with paint brush and roller then apply 2 coats of an approved white high gloss enamel paint. Paint to be applied strictly in accordance with manufacturer's specifications				
179	Paint kitchen stable door	no	1	R	R
	<b>Remove &amp; replace the entire kitchen built-in cupboard</b>				
	Carefully remove the existing damaged kitchen built-in wooden cupboard and cart away from site. Supply and fit a new pine kitchen built-in cupboard with white melamine doors. The new kitchen wooden cupboard must have pine slatted shelves. Secure cupboard to wall with necessary screws and fibre, plastic or metal plugs. The doors are secured in place with heavy-duty hinges. The size of the entire kitchen cupboard is 3.6m (L) x 530m (W) x 2.1m (H)				
180	Remove & replace the entire kitchen built-in cupboard	no	1	R	R
	<b>Remove and replace leaking kitchen sink mixer tap</b>				
	Carefully remove leaking kitchen mixer tap without damaging the sink. Supply and fit new kitchen sink mixer tap (chrome star pillar type mixer with swivel outlet) to				
	<b>Add item no 175-180 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
	match the existing. Leave the mixer tap in a good working condition. Mixer tap to be cobra or equivalent, and be SABS approved				
181	Remove & replace leaking kitchen sink mixer tap	no	1	R	R
	<b>Paint passage wooden door &amp; steel frame</b>				
	Lightly Sand down the door and steel frame, and wipe with a wet cloth to remove all loose dust. Apply 1 coat of an approved white universal undercoat paint with paint brush and roller then apply 2 coats of an approved white high gloss enamel paint. Paint to be applied strictly in accordance with manufacturer's specifications				
182	Paint wooden door & steel frame	no	1	R	R
	<b>Supply and fit doorknob lock</b>				
	Remove and replace faulty doorknob lock with new Yale Cylindrical Knobset Round (Satin Silver/Polish Brass) or equivalent with 3 number of keys on name tag. The door knobset must be S.A.B.S approved.				
183	Supply and fit doorknob lock	no	1	R	R
	<b>REPAIR WOBBLY FLOOR AT 1<sup>ST</sup> FLOOR SINGLE TOILET &amp; BATHROOM</b>				
	<b>Repair unstable flooring</b>				
	Repair unstable flooring slab that is made up of wooden flooring and finished with ceramic tiles. Remove exiting floor ceramic tiles and wooden flooring, size 2700mm x 1800mm.  Manufacture, supply and install 2500mm long x 1800mm wide galvanised steel frame. The square tubing of the steel frame to be manufactured from 35mm x 35mm x 2mm thick, welded at 45°angle in all sides of the frame. The steel frame must be galvanised after welding.  The steel frame must hold tight against the face side of the existing floor bearers with approved 12mm x 60mm rawl bolts  Manufacture, supply and fit 2500mm x 1800mm x 30mm				
	<b>Add item no 181-183 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
	<p>hardboard that seats on the newly fitted steel frame with approved screws that are long enough to hold it tight. The hardwood board must be first treated with approved wooden water proofing before installed.</p> <p>Supply and fit 2500mm x 1800mm x 25mm shutter board on top of the newly installed hardwood board. The shutter board is hold in place with approved wooden screws that are long enough to hold it tight.</p> <p>The shatter board must be installed in such a way that it flushes level with the top surface of the existing wooden flooring. Apply approved bonding liquid to the surface of the shutter board to prepare the floor to receive ceramic tiles that need to be installed later into this contract.</p>				
184	Remove floor ceramic tiles	m <sup>2</sup>	8	R	R
185	Remove sagging/wobble wooden flooring	m <sup>2</sup>	8	R	R
186	Manufacture, supply & fit galv. steel frame	no	1	R	R
187	Manufacture, supply & fit hardwood board	no	1	R	R
188	Manufacture, supply & fit shutter board	no	1	R	R
	<b>Remove existing bath, toilet pan and wall tiles</b>				
	Carefully remove existing bath, toilet pan and wall ceramic tiles and set aside for reuse (do not reuse tiles, must be new)				
189	Remove toilet pan & set aside for re-use	no	1	R	R
190	Remove toilet bath & set aside for re-use	no	1	R	R
191	Remove wall ceramic tiles (do not re-use them)	no	1	R	R
	<b>Re-fit bath &amp; repair any leaks detected</b>				
	Re-fit the previously removed bath. Investigate and repair all leaks detected to bath pipes and fittings. Allow to remove and replace all defective bath pipes and fittings that might be damaged during the removal and re-fitting of the bath. On completion the bath must be watertight and without leaks. All work to be done in accordance with				
	<b>Add item no 184-191 &amp; carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	S.A.B.S specification.				
192	Re-fit previously removed bath	no	1	R	R
193	Repair any leaks that might be detected	Item		R	R
	<b>Remove and replace bath taps</b>				
	Remove and replace leaking bath taps with new 22mm diameter chrome star pillar taps to match the existing. On completion the taps must be watertight and in good working condition. The bath taps to be cobra or equivalent, and be SABS approved				
194	Remove & replace bath taps	no	2	R	R
	<b>Re-fit toilet pan</b>				
	Re-fit previously removed toilet pan by drilling holes to the wooden floor. Bolts and plugs are then inserted to the pan fixation holes on the flat base of the pan. The bolts are tightened straight into the anchors from the top.  Remove and replace existing leaking pan connector with new S.A.B.S approved flexible pan connector.  Supply and fit new 50mm diameter flush pipe. On completion leave the toilet pan, flush pipe and pan connector watertight.				
195	Refit previously removed toilet pan	no	1	R	R
196	Remove & replace leaking pan connector with flexible one	no	1	R	R
197	Supply and fit new 50mm dia. flush pipe	no	1	R	R
	<b>Replace leaking stopcock to the toilet cistern</b>				
	Remove and replace leaking cistern stopcock with new 15mm brass stopcock, and the stopcock must be cobra or equivalent, and be SABS approved				
198	Remove and replace leaking stopcock	no	1	R	R
	<b>Install new floor tiles in the toilet &amp; passage</b>				
	Supply and lay new approved non- slip type grade 1				
	<b>Add item no 192-198 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
	400mm x 400mm glazed ceramic floor tiles on the existing floor surface. Mark, measure and cut side tiles with a tile cutter for around door frame, toilet pan, bath and for all the required edge tiles. Measure and mark the center of the floor across and start laying the tiles from the centre to the sides. Apply the approved tiles adhesive to the floor surface with a stainless-steel notch trowel to spread the adhesive evenly over the floor surface to a thickness of 5mm. Lay the new floor tile in position and tap lightly with a rubber hammer firmly into place, use new 5mm thick cross plastic spacers to keep the same joints throughout the floor area. After tiles have been laid wipe all the excess adhesive with a wet cloth. Apply an approved type and colour grout with a plastic scraper and fill all the tile joints and after it has set wipe with a damp sponge to remove all the excess grouting. The grouting must be mixed with an approved bonding liquid to make all the joints waterproof and to prevent them from water				
199	Supply & fit 400 x 400mm floor ceramic tiles in the toilet	m <sup>2</sup>	8	R	R
200	Supply & fit 400 x 400mm floor ceramic tiles in passage	m <sup>2</sup>	1	R	R
	<b>Install new wall tiles</b>				
	Remove and replace wall tiles with new 180mm x 120mm x 10mm wall tiles to match the existing. Allow for 5mm plastic spacers to keep the gap in between the wall tiles even throughout. Apply to the wall surface an approved wall tile adhesive  All the excess tile adhesive must be removed from the joints and apply new tile grouting and press firmly into all the joints and wipe with a wet cloth to remove all the excess grout.				
201	Supply and fit new wall ceramic tiles	m <sup>2</sup>	12	R	R
	<b>Repair built-in wooden wardrobe in bedroom 1 &amp; 2</b>				
	Re-fit loose white melamine built-in wooden wardrobe doors. Supply and fit 1.2m long x 25mm thick wardrobe chrome hanging round/oval rail tube, catchers, barrel bolts, door handles, latches and 1.2m x 560mm x 10mm shelves/panels to match the existing. The size of the door is 1.88m x 560mm x 10mm. Allow to replace damaged				
	<b>Add item no 199-201 &amp; carry forward the total to the summary page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	hinges with new heavy-duty hinges.				
202	Remove & replace doors with new white melamine doors	no	7	R	R
203	Supply & fit plastic door handles	no	2	R	R
204	Remove & replace damaged hinges with heavy duty ones	no	6	R	R
205	Supply & fit barrel bolts	no	3	R	R
206	Supply & fit door latches	no	2	R	R
207	Supply & fit door catcher	no	3	R	R
208	Supply & fit hanging round/oval rail tube	no	1	R	R
209	number shelves/panels	no	2	R	R
	<b>Repair a falling built-in wardrobe in main bedroom &amp; passage</b>				
	<p><b>In the main bedroom</b></p> <p>Repair falling white melamine built-in wooden wardrobe in main bedroom. Allow all necessary material (such as raw bolts, screws, nails, angle/corner brackets, shelf brackets, fasteners, wardrobe wooden panels, etc.) to hold tight the falling wardrobe together.</p> <p><b>In the passage</b></p> <p>Repair white melamine built-in wooden wardrobe. Supply and fit doors, handles and latches to match the existing. The size of the door is 1.88m x 500mm x 10mm. Allow to replace damaged hinges with new heavy-duty hinges. Tighten loose side of wardrobe panel.</p>				
210	Repair a falling built-in wardrobe (main-bedroom)	no	1	R	R
211	Supply & fit 1.88m x 500x 10mm wardrobe door (passage)	no	2	R	R
212	Supply & fit wardrobe plastic door handles (passage)	no	4	R	R
213	Remove & replace hinges with new heavy duty (passage)	no	4	R	R
214	Supply & fit wardrobe door latches (passage)	no	2	R	R
	<b>Add item no 202-214 &amp; carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<b>Fix door in the storeroom</b>				
	Fix the door that is dragging to the floor when opening/closing by adjusting the door hinges accordingly. On completion the door must open/close smoothly without touching to the ground.				
215	Fix door in the storeroom	no	1	R	R
	<b>Supply and fit doorknob lock for storeroom door</b>				
	Remove and replace faulty doorknob lock with new Yale Cylindrical Knobset Round (Satin Silver/Polish Brass) or equivalent with 3 number of keys on name tag. The door knobset must be S.A.B.S approved.  Doorknob lock to be approved by the supervising inspector prior ordering.				
216	Supply & fit doorknob lock	no	1	R	R
	<b>Fix loose outside door burglar hinge</b>				
217	Tighten loose outside door burglar bottom hinge	no	1	R	R
	<b>HOUSE NUMBER 08 PIGOT STREET</b>				
	<b>Remove &amp; replace faulty kitchen sink mixer tap</b>				
	Carefully remove leaking kitchen mixer tap without damaging the sink. Supply and fit new kitchen sink mixer tap (chrome star pillar type mixer with swivel outlet) to match the existing. Leave the mixer tap in a good working condition. Mixer tap to be cobra or equivalent, and be SABS approved				
218	Remove & replace faulty kitchen sink mixer tap	no	1	R	R
	<b>Replace damaged panels of the kitchen built-in cupboard</b>				
	Remove and replace damaged doors and drawer of built-in kitchen wooden cupboard with new white melamine boards to match the exiting. Allow to replace for damage hinges with new heavy-duty hinges.				
	<b>Add item no 215-218 &amp; carry forward the total to the summery page</b>			R	





Item	Description	Unit	Qty	Rate	Amount
219	Remove & replace 450mm x 700mm door with new	no	1	R	R
220	Remove & replace 530 (L) x 450 (W) x 160mm (H) drawer	no	1	R	R
221	Replace damaged hinges with new heavy-duty hinges	no	1	R	R
	<b>Replace damaged floor tiles at lounge, passage &amp; toilet area</b>				
	Supply and lay new approved non-slip type grade 1 glazed ceramic floor tiles on the existing floor surface. Mark, measure and cut side tiles with a tile cutter for around door frame, toilet pan and for all the required edge tiles. Measure and mark the center of the floor cross and start laying the tiles from the centre to the sides. Apply the approved tiles adhesive to the floor surface with a stainless-steel notch trowel to spread the adhesive evenly over the floor surface to a thickness of 5mm. Lay the new floor tile in position and tap lightly with a rubber hammer firmly into place, use new 5mm thick cross plastic spacers to keep the same joints throughout the floor area. After tiles have been laid wipe all the excess adhesive with a wet cloth. Apply an approved type and colour grout with a plastic scraper and fill all the tile joints and after it has set wipe with a damp sponge to remove all the excess grouting. The grouting must be mixed with an approved bonding liquid to make all the joints waterproof and to prevent them from water				
222	Remove & replace 450mm x 450mm floor ceramic tiles	no	12	R	R
	<b>Remove and replace ceiling in bedroom 1 &amp; passage</b>				
	Remove and replace damaged ceiling with new rhino board ceiling, cover strip and cornice; size for bedroom is 3550mm x 1300mm, and size for passage is 2100mm x 1300mm  Rhino board shall be 6,4 mm thick complying with the requirements of SABS Specification. The boards shall be nailed to the bracing with 2 mm diameter galvanised clout nails, 40mm long, spaced at not more than 100mm centres at edges of boards and 150mm centres along the intermediate bracing.  Cover strips to joints shall be of rhino board ceiling, 50mm				
	<b>Add item no 219-222 &amp; carry forward the total to the summary page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	wide, with smooth matched edges, neatly jointed and fixed with 2mm diameter galvanised clout nails, 40mm long, spaced at not more than 150mm centres.  Rhino board cove cornices to ceilings shall be 76mm girth, all nails through the ceiling boards to the branderings and to walls at not exceeding 300mm centres with 2mm diameter steel nails, 40mm long, driven into the brickwork with heads flush with surface.				
223	Remove & replace ceiling in the bedroom	m <sup>2</sup>	5	R	R
224	Removed & replace ceiling in the passage	m <sup>2</sup>	3	R	R
	<b>Paint ceiling in bedroom 1 and passage</b>				
	Before painting new & existing ceiling in bedroom 1 and passage, wipe ceiling with a wet cloth to remove dust. Apply 1 coat of undercoat or primer and apply two final coats of an approved washable P.V.A. paint and allow for each coat of paint to dry properly before applying the next coat.				
225	Paint ceiling in bedroom 1	m <sup>2</sup>	8	R	R
226	Paint ceiling in the passage	m <sup>2</sup>	3	R	R
	<b>Repair roof leaks around bedroom 1</b>				
	Securely fix loose concrete roof tiles. Allow broken branderings, tiles and undercover plastic to be replaced with new to match the existing. Re-tighten tiles that has shifted from their original positions. Supply and fit pap and lap where necessary. On completion the roof must be watertight and without leaks				
227	Fix leaking roof	m <sup>2</sup>	8	R	R
	<b>SUPPLY AND FIT 150L GEYSER</b>				
	<b>Remove and replace drip try of a geyser</b>  Remove and replace drip tray of a geyser with new polyethylene geyser drip tray which complies to SANS 11848 drip tray specifications complete with a 1 year guarantee from date of installation. The drip tray must be sloped to the outlet end and rigidly maintained in that				
	<b>Add item no 223-227 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
	<p>position. Polyethylene drip tray to be completed with 40mm PVC outlet pipe, taken to outside through eaves, supported by three 75mm x 50mm S.S Pine bearers securely nailed to roof.</p> <p><b>Remove &amp; replace faulty geyser with new 150l geyser</b></p> <p>Isolate the water and electricity supply, drain, drip tray, disconnect and remove the faulty geyser complete and fittings. Make good to all trades</p> <p>Supply and fit a new 150 liter geyser in a horizontal position in compliance with SANS 10254 complete with a 5 year guarantee from date of installation. The new unit must include temperature and Pressure Valve (Safety Valve), Drain Cock, Pressure Control Valve, and Vacuum Breakers (<b>geyser to be strictly installed as per attached drawing/photo no.1).</b></p> <p>Install the new unit strictly to manufacturer's instructions and coupled to existing water supply complete with new stainless steel ball cock and the hot water feed from geyser in 22 mm class 2 copper pipes. <b>Geyser to be equal or equivalent to Kwikot. Note: Product warranty:</b></p> <p>The newly installed geyser is to carry at least the following warranty:</p> <p>Five year on the element, thermostat, isolator switch, flange assembly plate and gasket.</p>				
228	Remove and replace drip tray of a geyser with new	no	1	R	R
229	Remove and replace faulty geyser with new 150l geyser	no	1	R	R
	<b>Allow for certificate of conformance (COC)</b>				
	All electrical & plumbing work (for the installation of geyser) must conform to SANS 10142 & 10252 respectively and a certificate of conformance (COC) must be issued for the installation of geyser.				
230	Allow for certificate of conformance	no	1	R	R
	<b>Fit new window pane</b>				
	Remove existing cracked or broken window pane and				
	<b>Add item no 228-230 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
	back putty, remove dust with a paint brush. Supply & fit 4.8mm thick normal clear glass window pane to match the existing. Apply back putty and press the window pane firmly in place. When putty is completely dried up apply 1 coat undercoat and two coats of white gloss paint.				
231	Remove & replace window pane, size 900 x 670mm	no	2	R	R
	<b>HOUSE NUMBER 07 PIGOT STREET</b>				
	<b>Replace cistern stopcock, flushing handle &amp; ball valve to the single toilet</b>				
	Remove and replace leaking cistern stopcock with 15mm brass/chrome stopcock, and be SABS approved. Supply and fit new cistern flushing handle and ball valve to match the existing.				
232	Remove & replace leaking stopcock	no	1	R	R
233	Supply & fit new ball valve & flushing handle	no	1	R	R
	<b>SUPPLY AND FIT 150L GEYSER</b>				
	<p><b>Remove and replace drip tray of a geyser</b></p> <p>Remove and replace drip tray of a geyser with new polyethylene geyser drip tray which complies to SANS 11848 drip tray specifications complete with a 1 year guarantee from date of installation. The drip tray must be sloped to the outlet end and rigidly maintained in that position. Polyethylene drip tray to be completed with 40mm PVC outlet pipe, taken to outside through eaves, supported by three 75mm x 50mm S.S Pine bearers securely nailed to roof.</p> <p><b>Remove &amp; replace faulty geyser with new 150 liter geyser</b></p> <p>Isolate the water and electricity supply, drain, drip tray, disconnect and remove the faulty geyser complete and fittings. Make good to all trades</p> <p>Supply and fit a new 150 liter geyser in a horizontal position in compliance with SANS 10254 complete with a 5 year guarantee from date of installation. The new unit must include temperature and Pressure Valve (Safety Valve), Drain Cock, Pressure Control Valve, and Vacuum Breakers (geyser to be strictly installed as per attached</p>				
	<b>Add item no 231-233 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
	<p>drawing/photo no.1).</p> <p>Install the new unit strictly to manufacturer's instructions and coupled to existing water supply complete with new stainless steel ball cock and the hot water feed from geyser in 22 mm class 2 copper pipes. Geyser to be equal or equivalent to Kwikot.</p> <p>Note: Product warranty:</p> <p>The newly installed geyser is to carry at least the following warranty:</p> <p>Five year on the element, thermostat, isolator switch, flange assembly plate and gasket.</p>				
234	Remove and replace drip tray of a geyser with new	no	1	R	R
235	Remove and replace faulty geyser with new 150l geyser	no	1	R	R
	<b>Allow for certificate of conformance (COC)</b>				
	All electrical & plumbing work (for the installation of geyser) must conform to SANS 10142 & 10252 respectively and a certificate of conformance (COC) must be issued for the installation of geyser.				
236	Submit a certificate of conformance	no	1	R	R
	<b>Replace damaged floor tiles at lounge &amp; kitchen area</b>				
	Supply and lay new approved non-slip type grade 1 glazed ceramic floor tiles on the existing floor surface, size 350mm x 350mm. Mark, measure and cut side tiles with a tile cutter for around door frame, toilet pan and for all the required edge tiles. Measure and mark the center of the floor cross and start laying the tiles from the centre to the sides. Apply the approved tiles adhesive to the floor surface with a stainless-steel notch trowel to spread the adhesive evenly over the floor surface to a thickness of 5mm. Lay the new floor tile in position and tap lightly with a rubber hammer firmly into place, use new 5mm thick cross plastic spacers to keep the same joints throughout the floor area. After tiles have been laid wipe all the excess adhesive with a wet cloth. Apply an approved type and colour grout with a plastic scraper and fill all the tile joints and after it has set wipe with a damp sponge to remove all the excess grouting. The grouting must be mixed with an approved bonding liquid to make all the joints waterproof and to prevent them from water				
	<b>Add item no 234-236 &amp; carry forward the total to the summary page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
237	Replace ceramic tiles at lounge & dining room area	no	15	R	R
	<b>Remove &amp; replace ceiling in the bathroom</b>				
	<p>Remove and replace damaged ceiling with new rhino board ceiling, cover strip and cornice; size 2730mm x 2108mm.</p> <p>Rhino board shall be 6,4 mm thick complying with the requirements of SABS Specification. The boards shall be nailed to the brandering with 2 mm diameter galvanised clout nails, 40mm long, spaced at not more than 100mm centres at edges of boards and 150mm centres along the intermediate brandering.</p> <p>Cover strips to joints shall be of rhino board ceiling, 50mm wide, with smooth matched edges, neatly jointed and fixed with 2mm diameter galvanised clout nails, 40mm long, spaced at not more than 150mm centres.</p> <p>Rhino board cove cornices to ceilings shall be 76mm girth, all nails through the ceiling boards to the brandering and to walls at not exceeding 300mm centres with 2mm diameter steel nails, 40mm long, driven into the brickwork with heads flush with surface.</p>				
238	Remove & replace ceiling	m <sup>2</sup>	6	R	R
	<b>Paint ceiling in the bathroom</b>				
	Before painting new & existing ceiling in the bedroom 1, wipe ceiling with a wet cloth to remove dust. Apply 1 coat of undercoat or primer and apply two final coats of an approved washable P.V.A. paint and allow for each coat of paint to dry properly before applying the next coat.				
239	Paint ceiling in the bathroom	m <sup>2</sup>	6	R	R
	<b>Replace damaged cornice in the passage</b>				
	Remove and replace damaged cornice with new rhino board cornice; size 1500mm. Rhino board cove cornice shall be 76mm girth, all nails through the ceiling boards to the brandering and to walls at not exceeding 300mm centres with 2mm diameter steel nails, 40mm long, driven into the brickwork with heads flush with surface.				
240	Replace damaged cornice in the passage	m	2	R	R
	<b>Add item no 237-240 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
	<b>Paint cornice in the passage</b>				
	Before painting new cornice in the passage, wipe cornice with a wet cloth to remove dust. Apply 1 coat of undercoat or primer and apply two final coats of an approved washable P.V.A. paint and allow for each coat of paint to dry properly before applying the next coat.				
241	Paint cornice in the passage	m	2	R	R
	<b>Fit night latch to the kitchen door</b>				
	Supply and fit union night latch or equivalent and be S.A.B.S approved, with 2 number of keys on name tag				
242	Supply and fit night latch	no	1	R	R
	<b>Fix barrel bolt</b>				
243	Tighten loose barrel bolt to the main kitchen door frame	no	1	R	R
	<b>Supply &amp; fit doorknob lock to main bedroom &amp; bedroom 2</b>				
	Remove and replace faulty doorknob lock with new Yale Cylindrical Knobset Round (Satin Silver/Polish Brass) or equivalent with 3 number of keys on name tag. The door knobset must be S.A.B.S approved. Doorknob lock to be approved by the supervising inspector prior ordering.				
244	Supply & fit doorknob lock	no	2	R	R
	<b>HOUSE NUMBER 11 PIGOT STREET</b>				
	<b>Supply and fit doorknob lock for external kitchen and side door</b>				
	Remove and replace faulty doorknob lock with new Yale Cylindrical Knobset Round (Satin Silver/Polish Brass) or equivalent with 3 number of keys on name tag. The door knobset must be S.A.B.S approved. Doorknob lock to be approved by the supervising inspector prior ordering.				
245	Supply & fit doorknob lock	no	2	R	R
	<b>Add item no 241-245 &amp; carry forward the total to the summery page</b>			R	





Item	Description	Unit	Qty	Rate	Amount
	<b>Fit new 3-lever lock for main lounge steel glass door</b>				
	Supply and fit 3-lever door mortice lock set with 2 number of keys on name tag. The lock must be union or equivalent, and be S.A.B.S Approved.				
246	Supply & fit 3-lever lock	no	1	R	R
	<b>Fit new 2-lever lock for internal doors</b>				
	Supply and fit 2-lever door mortice lock set with 2 number of keys on name tag. The lock must be union or equivalent, and be S.A.B.S Approved.				
247	Supply & fit 2-lever lock	no	2	R	R
	<b>Remove &amp; replace toilet cistern from outside toilet</b>				
	Remove and replace faulty toilet cistern with new white ceramic cistern. It must be 11 liters cistern with flushing apparatus; float valve and flush pipe, overflow pipe, flush handle and all finishings to pipes and cistern. Allow all other necessary fittings such as mounting raw bolts, brackets, etc. The new cistern must comply with the requirements of SABS Specification.				
248	Remove & replace toilet cistern	no	1	R	R
	<b>Replace toilet cistern leaking stopcock</b>				
	Supply and fit new 15mm brass/chrome stopcock to the toilet cistern to match the existing. The stopcock must be SABS approved.				
249	Supply & fit toilet cistern stopcock	no	1	R	R
	<b>HOUSE NUMBER 06 BALLIE STREET</b>				
	<b>Supply and fit stable wooden door to the kitchen</b>				
	Carefully loosen and remove stable wooden door. Supply and fit new 2032 mm x 813 mm x 44 mm thick framed, ledged and braced batten stable door. The door must be without glass panels, must be solid throughout. Fit the door to the newly fitted wooden door frame using existing hinges.				
	<b>Add item no 246-249 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
250	Supply and fit stable wooden door	no	1	R	R
	<b>Fit 3-lever lock for kitchen stable door</b>				
	Supply and fit 3-lever door mortice lock set with 2 number of keys on name tag. The lock must be union or equivalent, and be S.A.B.S Approved.				
251	Supply and fit 3-lever door lock	no	1	R	R
	<b>Replace night latch to the kitchen stable door</b>				
	Remove and replace faulty night latch with new union night latch or equivalent and be S.A.B.S approved. The night latch must have two (2) number of keys on name tag				
252	Remove & replace faulty night latch	no	1	R	R
	<b>Fit barrel bolt to the new kitchen stable door</b>				
	Remove barrel bolt from the existing kitchen door to the newly fitted kitchen stable door.				
253	Re-fit barrel bolt to the new kitchen stable door	no	1	R	R
	<b>Varnish newly fitted kitchen stable door</b>				
	Lightly sand down newly fitted wooden stable door and existing frame, wipe with a wet cloth to remove all loose dust. Apply with a paint brush 3 finishing coats of an approved brand of exterior clear varnish and applied strictly in accordance with the instructions of the manufacturer. Varnish must comply with the requirements of the S.A.B.S specification				
254	Varnish new kitchen stable door	no	1	R	R
	<b>Replace damaged panels of the kitchen built-in cupboard</b>				
	Remove and replace damage boards of built-in kitchen wooden cupboard with new white melamine boards to match the exiting (replace damaged panels, shelves, drawers & metal drawer runners. Allow to replace for damage hinges with new heavy-duty hinges.				
255	Remove & replace panels, size 600mm x 700mm x10mm	no	2	R	R
	<b>Add item no 250-255 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
256	Remove & replace shelve, size 510mm x 1.4m x10mm	no	1	R	R
257	Remove & replace shelve, size 510mm x 900mm x 10mm	no	1	R	R
258	Remove & replace shelve, size 510mm x 450mm x 10mm	no	1	R	R
259	Remove&replace drawers,size 520(L)x400(W)x150mm(H)	no	4	R	R
260	Remove & replace metal drawer runners	no	8	R	R
261	Remove & replace heavy-duty door hinges	no	8	R	R
	<b>Replace door in the bedroom 1</b>				
	Supply and fit new 2032mm x 813mm x 44mm thick internal hollow core door to match existing. The door must be securely held in position on to the existing steel frame hinges				
262	Remove & Replace door	no	1	R	R
	<b>Fit 2-lever door lock in bedroom 1</b>				
	Supply and fit 2-lever door mortice lock set with 2 number of keys on name tag. The lock must be union or equivalent, and be S.A.B.S Approved.				
263	Supply and fit 2-lever door lock	no	1	R	R
	<b>Apply varnish to the newly fitted door in bedroom 1</b>				
	The door & frame must be lightly sanded down and wiped with a wet cloth to remove all the loose dust. The door & frame must receive an approved brand of varnish and applied strictly in accordance with the instructions of the manufacturer.				
264	Varnish newly fitted door	no	1	R	R
	<b>Repair built-in wooden wardrobe in bedroom 1 &amp; 2</b>				
	Supply and fit white melamine built-in wooden wardrobe door, catchers, barrel bolts, door handles and latches to match the existing. The size of the door is 1.89m x 520mm x 10mm. Allow to replace damaged hinges with new heavy-duty hinges.				
	<b>Add item no 256-264 &amp; carry forward the total to the summery page</b>			R	



Item	Description	Unit	Qty	Rate	Amount
265	Supply & fit door, size 1.89m x 520mm x 10mm	no	2	R	R
266	Supply & fit plastic door handles	no	4	R	R
267	Supply & fit heavy duty door hinges	no	6	R	R
268	Supply & fit barrel bolts	no	4	R	R
269	Supply & fit door latches	no	4	R	R
270	Supply & fit door catcher	no	2	R	R
	<b>Install new toilet pan in the bathroom</b>				
	Supply and fit new white ceramic toilet pan system. The contractor must install pan by drilling holes to the concrete floor. Bolts and plugs are then inserted to the pan fixation holes on the flat base of the pan. The bolts are tightened straight into the anchors from the top. Allow to replace all the damaged ceramic tiles during the replacement of the pan with new approved non-slip type grade 1 glazed ceramic floor tiles, size 350mm x 350mm. Tiles must be installed as per manufacture's instruction and be SABS approved.				
271	Supply & fit new white ceramic toilet pan system	no	1	R	R
272	Allow to replace all the damaged ceramic tiles	m <sup>2</sup>	2	R	R
	<b>Remove &amp; replace toilet cistern in the bathroom</b>				
	Remove and replace faulty toilet cistern with new white ceramic cistern. It must be 11 liters cistern with flushing apparatus; float valve and flush pipe, overflow pipe, flush handle and all finishings to pipes and cistern. Allow all other necessary fittings such as mounting raw bolts, brackets, etc. The new cistern must comply with the requirements of SABS Specification.				
273	Remove & replace toilet cistern	no	1	R	R
	<b>Replace toilet cistern leaking stopcock</b>				
	Supply and fit new 15mm brass/chrome stopcock to the toilet cistern to match the existing. The stopcock must be SABS approved.				
	<b>Add item no 265–273 &amp; carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
274	Replace toilet cistern leaking stopcock	no	1	R	R
	<b>Replace damaged floor ceramic tiles in the house</b>				
	<p>The contractor must supply and lay new approved non-slip type grade 1 glazed ceramic floor tiles on the existing floor surface, size 430mm x 430mm. Mark, measure and cut side tiles with a tile cutter for around door frames, cupboards and for all the required edge tiles. Measure and mark the center of the floor cross and start laying the tiles from the centre to the sides.</p> <p>Apply the approved tiles adhesive to the floor surface with a stainless steel notch trowel to spread the adhesive evenly over the floor surface to a thickness of 5mm. Lay the new floor tile in position and tap lightly with a rubber hammer firmly into place, use new 10mm thick cross plastic spacers to keep the same joints throughout the floor area. After the tiles are finished been laid wipe all the access adhesive with a wet cloth. Apply an approved type and colour grout with a plastic scraper and fill all the tile joints and after it has set wipe with a damp sponge to remove all the access grouting. If required the grout can be mixed with an approve bonding liquid to make all the joints waterproof and to prevent them from water</p>				
275	Remove & replace ceramic tiles, size 430 x 430mm	no	20	R	R
	<b>Remove and replace damaged garage door</b>				
	<p>Remove existing damaged metal tilt- up garage door complete with all channels, springs and remove from the site.</p> <p>Supply and install to the existing garage opening new approved galvanised powder coated (burgundy) roll up garage door, with the necessary guides, slides and fixing brackets. Garage door to be hang to manufacturer's specification. Tracks and guides shall be manufactured from galvanised steel.</p> <p>Allow to widen/narrow the existing garage opening in order for a new garage door to fit properly. Apply stock bricks, mortar and cement plaster when necessary. Install the door as per manufacturer's instructions and leave the door free of any burrs and in good working order.</p>				
	<b>Add item no 274 –275 &amp; carry forward the total to the summery page</b>			<b>R</b>	



Item	Description	Unit	Qty	Rate	Amount
	<p>Contractor must not apply any grease to the slides and the door. When the garage door has been installed it must be free of scratches, dents and any imperfections to the garage door. On completion, leave the door in a good and operational state with no door forced to open and close.</p> <p>Provide to the lock two (2) number keys as supplied by the manufacturer.</p> <p>Re-measure and verify dimensions prior to supply and install the garage door. Leave the site neat and tidy state</p> <p><b>The contractor must get an approval for the garage door prior to supply and install from the DPWI representative</b></p>				
276	Remove & replace garage door	no	1	R	R
	<b>Replace outside leaking tap</b>				
	Remove and replace outside leaking tap with new 22mm hose bib plastic tap. The tap shall be fitted on a wallplate elbow 90°, size 22mm compression copper to 22mm female copper connection end.				
277	Remove & replace outside leaking tap	no	1	R	R
	<b>PREPARE AND SUBMIT COMPREHENSIVE HEALTH AND SAFETY</b>				
278	<p>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.</p> <p>Prepare and get approval of comprehensive health and safety and conform to all the requirements of the health and safety plan and specification (see attached OHS spec.)</p>	Item		R	R
	<b>COMPLETION</b>				
279	Make good all trades and areas. Remove all rubble and redundant equipment resulted from the removal and replacing of defective items with new, and leave all the sites in a neat and tidy condition.	Item		R	R
	<b>Add item no 276 –279 &amp; carry forward the total to the summery page</b>			<b>R</b>	



### 13. SUMMARY PAGE

	DESCRIPTION	AMOUNT
13.1	(1-3) schedule of prices Page 10	R
13.2	(4-9) schedule of prices Page 11	R
13.3	(10-15) schedule of prices Page 12	R
13.4	(16-25) schedule of prices Page 13	R
13.5	(26-28) schedule of prices Page 14	R
13.6	(29-30) schedule of prices Page 15	R
13.7	(31-32) schedule of prices Page 16	R
13.8	(33-38) schedule of prices Page 17	R
13.9	(39-41) schedule of prices Page 18	R
13.10	(42-49) schedule of prices Page 19	R
13.11	(50-51) schedule of prices Page 20	R
13.12	(52-60) schedule of prices Page 21	R
13.13	(61-66) schedule of prices Page 22	R
13.14	(67-72) schedule of prices Page 23	R
13.15	(73-79) schedule of prices Page 24	R
13.16	(80-82) schedule of prices Page 25	R
13.17	(83-87) schedule of prices Page 26	R
13.18	(88-94) schedule of prices Page 27	R
13.19	(95-98) schedule of prices Page 28	R
13.20	(99-101) schedule of prices Page 29	R
13.21	(102-106) schedule of prices Page 30	R
13.22	(107-111) schedule of prices Page 31	R
13.23	(112-117) schedule of prices Page 32	R
13.24	(118-121) schedule of prices Page 33	R
13.25	(122-125) schedule of prices Page 34	R
13.26	(126-131) schedule of prices Page 35	R





13.27	(132-138) schedule of prices Page 36	R
13.28	(139-142) schedule of prices Page 37	R
13.29	(143-146) schedule of prices Page 38	R
13.30	(147-151) schedule of prices Page 39	R
13.31	(152-156) schedule of prices Page 40	R
13.32	(157-160) schedule of prices Page 41	R
13.33	(161-174) schedule of prices Page 42	R
13.34	(175-180) schedule of prices Page 43	R
13.35	(181-183) schedule of prices Page 44	R
13.36	(184-191) schedule of prices Page 45	R
13.37	(192-198) schedule of prices Page 46	R
13.38	(199-201) schedule of prices Page 47	R
13.39	(202-214) schedule of prices Page 48	R
13.40	(215-218) schedule of prices Page 49	R
13.41	(219-222) schedule of prices Page 50	R
13.42	(223-227) schedule of prices Page 51	R
13.43	(228-230) schedule of prices Page 52	R
13.44	(231-233) schedule of prices Page 53	R
13.45	(234-236) schedule of prices Page 54	R
13.46	(237-240) schedule of prices Page 55	R
13.47	(241-245) schedule of prices Page 56	R
13.48	(246-249) schedule of prices Page 57	R
13.49	(250-255) schedule of prices Page 58	R
13.50	(256-264) schedule of prices Page 59	R
13.51	(265-273) schedule of prices Page 60	R
13.52	(274-275) schedule of prices Page 61	R
13.53	(276-279) schedule of prices Page 62	R



	<b>TOTAL NO 1</b>	<b>R</b>
	Allow for contingency amount	R 30 000.00
	<b>TOTAL NO 2</b>	<b>R</b>
	15% V.A.T.	<b>R</b>
	<b>GRAND TOTAL (Including VAT)</b>	<b>R</b>

**THIS TOTAL INCLUDING VAT MUST BE CARRIED TO THE FORM OF OFFER**

**NB: If the offer (any of the items quoted for) is “Vat Inclusive”, the VAT registration number of the service provider must be indicated. Bidders are not entitled to claim the VAT if they are not VAT registered.**

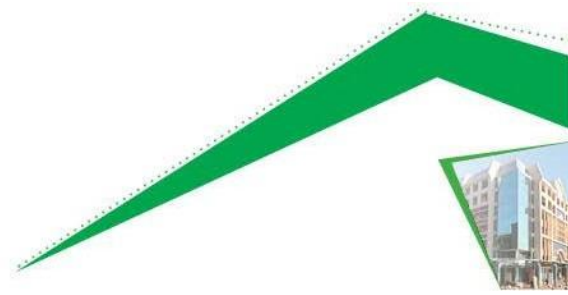


14. DRAWING/PHOTO NO. 1





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PUBLIC WORKS & INFRASTRUCTURE



# **OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION**

**IN**

**MINOR BUILDING REPAIRS AT VARIOUS GOVERNMENT  
OWNED HOUSES, OWNED BY THE DEPARTMENT OF  
PUBLIC WORKS & INFRASTRUCTURE IN MAKHANDA.**

**PROJECT NUMBER: SB5 -23/24/0016**

**IMPLEMENTED BY**

**THE DEPARTMENT OF  
PUBLIC WORKS & INFRASTRURE**



## TABLE OF CONTENT

1. Preamble .....	3
2. Scope of health & safety specification document .....	4
3. Purpose .....	5
4. Definitions .....	9
5. Occupational health & safety management .....	13
5.1 Structure and organization of OHS responsibilities .....	13
5.1.1 Overall supervision and responsibilities OHS .....	13
5.1.2 Required appointment as per the construction regulation .....	15
5.2 Communication, participation & consultation .....	16
6. Interpretation .....	16
7. Responsibilities .....	17
7.1 Client .....	17
7.2 Principal contractor .....	18
7.3 Contractor .....	21
7.4 Responsibilities of <b>Construction Health &amp; Safety Agent (SACPCMP)</b> .....	23
7.5 Competent Person .....	23
7.6 Appointment of a full/ part time Safety Officer .....	24
7.7 Construction Health and Safety Agent (SACPCMP) .....	24
7.8 Responsibilities towards employees and visitors .....	26
7.9 Design of temporary work .....	27
8. Scope of work .....	28
9. Preparing Health & Safety Plan .....	28
10. Health & Safety File .....	29
11. OH&S Goals & Objective & Arrangements for Monitoring & Reviewing OH&S Performance	33
11.1 Identification of Hazards & development of Risk Assessment, Standard working Procedures (SWP) & Method Statement .....	33
11.1.1. Monthly audit by client and/or its agent .....	33
11.1.2 Health & Safety incident/accident reporting and investigation .....	34
12. Review .....	36
12.1 Site Rules & other Restrictions .....	37
12.1.1 Appointment of Health & Safety Reps .....	37
12.1.2 Duties and functions of the Health & Safety Reps .....	38
12.1.3 Establishment of Health & Safety Committee .....	39
12.1.4 Training & Awareness .....	39
13. Project Site Specific Requirements .....	40
14. Outlined Data References & information on Certain & Specific Obligatory Requirements to ensure compliance .....	42
15. Principal Contractor General duties .....	45
16. The Principal Contractor Specific Duties .....	47
17. The Principal Contractor Specific Responsibilities with regard to hazardous activities .....	47
18. General Notes to the Principal Contractor .....	48
19. House Keeping .....	49
20. Lockout System .....	51
21. Important Lists & Records to be kept .....	52





## **1. PREAMBLE**

In terms of Construction Regulation 4(1)(a) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), and 5(1) 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 5 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 under Construction Regulations) detailing the key activities to be performed in order to reduce as far as practicable, the hazards identified in the Risk Assessment.

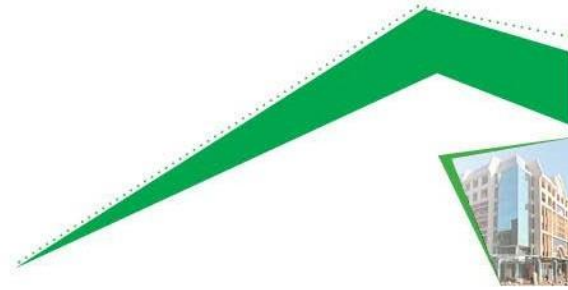
In this a high premium is to be placed on the health and safety of the most valuable assets of the Department of Public Works and Infrastructure. These are its personnel, the personnel of its Clients and the physical assets of which it is the custodian and may also include the public as well. The responsibilities 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 cognisance of the above statement.

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 6, 7 and 8 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:

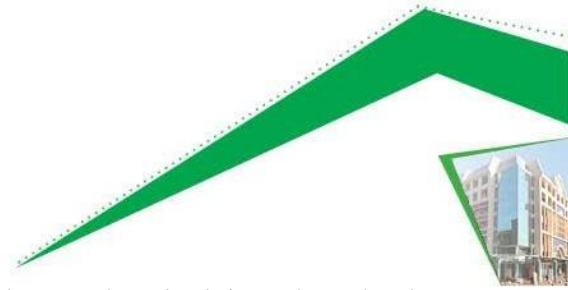
1. cause a preliminary hazard identification to be performed by a competent person before commencing any physical construction activity;
2. evaluate the risks associated with the identified hazard to the health and safety of such employees and the steps that need to be taken to comply with the Act; and
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:

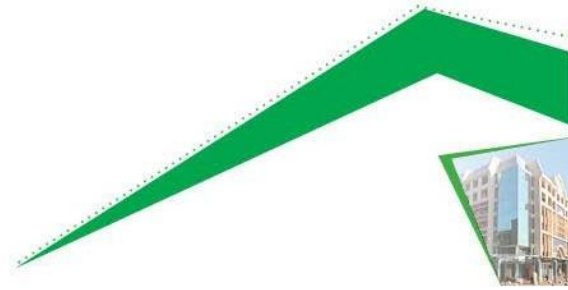
- all reasonably practicable steps are taken to prevent the uncontrolled collapse of any new or existing structure or any part thereof, which may become unstable or is in a temporary state of weakness or instability due to the carrying out of construction work; no structure or part of a structure is 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.



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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.

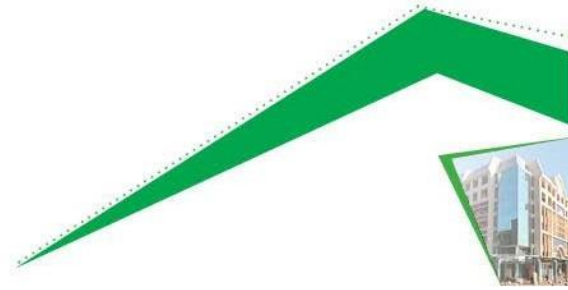
**Agent** – means any person who acts as a representative for a client. The word agent, in some instances, may be used interchangeable with the Construction Health and Safety Agent, the distinguishing factor will be on the role expected to be played by the agent mentioned. For example, all H&S related 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 organisation 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 civil engineering structure or type of work.

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

**CR** refers to the Construction Regulations 2014.

**Demolition Work** means a method to dismantle, wreck, break, pull down or knock down of 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 of objects, systems and the environment for human use in order to optimise 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 work undertaken;
- 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 hazards to 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 the information 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 to all 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 with the 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.

**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.

**Safety Officer** – a person deemed competent by SACPCMP under the relevant category of registration.



**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, vapour, 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 4(1)(c), implements and maintains the agreed and approved H&S Plan. Failure on the part of the Client or Agent to



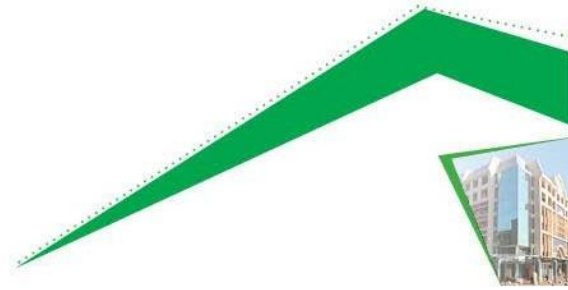
comply with this requirement will not relieve the Principal Contractor from any one or more of his/her duties under the Act and Regulations.

- 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 6 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	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.	6(1)	Construction supervisor	Contractor
9.	6(2)	Construction supervisor sub-ordinates	Contractor
10.	8(5)	Construction Safety Officer	Contractor
11.	8(8)	Responsible employee	
12.	9(1)	Person to carry out risk assessment	Contractor
13.	10(1)	Fall protection planner	Contractor
14.	12(1)	Temporal work designer	
15.	12(2)	Supervisor of temporal work operation	
16.	13(1)	Excavation supervisor	Contractor
17.	13(2)(k)	Competent person in the use of explosive for excavations	Contractor
18.	14(11)	Explosives expert	Contractor
19.	14(1)	Supervisor demolition work	Contractor
20.	14(2)	Scaffold supervisor	Contractor
21.	16(1)	Suspended platform supervisor	Contractor
22.	18(1)a	Rope access	Contractor
23.	19(8)(a)	Material hoist inspector	Contractor
24.	20(1)	Bulk mixing plant supervisor	Contractor
25.	21(2)	Explosive actuated fastening device inspector	Contractor
26.	21(2)(g)	Explosive actuated fastening device cartridge, nails and studs: issuer & collector	Contractor
27.	23(1)	Operator : construction vehicle and mobile plant	Contractor
28.	28 (a)	Stacking and storage supervisor	Contractor
29.	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 COID 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.

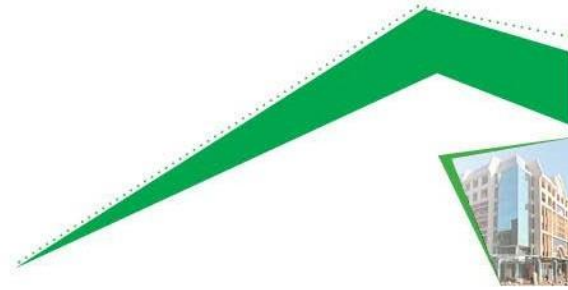


- b) The Client or his appointed Agent on his behalf shall discuss and negotiate with the Principal Contractor the contents of the health and safety plan of the both Principal Contractor and Contractor for approval.
- c) The Client or his appointed Agent on his behalf will take reasonable steps to ensure 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**

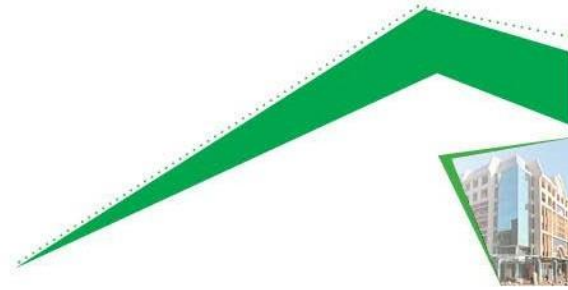
- a) The Principal Contractor shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction. Annexure 2 of this construction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



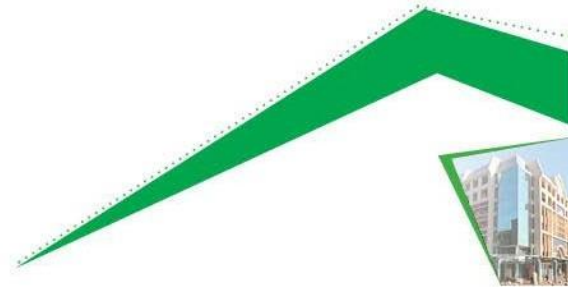


“Notification of Construction Work” form. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly.

- 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. Provide the appropriate PPE such as cloth face masks minimum of x 2 per employee on site and ensure continuous hands sanitisers are provided and social distance in maintained throughout the work process. Lastly, ensure that medical screening is conducted every morning before workers access the construction site. This should be done to everybody that accesses the site premis**



### **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 familiarised 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.*

*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 Officers should be appointed.*

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 7<sup>th</sup> 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:

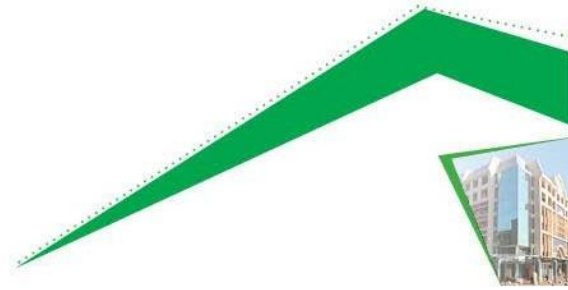
- the provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage;
- the safe use and storage of plant;
- the development of a construction project traffic management plan;
- obtaining and providing essential services information – electrical, gas, 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 contraction 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 curricula 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 authorised 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**

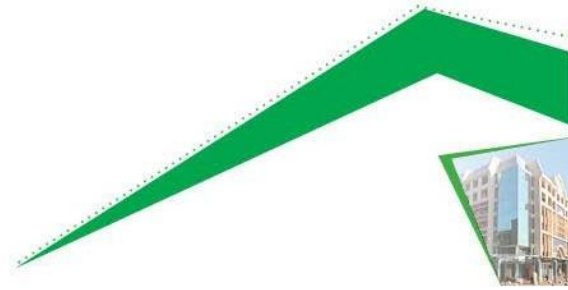
- a) The Principal Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:
- i. dies
  - ii. becomes unconscious
  - iii. loses a limb or part of a limb
  - iv. is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a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

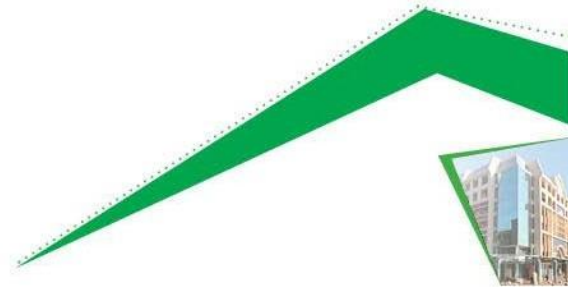
**(e) Reporting of Near-Misses**

- 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 nearmisses 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**

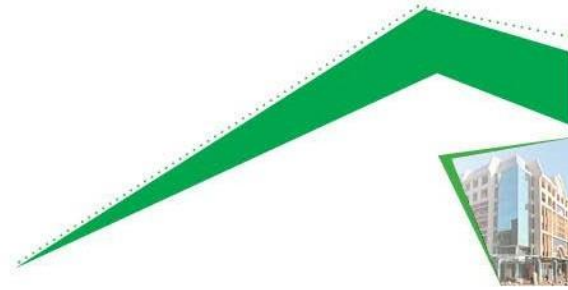
The contractor shall appoint in writing one health and safety representative for every 50 employees working on the site, whenever there are more than 20 employees on the site, to:

- 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	<b>Notice of carrying out Construction work</b>	<ul style="list-style-type: none"> <li>Department of Labour notified</li> <li>Copy of Notice available on Site</li> </ul>
General Admin. Regulation 4	<b>Copy of OH&amp;S Act (Act 85 of 1993)</b>	<ul style="list-style-type: none"> <li>Updated copy of Act &amp; Regulations on site.</li> <li>Readily available for perusal by employees.</li> </ul>
COID Act Section 80	<b>Registration with Compensation Insurer.</b>	<ul style="list-style-type: none"> <li>Written proof of registration/Letter of good standing available on Site</li> </ul>
Construction. Regulation 4 & 5(1)	H&S Specification & Programme	<ul style="list-style-type: none"> <li>H&amp;S Spec received from Client and/or its Agent on its behalf</li> <li>OH&amp;S programme developed &amp; Updated regularly</li> </ul>
Section 8(2)(d) Construction. Regulation 7	Hazard Identification & Risk Assessment	<ul style="list-style-type: none"> <li>Hazard Identification carried out/Recorded</li> <li>Risk Assessment and – Plan drawn up/Updated</li> <li>RA Plan available on Site</li> <li>Employees/Sub-Contractors informed/trained</li> </ul>
Section 16(2)	<b>Assigned duties (Managers)</b>	<ul style="list-style-type: none"> <li>Responsibility of complying with the OH&amp;S Act assigned to other person/s by CEO.</li> </ul>
Construction. Regulation 6(1)	<b>Designation of Person Responsible on Site</b>	<ul style="list-style-type: none"> <li>Competent person appointed in writing as</li> <li>Construction Supervisor with job description</li> </ul>
Construction. Regulation 6(2)	<b>Designation of Assistant for above</b>	<ul style="list-style-type: none"> <li>Competent person appointed in writing as</li> <li>Assistant Construction Supervisor with job description</li> </ul>
Section 17 & 18 General Administrative Regulations 6 & 7	<b>Designation of Health &amp; Safety Representatives</b>	<ul style="list-style-type: none"> <li>More than 20 employees - one H&amp;S Representative, one additional H&amp;S Rep. for each 50 employees or part thereof.</li> <li>Designation in writing, period and area of responsibility specified in terms of GAR 6 &amp; 7</li> <li>Meaningful H&amp;S Rep. reports.</li> <li>Reports actioned by Management.</li> </ul>
Section 19 & 20 General Administrative Regulations 5	<b>Health &amp; Safety Committee/s</b>	<ul style="list-style-type: none"> <li>H&amp;S Committee/s established.</li> <li>All H&amp;S Reps shall be members of H&amp;S Committees</li> <li>Additional members are appointed in writing.</li> <li>Meetings held monthly, Minutes kept.</li> <li>Actioned by Management.</li> </ul>
Section 37(1) & (2)	<b>Agreement with Mandatories/ (Sub-)Contractors</b>	<ul style="list-style-type: none"> <li>Written agreement with (Sub-)Contractors</li> <li>List of Subcontractors displayed.</li> <li>Proof of Registration with Compensation Insurer/Letter of Good Standing</li> <li>Construction Supervisor designated</li> <li>Written arrangements re.</li> <li>H&amp;S Reps &amp; H&amp;S Committee</li> <li>Written arrangements re. First Aid</li> </ul>



# Province of the EASTERN CAPE

Section 24 &  
General Admin. Regulation 9  
COIDA Act Sect.38, 39 & 41

**Reporting of Incidents**  
**Public Works & Infrastructure**  
**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
- 
- 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.
- 
- 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
- 
- Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage
  - Written Proof of Competence of above appointee available on Site
- 
- 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





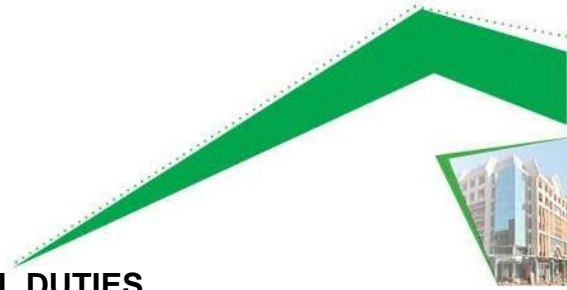
# Province of the EASTERN CAPE

General Safety Regulation 3

First Aid

PUBLIC WORKS & INFRASTRUCTURE

		<ul style="list-style-type: none"> <li>• Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed)</li> <li>• First Aid freely available</li> <li>• Equipment as per the list in the OH&amp;S Act.</li> <li>• One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed)</li> <li>• List of First Aid Officials and Certificates</li> <li>• Name of person/s in charge of First Aid box/es displayed.</li> <li>• Location of First Aid box/es clearly indicated.</li> <li>• Signs instructing employees to report all</li> <li>• Injuries/illness including first aid injuries</li> </ul>
General Safety Regulation 2	<b>Personal Safety Equipment (PSE)</b>	<ul style="list-style-type: none"> <li>• PSE Risk Assessment carried out</li> <li>• Items of PSE prescribed/use enforced</li> <li>• Records of Issue kept</li> <li>• Undertaking by Employee to use/wear PSE</li> <li>• PSE remain property of Employer, not to be removed from premises GSR 2(4)</li> </ul>
General Safety Regulation 9	<b>Inspection &amp; Use of Welding/Flame Cutting Equipment</b>	<ul style="list-style-type: none"> <li>• Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment</li> <li>• Written Proof of Competence of above appointee available on Site</li> <li>• All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately</li> <li>• Equipment identified/numbered and entered into a register</li> <li>• Equipment inspected weekly. Inspection Register kept</li> <li>• Separate, purpose made storage available for full and empty vessels</li> </ul>
General Safety Regulation 13A	<b>Inspection of Ladders</b>	<ul style="list-style-type: none"> <li>• Competent person appointed in writing to inspect Ladders</li> <li>• Ladders inspected at arrival on site and weekly thereafter. Inspections register kept</li> <li>• Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register</li> </ul>
General Safety regulation 13B	Ramps	<ul style="list-style-type: none"> <li>• Competent person appointed in writing to supervise the erection &amp; inspection of Ramps. Inspection register kept.</li> <li>• Daily inspected and noted in register</li> </ul>



## **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



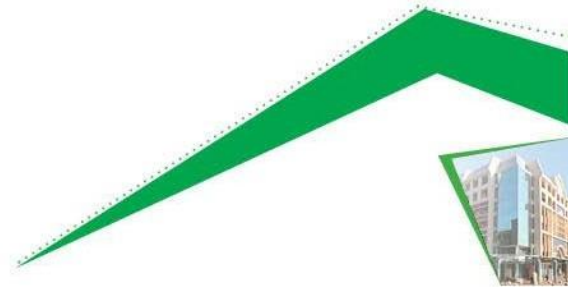
other (inter alia Local Government) legislation that also apply to the State as well as to State owned buildings and premises: -

- 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 4<sup>th</sup> 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 Standards (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.

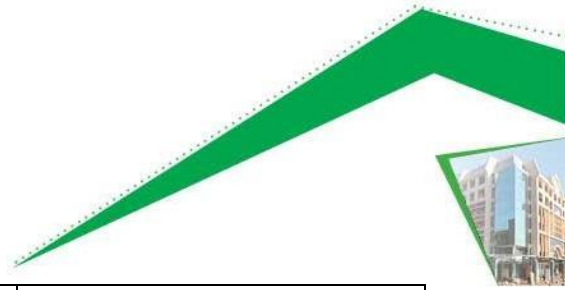
**i. MEASUREMENT AND PAYMENT**

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.

<b>Minor: Penalty: R50/count</b>	<b>Medium: Penalty: R500/count and a non-conformance</b>	<b>Severe Penalty: R5000/count, a non-conformance and/or activity stoppage</b>
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



<b>Minor: Penalty: R50/count</b>	<b>Medium: Penalty: R500/count and a non-conformance</b>	<b>Severe Penalty: R5000/count, a non-conformance and/or activity stoppage</b>
	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 of .....20.....



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**EASTERN CAPE**  
PUBLIC WORKS & INFRASTRUCTURE



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)

.....  
.....

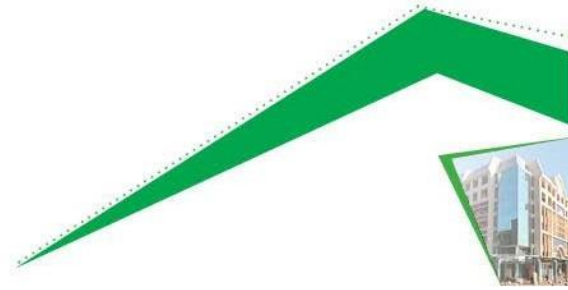
**SUPERVISION BY THE PRINCIPAL CONTRACTOR:**

**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)

.....  
.....





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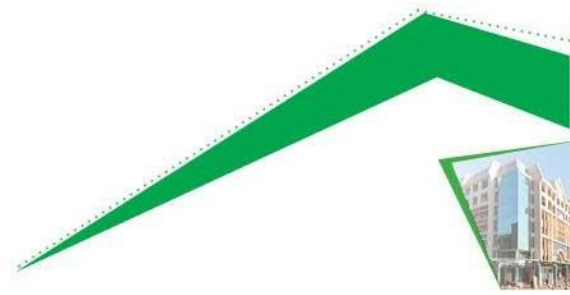


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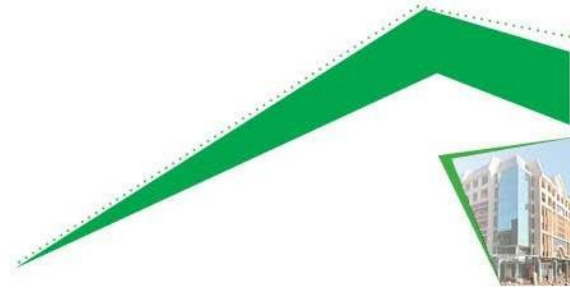


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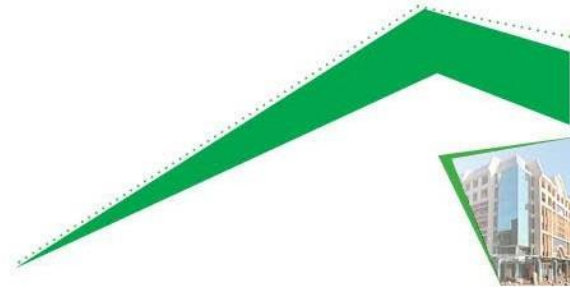


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