**PART: A: INVITATION TO BID: MBD1**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (POLOKWANE MUNICIPALITY)

<table>
<thead>
<tr>
<th>BID NUMBER:</th>
<th>PM95/2019</th>
<th>CLOSING DATE:</th>
<th>29 January 2020</th>
<th>CLOSING TIME:</th>
<th>10:00</th>
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</thead>
</table>

**BID DESCRIPTION**

APPOINTMENT OF A SERVICE PROVIDER FOR THE REPLACEMENT OF 66KV RELAYS IN GAMMA AND DELTA SUBSTATIONS

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7) or SERVICE LEVEL AGREEMENT OF POLOKWANE MUNICIPALITY.

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT Polokwane Municipality, Civic Centre, corner, Bondenstein and Landdros Mare Street not later than **10:00 on 29 January 2020**.

An official and compulsory site inspection will be held on **21 January 2020 at 10:00**. Bidders are requested to meet the New Peter Mokaba Stadium Complex, Executive Lounge, 1st Floor, Polokwane

The Bid box is generally open 24 hours, 7 days a week.

Completed Bid document, fully priced and signed must be sealed in an envelope marked “PM95/2019: APPOINTMENT OF A SERVICE PROVIDER FOR THE REPLACEMENT OF 66KV RELAYS IN GAMMA AND DELTA SUBSTATIONS”

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bids documents containing the Conditions of Bid and other requirements in terms of the Supply Chain Management Policy will be downloaded from e-tender Publication Portal at [www.etenders.gov.za](http://www.etenders.gov.za) and Polokwane Municipality’s website [www.polokwane.gov.za](http://www.polokwane.gov.za) at no fee.

**SUPPLIER INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTAL ADDRESS</td>
</tr>
<tr>
<td>STREET ADDRESS</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
</tr>
<tr>
<td>CELLPHONE NUMBER</td>
</tr>
<tr>
<td>FACSIMILE NUMBER</td>
</tr>
<tr>
<td>E-MAIL ADDRESS</td>
</tr>
<tr>
<td>VAT REGISTRATION NUMBER</td>
</tr>
<tr>
<td>TAX COMPLIANCE STATUS</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL NUMBER</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</td>
</tr>
</tbody>
</table>

[\[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE\]]
<table>
<thead>
<tr>
<th><strong>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?</strong></th>
<th>☐ Yes ☐ No</th>
<th><strong>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES/WORKS OFFERED?</strong></th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINIMUM WORK OPPORTUNITIES TO BE CREATED</strong></td>
<td>N/A</td>
<td><strong>CIDB GRADING</strong></td>
<td>3EP OR HIGHER</td>
</tr>
<tr>
<td><strong>SIGNATURE OF BIDDER</strong></td>
<td>…………………………………</td>
<td><strong>DATE</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>CAPACITY UNDER WHICH THIS BID IS SIGNED</strong></td>
<td>—</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</strong></th>
<th><strong>TECHNICAL INFORMATION MAY BE DIRECTED TO:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MUNICIPALITY</strong></td>
<td><strong>POLOKWANE</strong></td>
</tr>
<tr>
<td><strong>CONTACT PERSON</strong></td>
<td>Mr. AJ Pretorius</td>
</tr>
<tr>
<td><strong>TELEPHONE NUMBER</strong></td>
<td>015 290 2683</td>
</tr>
<tr>
<td><strong>FACSIMILE NUMBER</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>E-MAIL ADDRESS</strong></td>
<td><a href="mailto:arnoldp@polokwane.gov.za">arnoldp@polokwane.gov.za</a></td>
</tr>
<tr>
<td><strong>CONTACT PERSON</strong></td>
<td>Mr. K. Mashiane</td>
</tr>
<tr>
<td><strong>TELEPHONE NUMBER</strong></td>
<td>015 290 2148</td>
</tr>
<tr>
<td><strong>FACSIMILE NUMBER</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>E-MAIL ADDRESS</strong></td>
<td><a href="mailto:kwenaMa@polokwane.gov.za">kwenaMa@polokwane.gov.za</a></td>
</tr>
</tbody>
</table>

Principal agent: Polokwane Municipality
Contact: Mr. G Craig
Telephone: 015 290 2694
E-mail address: gerrie@polokwane.gov.za
## TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.  

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE**  

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.  

### 2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.  

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.  

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.  

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.  

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.  

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.  

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.  

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

   - YES  
   - NO  

3.2. **DOES THE ENTITY HAVE A BRANCH IN THE RSA?**  

   - YES  
   - NO  

3.3. **DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?**  

   - YES  
   - NO  

3.4. **DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?**  

   - YES  
   - NO  

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

   - YES  
   - NO  

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.
NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER: ..........................................................
CAPACITY UNDER WHICH THIS BID IS SIGNED: ............................................
DATE: ..........................................................
# POLOKWANE MUNICIPALITY

## CONTENTS OF TENDER DOCUMENTATION

<table>
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<td><strong>Number</strong></td>
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<td><strong>Part T1: Tendering procedures</strong></td>
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<td>T1.3</td>
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<td><strong>Part T2: Returnable Documents</strong></td>
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<td>T2.2</td>
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<td><strong>Part C1: Agreements and Contract Data</strong></td>
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<td>C1.1</td>
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<td>C1.2</td>
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<tr>
<td>C1.4</td>
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<td><strong>Part C2: Pricing data</strong></td>
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<td><strong>Part C3: Scope of Work</strong></td>
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<td>C3.7</td>
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<tr>
<td>C3.8</td>
</tr>
<tr>
<td><strong>Part C4: Site Information</strong></td>
</tr>
<tr>
<td>C4</td>
</tr>
</tbody>
</table>
BID NUMBER: PM95/2019

DIRECTORATE: ENGINEERING SERVICES

BUSINESS UNIT: ENERGY SERVICES

Bids are hereby invited for APPOINTMENT OF A SERVICE PROVIDER FOR THE REPLACEMENT OF 66KV RELAYS IN GAMMA AND DELTA SUBSTATIONS.

The Council also reserves the right to negotiate further conditions and requirements with the successful bidder.


The Municipality shall adjudicate and award bids in accordance with B-BBEE status level of contribution on 80/20-point system, 80 points for the price and 20 points for contribution. Prospective bidders must accept that the bid will be adjudicated, according to the said legislation. Bids will remain valid for 90 (ninety) days.

MR. D.H. MAKOBE
MUNICIPAL MANAGER
CIVIC CENTRE
LANDDROS MARE STREET,
POLOKWANE
1. RESPONSIVENESS CRITERIA

The Polokwane Municipality will consider no Bid unless it meets the following responsiveness criteria:

- The bid must be properly received in a sealed envelope clearly indicating the description of the service and the bid number for which the bid is submitted.
- The bid must be deposited in the relevant bid box as indicated on the notice of the bid on or before the closing date and time of the bid.
- A valid Central Supplier Database number to be provided.
- Bid forms must be completed in full and each page of the bid initialed.
- Submission of a Joint Venture Agreement, where applicable, which has been properly signed by all parties.
- Proof of payment of Municipal Rates and Taxes or letter for Tribal Authority or lease agreement must be attached.
- Complies with the requirements of the bid and technical specifications.
- Registered in the relevant contractor category in the Construction Industry Development Board Register of Contractors (CIDB).
- Adheres to Pricing Instructions.
- Financial ability to execute the contract.
- Comply in full and observe the requirements of the Notice to Bidders.
- Experience with similar work – demonstrate a track record of a project of similar scope and size

2. EVALUATION OF BIDS

a) All bids received shall be evaluated in terms of the Supply Chain Management Regulations, Polokwane Municipality Supply Chain Management Policy (on request from Municipality), the preferential procurement regulation 2011, and other applicable legislations.

b) The Council reserves the right to accept all, some, or none of the bids submitted – either wholly or in part – and it is not obliged to accept the lowest bid.
By submitting this bid, bidder authorises the Council or its delegate(s) to carry out any investigation deemed necessary to verify the correctness of the statements and documents submitted and that such documents reasonably reflect the ability of the Bidder to provide the goods and services required by the Council.

PLEASE NOTE

1. The Municipal Manager may cancel a contract awarded to a person if:
   a) The person committed a corrupt or fraudulent act during the procurement process or in the execution of the contract, or
   b) An official or other role player committed any corrupt or fraudulent act during the procurement process or in the execution of the contract that benefited that person.

2. The Municipal Manager may reject the bid or quote of any person if that person or any of its directors has:
   a) Failed to pay municipal rates and taxes or municipal service charges and such rates, taxes and charges are in arrears for more than three months;
   b) Failed, during the last five years, to perform satisfactorily on a previous contract with the Polokwane Municipality or any other organ of State after written notice was given to that bidder that performance was unsatisfactory;
   c) Abused the supply chain management system of the Municipality or have committed any improper conduct in relation to this system;
   d) Been convicted of fraud or corruption during the past five years;
   e) Wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
   f) Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004) or has been listed on National Treasury’s database as a person prohibited from doing business with public sector.
POLOKWANE MUNICIPALITY

1. CONDITIONS OF TENDER


Each Tenderer shall obtain its own copy of the Standard Conditions of Tender.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. In the interpretation of any ambiguity or inconsistency between the Tender Data and the Standard Conditions of Tender, the Tender Data shall have precedence.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

<table>
<thead>
<tr>
<th>Clause number</th>
<th>Tender Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. EMPLOYER</strong>&lt;br&gt;Cl. F1.1</td>
<td>The “Employer” is “Polokwane Municipality”&lt;br&gt;The Employer’s domicilium citandi et executandi (permanent physical business address) is:&lt;br&gt;Polokwane Municipality, Civic Centre, Landdros Mare Street, Polokwane&lt;br&gt;The Employer’s address for communication relating to this project is:&lt;br&gt;PO Box 111, Polokwane, 0700</td>
</tr>
<tr>
<td><strong>3. TENDER DOCUMENTS</strong>&lt;br&gt;Cl. F.1.2</td>
<td>“The following documents form part of this tender:&lt;br&gt;VOLUME 1&lt;br&gt;Part T1 Tendering procedures&lt;br&gt;T1.1 Tender notice and invitation to tender&lt;br&gt;T1.2 Tender data&lt;br&gt;T1.3 Standard and Particular conditions to tender&lt;br&gt;Part T2 Returnable Documents&lt;br&gt;T2.1 List of Returnable Documents&lt;br&gt;T2.2 Returnable Schedules that will be incorporated into the Contract&lt;br&gt;Part C1 Agreements and Contract Data&lt;br&gt;C1.1 Form of offer and acceptance&lt;br&gt;C1.2 Contract data&lt;br&gt;C1.3 Form for Adjudicators Appointment&lt;br&gt;C1.4 Agreement in terms of Occupational Health and Safety&lt;br&gt;Part C2 Pricing Data&lt;br&gt;C2.1 Pricing Instructions&lt;br&gt;C2.2 Bill of Quantities&lt;br&gt;Part C3 Scope of Work&lt;br&gt;C3.1 Description of the Works&lt;br&gt;C3.2 List of Drawings&lt;br&gt;C3.3 Procurement&lt;br&gt;C3.4 Construction&lt;br&gt;C3.5 International, National and Polokwane Municipality Standards&lt;br&gt;C3.6 Health and Safety Specifications&lt;br&gt;C3.7 Environmental Management during Construction&lt;br&gt;C3.8 Management of the Works&lt;br&gt;Part C4 Site information</td>
</tr>
</tbody>
</table>
### 4. EMPLOYER’S AGENT

**Cl. F.1.4**

The Employer’s agent’s are:

a) **Principal Agent**

**POLOKWANE MUNICIPALITY ENERGY SERVICES**

<table>
<thead>
<tr>
<th>Physical Address:</th>
<th>Postal Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cnr Landros Mare and Bodenstein</td>
<td>P.O. Box 111</td>
</tr>
<tr>
<td>Polokwane 0699</td>
<td>Polokwane 0700</td>
</tr>
</tbody>
</table>

Corporate: (015) 290 2112  
Direct: (015) 290 2683  
E-mail: arnoldp@polokwane.gov.za

### 5. TENDERER’S OBLIGATIONS

#### 5.1. Eligibility

**Cl. F.2.1**

A tender offer may only be submitted if the Tenderer satisfies the criteria stated in the Tender Data and if the Tenderer, or any of his principals, is not under any restriction to do business with the Employer.

#### 5.2. Site Visit and Clarification Meeting

**Cl. F.2.7**

The arrangements for a compulsory pre-tender meeting are:

- **Location:** New Peter Mokaba Stadium Complex, Executive Lounge, 1st Floor, Polokwane  
- **Date:** 21 January 2020 @ 10:00

#### 5.3. Insurance

**Cl. F.2.9**

No insurance cover will be provided by the Employer.

#### 5.4. Alternative Tender Offers

**Cl. F. 2.12**

Unless anything to the contrary has been determined in the Contract Data, a Tenderer may, together with his tender for the original designs contained in the contract documents, submit alternative designs and tender offers for consideration. All designs, calculations, drawings and Operation and Maintenance manuals shall be fully endorsed by a third party registered engineer, accomplished in such specific field of practice and the cost thereof shall be borne solely by the Contractor. Such alternative designs and offers shall be subject to the following conditions and requirements:

**5.4.1. Tenders**

An alternative offer or design will be considered only if the tender for the original items has been fully priced and completed. The alternative tender offer is to be submitted in **the same envelope as the main tender offer**, together with a schedule that compares the requirements of the tender documents with the alternative requirements the Tenderer proposes. No alternative tender will be considered unless a tender free from qualifications is also submitted. Unless the alternative offer stipulates to the contrary, it shall be assumed that the period for completion of the Works shall be the same as for the original design.

Designs, calculations, drawings and a modified schedule of quantities (as determined hereafter) in respect of each alternative offer or design shall accompany the alternative tender offer and shall be endorsed fully by a third party registered engineer, accomplished in such specific field of practice.

**5.4.2. Preliminary calculations**

Preliminary calculations for an alternative design shall be submitted with the tender. Such calculations shall give adequate details so as to enable an assessment to be made of the general efficacy of the design and of its principal elements, also of the degree to which the design prescriptions and codes of the Employer are being
Clause number | Tender Data
--- | ---

5.4.3. Preliminary drawings

Preliminary drawings of the alternative designs shall also be submitted with the tender. These drawings shall comprise adequate layout plans, elevations and sections and shall clearly illustrate the general efficacy of the design and its principal elements.

5.4.4. Quantities

Each alternative offer shall be accompanied by a modified priced schedule of quantities compiled in accordance with the specifications, in so far as it is applicable, which clearly shows the manner in which the price for the alternative offer has been determined and the items in the original schedule of quantities which fall away or are being changed. In addition to the schedule of quantities, a set of calculations shall be supplied to show how the quantities have been determined. All assumptions in regard to factors which will determine quantities shall be clearly and conspicuously marked by underlining or colouring, and shall indicate whether or not the assumptions have been based on information furnished in the Contract Data (with the necessary references).

5.4.5. Further details

Should the Employer's Agent find that the calculations and drawings submitted for alternative designs are not complete enough for proper adjudication of the alternative designs, the Employer reserves to itself the right to call on the Tenderer to submit such further calculations and drawings as may be required. If such further details are not submitted within ten days of having been requested, the alternative designs will not be given further consideration.

5.4.6. Preliminary adjudication of alternative designs

The Employer's Agent will undertake a preliminary scrutiny of any alternative designs for compliance with the specified requirements of the Employer. Should he find any mistakes or unsatisfactory aspects, he may afford the Bidder the opportunity to rectify them within a period to be determined by the Employer's Agent. However, it is emphasized that the preliminary scrutiny of the design and tender by the Employer's Agent, by its very nature, cannot be comprehensive, and no guarantee can be given in this regard that all the mistakes made by the Bidder will in fact be detected. Any correction of such mistakes shall be made with the tender price of the bidder being retained, and, wherever necessary, the priced schedule of quantities for the alternative design shall be adjusted accordingly.

5.4.7. Acceptance of alternative design

The Bidder shall note that the acceptance of a tender which includes alternative designs for compliance with the specified requirements of the Employer. Should he find any mistakes or unsatisfactory aspects, he may afford the Bidder the opportunity to rectify them within a period to be determined by the Employer's Agent. However, it is emphasized that the preliminary scrutiny of the design and tender by the Employer's Agent, by its very nature, cannot be comprehensive, and no guarantee can be given in this regard that all the mistakes made by the Bidder will in fact be detected. Any correction of such mistakes shall be made with the tender price of the bidder being retained, and, wherever necessary, the priced schedule of quantities for the alternative design shall be adjusted accordingly.

5.4.8. Final drawings and calculations and the priced schedule of quantities

Where a tender with an alternative design has been accepted, the Contractor shall, not less than two months before he intends starting with the construction of such design, submit to the Employer's Agent a complete set of working drawings, detailed calculations and a complete schedule of quantities, for approval. The schedule of quantities shall be based on the preliminary schedule of quantities, but with the
necessary adjustments in quantities and prices and with the tendered price for the alternative design being retained.

Within three weeks of having received the above, the Employer’s Agent will indicate which drawings, calculations, quantities, prices and other particulars are acceptable to him and which not, with reasons furnished. The Contractor shall then submit to the Employer’s Agent in good time any modified drawings and other particulars for approval, for which he will require two weeks. Any delay arising from the fact that the amended particulars do not meet the requirements shall be the responsibility of the Contractor.

No work which will be affected by an alternative design may be commenced, unless the drawings, schedule of quantities and prices for such alternative design have been approved. Should the Contractor fail to modify any drawings, calculations, quantities, prices or any other particulars to the satisfaction of the Employer’s Agent, the alternative design will be rejected and the original design shall be constructed for the same amount as has been tendered for the alternative design.

5.4.9. Responsibility for alternative design

The approval of a design by the Employer’s Agent shall not in any way relieve the Bidder of his responsibility to produce a design which conforms in all respects to all the specified requirements and which will be suitable for the purpose envisaged. Should it appear later during construction or during the maintenance period that the design does not conform to the specified requirements, the Contractor only, shall be liable for any damage arising there from and he shall, at his own expense, do all the necessary work to ensure that the Works conforms to all the specified requirements.

5.4.10. Indemnity

Once the alternative design has been approved, the Contractor shall indemnify and hold harmless the Employer, its agents and assigns, against all claims howsoever arising out of the said design whether in contract or delict.

### 5.1. Submitting a Tender Offer

<table>
<thead>
<tr>
<th>Clause number</th>
<th>Tender Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.5.1. Whole of the Works (Cl. F.2.13.1)</td>
<td>Tenderers shall offer to provide for the whole of the Works identified.</td>
</tr>
<tr>
<td>5.5.2. Original tender documents (Cl. F.2.13.3)</td>
<td>The original tender document, issued to the Bidder, shall be submitted in its entirety. No copies are required.</td>
</tr>
<tr>
<td>5.5.3. Marking of Tender Submissions (Cl. F.2.13.5)</td>
<td>The complete tender documents shall be enclosed and sealed in a single envelope, marked: “BID NO. PM95/2019: APPOINTMENT OF A SERVICE PROVIDER FOR THE REPLACEMENT OF 66KV RELAYS IN GAMMA AND DELTA SUBSTATIONS”</td>
</tr>
<tr>
<td>5.5.4. Two envelope system (Cl. F.2.13.6)</td>
<td>A two-envelope procedure will not be followed.</td>
</tr>
<tr>
<td>Clause number</td>
<td>Tender Data</td>
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</tr>
<tr>
<td>5.5.5.</td>
<td><strong>Closing time (Cl. F.2.15)</strong></td>
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<tr>
<td></td>
<td>The closing time for submission of tender offers is: <strong>10H00</strong></td>
</tr>
<tr>
<td></td>
<td>Telegraphic, telephonic, telex, facsimile, e-mail, electronic and late tender offers will not be accepted.</td>
</tr>
<tr>
<td>5.5.6.</td>
<td><strong>Tender offer validity (Cl. F.2.16)</strong></td>
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<td></td>
<td>The tender offer validity period is <strong>90 days</strong> after tender closing date.</td>
</tr>
<tr>
<td>5.5.7.</td>
<td><strong>Clarification of tender offer after submission (Cl. F.2.17)</strong></td>
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<tr>
<td></td>
<td>Delete the last part of the second sentence, commencing with the word “and”. Furthermore, delete the last two sentences of Cl. F.2.17.</td>
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<tr>
<td></td>
<td>Add the following sentence: “The rates stated by the Bidder shall be binding”.</td>
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<tr>
<td>5.5.8.</td>
<td><strong>Provide other Material (Cl. F.2.18.1)</strong></td>
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<tr>
<td></td>
<td>Upon request by the Employer, the Bidder shall promptly supply any other material that has a bearing on the tender offer, the bidder’s commercial position (including, where applicable, notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the Employer for the purpose of a full and fair assessment. Should the Bidder not provide the information or material called for, by the time for submission stated in the Employer’s request, the Employer will regard the tender offer as being non-responsive.</td>
</tr>
<tr>
<td>5.5.9.</td>
<td><strong>Certificates (Cl. F.2.23)</strong></td>
</tr>
<tr>
<td></td>
<td>The following certificates are to be provided with this tender:</td>
</tr>
<tr>
<td></td>
<td>a) A valid Central Supplier Database (CSD) number to be provided.</td>
</tr>
<tr>
<td></td>
<td>b) Compensation Fund registration certificate</td>
</tr>
<tr>
<td></td>
<td>c) Certificate of Contractor Registration issued by the Construction Industry Development Board or a copy of the application Form for registration in terms of the Construction Industry Development Board Act (Form F006). (A minimum grading of <strong>3EP</strong> is required).</td>
</tr>
<tr>
<td></td>
<td><strong>Important Note:</strong></td>
</tr>
<tr>
<td></td>
<td>Failure to provide the required particulars as per the above-listed certificates implies a non-responsive tender and warrants rejection of the tender on account of non-compliance with the requirements of the Tender Data</td>
</tr>
</tbody>
</table>

6. **EMPLOYER’S UNDERTAKING**

<table>
<thead>
<tr>
<th>6.1. Opening of Tender Submissions Cl. F3.4</th>
<th>The time and location for opening of the tender offers are:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>10:00 on 29 January 2020</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Location:</strong> Tender Box, Polokwane Municipality, Civic Centre, Landdros Mare Street, Polokwane</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6.2. Arithmetical Errors Cl. F.3.9.1</th>
<th>Delete paragraphs (b) and (c) of Cl. F.3.9.1 and replace with:</th>
</tr>
</thead>
<tbody>
<tr>
<td>b)</td>
<td>If a bill of quantities (or schedule of quantities or schedule of rates) applies and there is an error in the line item resulting from the product of the unit rate and the quantity, the rate shall be binding and the error of extension as entered in the tender offer will be corrected by the Employer in determining the Contract Price.</td>
</tr>
<tr>
<td>Clause number</td>
<td>Tender Data</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>c)</td>
<td>Where there is an error in addition, either as a result of other corrections required by this checking process or in the Bidder's addition of prices, such error will be corrected by the Employer in determining the Contract Price.</td>
</tr>
<tr>
<td>d)</td>
<td>The Contract Price for the completed Contract shall be computed from the actual quantities of authorised work done and compliant with the Contract Data, valued at rates contracted against the respective items in the bill of quantities, schedule of Quantities or schedule of rates and shall include such authorised Provisional Sums and items of extra work as have become payable in terms of the Contract Data.</td>
</tr>
</tbody>
</table>

### 7. ACCEPTANCE OF TENDER OFFER

**Cl. F3.13**

Tender offers will only be accepted if:

a) A valid Central Supplier Database (CSD) number is provided;

b) The bidder is registered with the Construction Industry Development Board in an appropriate contractor grading designation. *(A minimum grading of 3EP is required for the main contractor)*;

c) The bidder has demonstrated previous experience with the type of work required under this contract having successfully completed a **project of similar scope and size**.

d) The bidder or any of its principals 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; and

e) The bidder has not abused the Employer's Supply Chain Management System.

f) The bidder has not failed to perform on any previous contract.

g) has complete the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the bidder's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

### 8. PROVIDE COPIES OF THE CONTRACT DOCUMENT

**Cl. F.3.18**

The number of paper copies of the signed Contract to be provided by the Employer to the successful bidder is one.
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution


1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000.00 (all applicable taxes included).

1.2 - The value of this bid is estimated to not exceed R50 000 000.00 (all applicable taxes included) and therefore the 80/20 system shall be applicable; or

- The 80/20-preference point system will be applicable to this tender. *(delete whichever is not applicable for this tender).*

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>PRICE</th>
<th>B-BBEE STATUS LEVEL OF CONTRIBUTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
2. DEFINITIONS

(a) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) “EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(f) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;

(g) “prices” includes all applicable taxes less all unconditional discounts;

(h) “proof of B-BBEE status level of contributor” means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
3. POINTS AWARDED FOR PRICE

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

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

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

Where

\[
\begin{align*}
P_s & = \text{Points scored for price of bid under consideration} \\
P_t & = \text{Price of bid under consideration} \\
P_{\text{min}} & = \text{Price of lowest acceptable bid}
\end{align*}
\]

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

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

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: .......... = .......... (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(\textit{Tick applicable box})

\[
\begin{array}{c|c}
\text{YES} & \text{NO} \\
\hline
\end{array}
\]
7.1.1 If yes, indicate:
i) What percentage of the contract will be subcontracted ...........................................%  
ii) The name of the sub-contractor ..............................................................................
iii) The B-BBEE status level of the sub-contractor ......................................................
iv) Whether the sub-contractor is an EME or QSE  
   (Tick applicable box)  
   YES [ ] NO [ ]
v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at last 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Black people who are youth</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Black people who are women</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Black people with disabilities</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Cooperative owned by black people</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Black people who are military veterans</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any EME</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Any QSE</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm: ............................................................................................

8.2 VAT registration number: ........................................................................................

8.3 Company registration number: .................................................................................

8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
8.6 COMPANY CLASSIFICATION

☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.

[Tick APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated: …………………………………………………
Registered Account Number: ……………………………
Stand Number: ………………………………………………

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

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

   (a) disqualify the person from the bidding process;

   (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;

   (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

   (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

   (e) forward the matter for criminal prosecution.

WITNESSES

1. ………………………………………

2. ………………………………………

SIGNATURE(S) OF BIDDERS(S)

DATE: …………………………………
ADDRESS …………………………………

……………………………………….
……………………………………….
ATTACH B-BBEE VERIFICATION CERTIFICATE
ANNEXURE A
SUPPLY CHAIN MANAGEMENT
EVALUATION PROCESS AND CRITERIA

The following evaluation process and criteria will be used to evaluate all bids submitted:

1. **Administrative Compliance – Phase One**

1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

1.2 **Critical Criteria:**

The following critical criteria have been identified for this bid and any non compliance thereto will lead to the bid being regarded as non-responsive and disqualified from further evaluation:

- Provide a valid CSD number. *(Attach CSD Registration Summary Report)*
- All Pages of the Bid document must be initialed.
- Compulsory site inspection attended.
- Completed and signed declaration on past SCM practices form.
- Compulsory enterprise questionnaire completed.
- Signed J/V agreement must be attached (Where applicable).
- Proof of registration with CIDB attached.
- Proof of Municipal Rates and Taxes or letter for Tribal Authority or lease agreement must be attached (Not older than 3 months).
- Complete **MBD5** and submit annual Audited or Reviewed Financial Statements (**AFS**), for the last three (3) years. – (Only where the tender amount exceeds **R10mil** - including VAT).
- Complete and signing of the declaration of interest form (**MBD4**).

2. **Functionality – Phase Two (50 points allocation)**

The bidders who complied administratively are considered for further evaluation on ability to execute the project.

The assessment of functionality will be done in terms of the evaluation criteria and minimum threshold as specified. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.

2.1 **Relevant Experience of Company (35 points)**

This will take into consideration similar contracts successfully completed by the bidder. 

**NB.** Proof of largest similar project must be attached (Completion certificate). Failure to provide proof will result in disqualification of points.

The score will be calculated as follows:

\[
R_t = \frac{L_c}{T_{avg}} \times R_{max}
\]

Where:

- \(R_t\) = Points for relevant experience of company
- \(L_c\) = Largest similar contract over the last three (3) years. *(Determined on project size.)*
- \(T_{avg}\) = Average value of tendered amounts of eligible tenders.
- \(R_{max}\) = Maximum points allocated for relevant experience of company.

(R max = 35)
2.2 Plant and Equipment (5 points)

This will be assessed against a minimum number of different types of plant and equipment required to successfully complete the project within the stipulated construction period as determined by the engineer.

Access to plant may be in a form of ownership, hire or leasing arrangements, orders etc. A letter of intent from hiring or leasing companies stating the number and type of plant and equipment on which arrangement has been made must be submitted. Any changes to the lease/hire agreement must be approved by the Municipality prior commencement.

NB. 50% of points will be allocated to equipment leased/hired.

<table>
<thead>
<tr>
<th>Consultants Estimation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) Plant and equipment required</td>
</tr>
<tr>
<td>LDV</td>
</tr>
</tbody>
</table>

NB. Proof of ownership on equipment indicated above must be submitted with the bid document. Failing to submit will result in disqualification of points.

2.3 Financial Status (10 points)

This will be assessed against Bank ratings as follows: (A Bank letter MUST be submitted, it should be specific for this project and not older than 30 days)

<table>
<thead>
<tr>
<th>Bank Rating</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10</td>
</tr>
<tr>
<td>B</td>
<td>10</td>
</tr>
<tr>
<td>C</td>
<td>7</td>
</tr>
<tr>
<td>D</td>
<td>5</td>
</tr>
<tr>
<td>E</td>
<td>2</td>
</tr>
<tr>
<td>F,G,H</td>
<td>0</td>
</tr>
</tbody>
</table>

NB: A bid will be disqualified if it fails to meet the minimum threshold of 60% on functionality and a minimum of 15 points on relevant experience.

2.4 Commercial Risk Analysis

Prior to being recommended for further evaluation, a bid will be subjected to risk analysis to ensure that it would, if accepted, not place the Municipality or the bidder, at undue risk.

A risk analysis will be performed to ascertain if any of the following might present an unacceptable commercial risk to the Municipality:

- Unduly low tendered sums
- Unduly high individual rates
- Unduly low rates
- Imbalances in pricing

It is in the best interests of the Municipality to amend an error which will cause the bid to be rejected on the basis of it presenting an unacceptable commercial risk.
**EVALUATION OF BIDS**

a) All bids received shall be evaluated in terms of the Supply Chain Management Regulations, Polokwane Municipality Supply Chain Management Policy (on request from Municipality), the preferential procurement regulation 2011, and other applicable legislations.

b) The Council reserves the right to accept all, some, or none of the bids submitted – either wholly or in part – and it is not obliged to accept the lowest bid.

By submitting this bid, bidder authorises the Council or its delegate(s) to carry out any investigation deemed necessary to verify the correctness of the statements and documents submitted and that such documents reasonably reflect the ability of the Bidder to provide the goods and services required by the Council.

**PLEASE NOTE**

The Municipal Manager may cancel a contract awarded to a person if:

a) The person committed a corrupt or fraudulent act during the procurement process or in the execution of the contract, or

b) An official or other role player committed any corrupt or fraudulent act during the procurement process or in the execution of the contract that benefited that person.

The Municipal Manager may reject the bid or quote of any person if that person or any of its directors has:

c) Failed to pay municipal rates and taxes or municipal service charges and such rates, taxes and charges are in arrears for more than three months;

d) Failed, during the last five years, to perform satisfactorily on a previous contract with the Polokwane Municipality or any other organ of State after written notice was given to that bidder that performance was unsatisfactory;

e) Abused the supply chain management system of the Municipality or have committed any improper conduct in relation to this system;

f) Been convicted of fraud or corruption during the past five years;

g) Wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or

h) Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004) or has been listed on National Treasury’s database as a person prohibited from doing business with public sector.
2.5 **Tendered rates**

Rates for all the bids which have complied with the bid conditions will be assessed for the following:

- Comparison of rates and amounts with the average tendered amount.
- Sensitivity Analysis of Rates (i.e. whether the rates are balanced, acceptable, etc).
- Expected cash flows requirements.

**NB:** Bids with unbalanced rates will be disqualified for further evaluation on price and preference points system

---

### 3 Business Registration

Prospective bidders shall be registered:

(a) With the South African Revenue Services for all categories of taxes applicable to it.

(b) With the Compensation Commissioner

(c) With the Construction Industry Development Board. (A minimum grading of 3EP is required).

---

### 4 Acceptance of Tender Offer (Cl. F3.13)

Tender offers will only be accepted if:

a) The bidder provides a valid Central Supplier Database (CSD) number;

b) The bidder is registered with the Construction Industry Development Board in an appropriate contractor grading designation. (A minimum grading of 3EP is required);

c) The bidder or any of its principals 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; and

d) The bidder has not abused the Employer’s Supply Chain Management System.

e) The bidder has not failed to perform on any previous contract.

f) has complete the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the bidder’s ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

---

### 5. Provide copies of the Contract Document (Cl. F3.18)

The number of paper copies of the signed Contract to be provided by the Employer to the successful bidder is one
Annexure A: Standard Conditions of Tender

F.1 General

F.1.1 Actions

The employer and each bidder submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently.

F.1.2 Tender Documents

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

F.1.3 Interpretation

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

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

F.1.3.3 For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

a) **Comparative offer** means the bidder’s financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration

b) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and

c) **Fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels

d) **Quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

F.1.4 Communication and employer’s agent

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

F.1.5 The employer’s right to accept or reject any tender offer

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

F.1.5.2 The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the bidder.
F.2 Bidder's obligations

F.2.1 Eligibility
Submit a tender offer only if the bidder satisfies the criteria stated in the tender data and the bidder, or any of his principals, is not under any restriction to do business with employer.

F.2.2 Cost of tendering
Accept that the employer will not compensate the bidder for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.

F.2.3 Check documents
Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

F.2.4 Confidentiality and copyright of documents
Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

F.2.5 Reference documents
Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

F.2.6 Acknowledge addenda
Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

F.2.7 Clarification meeting
Attend, where required, a clarification meeting at which bidders may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

F.2.8 Seek clarification
Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

F.2.9 Insurance
Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The bidder is advised to seek qualified advice regarding insurance.

F.2.10 Pricing the tender offer
F.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful bidder, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

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

F.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.
F.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

F.2.11 Alterations to documents

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

F.2.12 Alternative tender offers

F.2.12.1 Submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the tenderer proposes.

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

F.2.13 Submitting a tender offer

F.2.13.1 Submit a tender offer to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

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

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

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

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

F.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked “financial proposal” and place the remaining returnable documents in an envelope marked “technical proposal”. Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the bidder's name and contact address.

F.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

F.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

F.2.14 Information and data to be completed in all respects

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

F.2.15 Closing time

F.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. The employer shall not accept tender offers submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the tender data.
F.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

F.2.16 Tender offer validity

F.2.16.1 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.

F.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period.

F.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the total of the prices or substance of the tender offer is sought, offered, or permitted. The total of the prices stated by the bidder shall be binding upon the bidder.

Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred bidder following a competitive selection process, should the Employer elect to do so.

F.2.18 Provide other material

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

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

F.2.19 Inspections, tests and analysis

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

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

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

F.2.21 Check final draft

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

F.2.22 Return of other tender documents

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

F.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.
F.3 The employer’s undertakings

F.3.1 Respond to clarification

Respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all bidders who drew procurement documents.

F.3.2 Issue Addenda

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

F.3.3 Return late tender offers

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

F.3.4 Opening of tender submissions

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

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

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

F.3.5 Two-envelope system

F.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of bidders’ agents who choose to attend at the time and place stated in the tender data and announce the name of each bidder whose technical proposal is opened.

F.3.5.2 Evaluate the quality of the technical proposals offered by bidders, then advise bidders who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of bidders, who score in the quality evaluation more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to bidders whose technical proposals failed to achieve the minimum number of points for quality.

F.3.6 Non-disclosure

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

F.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a bidder to influence the processing of tender offers and instantly disqualify a bidder (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.
F.3.8  Test for responsiveness

F.3.8.1  Determine, on opening and before detailed evaluation, whether each tender offer properly received:
   a) complies with the requirements of these Conditions of Tender,
   b) has been properly and fully completed and signed, and
   c) is responsive to the other requirements of the tender documents.

F.3.8.2  A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:
   a) Detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work
   b) Change the Employer's or the bidder's risks and responsibilities under the contract, or
   c) Affect the competitive position of other bidders presenting responsive tenders, if it were to be rectified.

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

F.3.9  Arithmetical errors

F.3.9.1  Check responsive tender offers for arithmetical errors, correcting them in the following manner:
   a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern
   b) If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
   c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the bidder's addition of prices, the total of the prices shall govern and the bidder will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

F.3.9.2  Consider the rejection of a tender offer if the bidder does not correct or accept the correction of his arithmetical errors in the manner described in F.3.9.1.

F.3.10  Clarification of a tender offer

Obtain clarification from a bidder on any matter that could give rise to ambiguity in a contract arising from the tender offer.
### Evaluation of tender offers

#### General

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate it using the tender evaluation method that is indicated in the Tender Data and described below:

<table>
<thead>
<tr>
<th>Method</th>
<th>Financial offer</th>
<th>Method 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1) Rank tender offers from the most favourable to the least favourable comparative offer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Recommend highest ranked bidder for the award of the contract, unless there are compelling and justifiable reasons not to do so.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method 2: Financial offer and preferences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Score tender evaluation points for financial offer.</td>
<td></td>
</tr>
<tr>
<td>2) Confirm that bidders are eligible for the preferences claimed and if so, score tender evaluation points for referencing.</td>
<td></td>
</tr>
<tr>
<td>3) Calculate total tender evaluation points.</td>
<td></td>
</tr>
<tr>
<td>4) Rank tender offers from the highest number of tender evaluation points to the lowest.</td>
<td></td>
</tr>
<tr>
<td>5) Recommend bidder with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method 3: Financial offer and quality</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Score quality, rejecting all tender offers that fail to score the minimum number of points for quality stated in the Tender data.</td>
<td></td>
</tr>
<tr>
<td>2) Score tender evaluation points for financial offer.</td>
<td></td>
</tr>
<tr>
<td>3) Calculate total tender evaluation points.</td>
<td></td>
</tr>
<tr>
<td>4) Rank tender offers from the highest number of tender evaluation points to the lowest.</td>
<td></td>
</tr>
<tr>
<td>5) Recommend bidder with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method 4: Financial offer, quality and preferences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Score quality, rejecting all tender offers that fail to score the minimum number of points for quality stated in the Tender data.</td>
<td></td>
</tr>
<tr>
<td>2) Score tender evaluation points for financial offer.</td>
<td></td>
</tr>
<tr>
<td>3) Confirm that bidders are eligible for the preferences claimed, and if so, score tender evaluation points for preferencing.</td>
<td></td>
</tr>
<tr>
<td>4) Calculate total tender evaluation points.</td>
<td></td>
</tr>
<tr>
<td>5) Rank tender offers from the highest number of tender evaluation points to the lowest.</td>
<td></td>
</tr>
<tr>
<td>6) Recommend bidder with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.</td>
<td></td>
</tr>
</tbody>
</table>

Score financial offers, preferences and quality, as relevant, to two decimal places.
F.3.11.2 Scoring Financial Offers

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

\[
NFO = W_1 \times A
\]

where:

- \( NFO \) = the number of tender evaluation points awarded for the financial offer.
- \( W_1 \) = the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.
- \( A \) = a number calculated using either formulas 1 or 2 below as stated in the Tender Data.

<table>
<thead>
<tr>
<th>Formula</th>
<th>Comparison aimed at achieving</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Highest price or discount</td>
<td>( A = \frac{1 + (P - P_m)}{P_m} )</td>
<td>( A = \frac{P}{P_m} )</td>
</tr>
<tr>
<td>2</td>
<td>Lowest price or percentage commission / fee</td>
<td>( A = \frac{1 - (P - P_m)}{P_m} )</td>
<td>( A = \frac{P_m}{P} )</td>
</tr>
</tbody>
</table>

Where:

- \( P_m \) = the comparative offer of the most favourable tender offer.
- \( P \) = the comparative offer of tender offer under consideration.

F.3.11.3 Scoring quality (functionality)

Score quality in each of the categories in accordance with the Tender Data and calculate total score for quality.

F.3.12 Insurance provided by the employer

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

F.3.13 Acceptance of tender offer

F.3.13.1 Accept tender offer only if the bidder complies with the legal requirements stated in the Tender Data.

F.3.13.2 Notify the successful bidder of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful bidder as described in the form of offer and acceptance.

F.3.14 Notice to unsuccessful bidders

After the successful bidder has acknowledged the employer's notice of acceptance, notify other bidders that their tender offers have not been accepted.

F.3.15 Prepare contract documents

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

- a) Addenda issued during the tender period,
- b) Inclusion of some of the returnable documents,
- c) Other revisions agreed between the employer and the successful bidder, and
- d) The schedule of deviations attached to the form of offer and acceptance, if any.
F.3.16 **Issue final contract**

Prepare and issue the final draft of contract documents to the successful bidder for acceptance as soon as possible after the date of the employer's signing of the form of offer and acceptance (including the schedule of deviations, if any). Only those documents that the conditions of tender require the bidder to submit, after acceptance by the employer, shall be included.

F.3.17 **Complete adjudicator's contract**

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

F.3.18 **Provide copies of the contracts**

Provide to the successful bidder the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.
A: SCHEDULE OF LABOUR CONTENT

The Tenderer must complete the table below to reflect the labour force anticipated to be employed on this contract, including labour employed by sub-contractors. The specified target value is 0% of the contract value.

**Note:** This labour content shall be from the LOCAL COMMUNITY, the contractors own key skilled and unskilled personnel will not be counted towards the said target value of the contract amount minimum labour content.

<table>
<thead>
<tr>
<th>Type of Labour</th>
<th>Man-hours</th>
<th>Minimum Wage Rate per Unit</th>
<th>Total Wage Cost (Excl VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Labour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Labour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMME/HDI's Labour</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes to Tenderer:**

1. Labour is defined as hourly paid personnel.
2. The penalty will be applied for non-compliance during the contract or for fraudulent disclosure.
3. Polokwane Municipality approved daily rate is R191.60 per EPWP labourer.

SIGNED ON BEHALF OF THE TENDERER: ……………………………………….
B: EMPLOYMENT OF AFFIRMATIVE BUSINESS ENTERPRISE (ABE)

Target values of work to be executed by and goods & services to be procured from ABEs shall be 10%.

<table>
<thead>
<tr>
<th>Schedule Item No</th>
<th>Name of ABE</th>
<th>Item Description/ Goods &amp; Services to be provided</th>
<th>Value</th>
<th>% of Tender Sum (Excl VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rands (Excl VAT)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Notes to tenderer:

1. Regardless whether the tenderer fits the classification of an SMME/PDI, as defined in Section 3.3 of this specification, the tenderer nevertheless retains the obligation to commit to the target values prescribed.
2. Tenderers shall insert “unknown” if an SMME/PDI has not been selected prior to tender closing date.
3. The penalty will be applied for non-compliance during the contract or for fraudulent disclosure.
4. Polokwane Municipality approved daily rate is R191.60.

SIGNED ON BEHALF ON THE TENDERER .......................................................
B.1 EMPLOYMENT OF AFFIRMATIVE BUSINESS ENTERPRISE DECLARATION AFFIDAVIT (ABE).

It is understood and agreed that should this contract be awarded to me, an ABE Declaration Affidavit will be completed by each and every ABE employed by me on this contract and will be submitted to the Employer immediately upon demand by the Employer.

SIGNED ON BEHALF OF THE TENDERER  …………………………………………………
1. GENERIC TRAINING

Name of Training Institution: ……………………………………………………………

Name of Programme: …………………………………………………………………

<table>
<thead>
<tr>
<th>Trainer’s Name</th>
<th>Qualification</th>
<th>Subject</th>
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</table>

Notes to tenderer:
Provide details here, or attach hereto, the subjects to be covered and the manner in which the training is to be delivered.

SIGNED ON BEHALF OF THE TENDERER………………………………………………
2. ENGINEERING SKILLS TRAINING

Name of Training Institution: ……………………………………………………………………………………………

Name of Programme: ………………………………………………………………………………………………………

<table>
<thead>
<tr>
<th>Trainer’s Name</th>
<th>Qualification</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Notes to tenderer:

1. Provide details here, or attach hereto, the subjects to be covered and the manner in which the training is to be delivered.

SIGNED ON BEHALF OF THE TENDERER……………………………………………...
POLOKWANE MUNICIPALITY

T2.1 List of Returnable Documents

The bidder must complete the following returnable documents:

1. **Returnable Schedules required only for tender evaluation purposes**
   
   A. Certificate of Authority of Signatory
   B. Certificate of Registration with the Construction Industry Development Board
   C. Certificate of authority for joint ventures (where applicable)
   D. Compulsory Enterprise Questionnaire
   E. Record of Addenda to Tender Documents
   F. Proposed Amendments and Qualifications
   G. Form of Intent to Provide a Demand Guarantee
   H. Schedule of Subcontractors
   I. Schedule of Available Infrastructure, Resources and Experience
   J. Financial Information of the Bidder
   K. Certificate for Municipal Services and Payments: Annexure B
   L. Authorisation for deduction of outstanding amounts owed to Municipality: Annexure C
   M. Declaration of Bidder’s Past Supply Chain Management Practices: MBD 8
   N. Declaration of interest: MBD 4
   O. Declaration for procurement above R10 Million: MBD 5
   P. Declaration certificate for local production and content: MBD 6.2
   Q. National industrial participation programme: SBD 5
   R. Certificate of the Independent Bid Determination: MBD 9
   S. Compliance with OHSA (Act 85 of 1993)
   T. B-BBEE Verification Certificate
   U. Original Bank rating letter not older than 30 days and related to the project.

2. **Other documents required only for bid evaluation purposes**

   - Compensation Fund Registration Certificate
   - Curricula Vitae of Personnel
   - Rates of Labour and Materials (Day work Rates)
   - A valid Central Supplier Database (CSD) number to be provided. (Attach CSD registration summary report)
   - Schedule of Labour Content
   - Employment of ABE’S
   - ABE Declaration Affidavit
   - Generic Training
   - Complete MBD 5 where the bid amount inclusive of VAT exceeds R 10 million
   - Complete and signed Declaration of Interest (MBD 4)

3. **Other documents that will be incorporated into the contract**

   3.1 The offer portion of the C1.1 Offer and Acceptance
   3.2 C1.2 Contract Data (Part 2)
   3.3 C2.2 Bills of Quantity
T2.2 RETURNABLE SCHEDULES

Certificate of Authority of Signatory

Indicate the status of the Bidder by ticking the appropriate box hereunder. The Bidder must complete the certificate set out below for the relevant category.

A  Company

B  Partnership

C  Joint Venture

D  Sole Proprietor

E  Close Corporation

A. Certificate for company

I, .................................................., chairperson of the board of directors of ............

.................................................., hereby confirm that by resolution of the board ( copy
attached) taken on ................................. 20......, Mr/Ms .................................................,
acting in the capacity of ................................................................., was authorised to sign all
documents in connection with this tender and any contract resulting from it on behalf of the
company.

As witnesses:

1. ..................................................  ..................................................
   Chairman

..................................................  ..................................................
   Print Name          Print Name

2. ..................................................  ..................................................
   Date

..................................................
   Print Name
B. Certificate of partnership

We, the undersigned, being the key partners in the business trading as
…………………………………………………,... hereby authorise Mr/Ms ……………………,
acting in the capacity of …………………………………………..., to sign all documents in
connection with the tender for Contract ………………………………………….., and any
contract resulting from it on our behalf.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

NOTE: This certificate is to be completed and **signed by each and all of the key partners**
upon whom rests the direction of the affairs of the Partnership as a whole.

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize
Mr/Ms …………………………………….., authorised signatory of the firm ………………………......
…………………………………., acting in the capacity of lead partner, to sign all documents in
connection with the tender offer for Contract ………………………………………..... and
any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised
signatories of all the partners to the Joint Venture.

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Address</th>
<th>Authorising</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Signature</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name</td>
</tr>
<tr>
<td>Lead Partner</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
D. Certificate for sole proprietor

I, ………………………………………………………….., hereby confirm that I am the sole owner of
The business trading as ………………………………………………………………………………….

As witnesses:-

1. ……………………………………….  …………………………………………..
   Signature: Sole Owner
   …………………………………………..  …………………………………………..
   Print Name  Print Name

2. ……………………………………….  …………………………………………..
   …………………………………………..  …………………………………………..
   Date  Print Name

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as ……………………
………………………… hereby authorise Mr/Ms …………………………………………., acting
in the capacity of …………………………………………., to sign all documents in connection
with the tender for Contract …………………………………………. and any contract resulting
from it on our behalf.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Note: This Certificate is to be completed and signed by each and all of the key members upon
whom rests the direction of the affairs of the Close Corporation as a whole.

Certificate of Registration with the Construction Industry Development Board

1. General

The Register of Contractors is established by the Construction Industry Development Board in
terms of the CIDB Act 38 of 2000 and Construction Industry Development Regulations as

The Act makes it mandatory for public sector clients to apply this register when considering
tenders. Any enterprise that submits a tender or enters into contract for construction works with
the public sector must be registered.

Once-off joint ventures do not have to register, provided that each partner of the joint venture
is separately registered.
2. **Status**

Bidders shall fill in the following sections of this form, depending on their status:

2.1 **Section A**

Bidders who have accomplished registration and can provide proof of their grading designation.

2.2 **Section B**

Bidders who are in the process of registration of an update to an existing registration or a renewal.

2.3 **Section C**

Bidders who have submitted the first application.

2.4 **Section D**

Bidders submitting this Tender offer in Joint Venture and can provide proof that each partner of the Joint Venture is separately registered.
Note: Only complete one of Sections A, B, C or D.

<table>
<thead>
<tr>
<th>SECTION A</th>
</tr>
</thead>
</table>

I, .................................................................................................................................................. Acting in capacity of ..............................................................................................................

was authorised to sign all documents in connection with this tender an any contract resulting from it on behalf of the following entity: ........................................................................................................................................

hereby declare that the above mentioned entity has achieved registration with the Construction Industry Development Board on date ............................................................................. and declare that the grading designation is reflected in the following **symbols** on the registration certificate.

<table>
<thead>
<tr>
<th>Contract Value</th>
<th>Type of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Bidder</th>
<th>Signature of Witness</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Print Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION B

I, ........................................................................................................................... acting in capacity of .................................................................
was authorised to sign all documents in connection with this tender an any contract resulting from it on
behalf of the following entity: .............................................................................................................................................
hereby declare that the above mentioned entity has achieved registration with the Construction Industry Development Board on date ..........................................., furthermore declare that the existing grading designation is:

<table>
<thead>
<tr>
<th>Contract Value</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Work</td>
<td></td>
</tr>
</tbody>
</table>

and the following update has been applied for:

| Amendment of category status |  |
| Change of Particulars       |  |
| Annual confirmation of Particulars |  |
| Renewal of Registration     |  |

mark with "✓"

<table>
<thead>
<tr>
<th>Signature of Tenderer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Witness</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td></td>
</tr>
</tbody>
</table>
SECTION C

I, ………………………………………………….. acting in capacity of ……………………………………
was authorised to sign all documents in connection with this tender an any contract resulting from
it on

behalf of the following entity: ………………………………………………………………………………
hereby declare that the above mentioned entity has submitted its FIRST APPLICATION FOR
REGISTRATION with the Contraction Industry Development board on date ……………………..

I furthermore accept that failure to achieve registration with the Construction Industry Development
Board in a category stipulated in the Tender Data within 10 days from the date of closing this tender,
implies a non-responsive tender and warrants rejection of the Tender on account of non-compliance
with the requirements of the Tender Data.

.................................................. ..................................................
Signature of Tenderer Signature of Witness

.................................................. ..................................................
Print Name Print Name
I, ........................................................................ acting in capacity of the LEAD PARTNER in the Joint Venture  

was authorised to sign all documents in connection with this tender and any contract resulting from it, hereby declare that each partner of the Joint Venture is separately registered with the Construction Industry Development Board and declare that the grading designation is reflected in the following **symbols** on the registration certificates:

<table>
<thead>
<tr>
<th>Name of Lead Partner:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Value</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Type of Work</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of 2nd Partner:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Value</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Type of Work</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of 3rd Partner:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Value</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Type of Work</strong></td>
<td></td>
</tr>
</tbody>
</table>

........................................................................  ......................................................

**Signature of Tenderer**  **Signature of Witness**

........................................................................  ......................................................

**Print Name**  **Print Name**
Certificate of Authority for Joint Ventures (Where applicable)

Employer: ..............................................................................................................................................

Contract Number: ..................................................................................................................................

NOTE 1 This form need only be completed in the event of a Joint Venture submitting this tender.

NOTE 2 Fill in all the information requested in the spaces provided. Attach additional sheets if required.

NOTE 3 Provide a copy of the Joint Venture agreement. Demonstrate that the partners to the Joint Venture share in the ownership, control, management responsibilities, risks and profits of the Joint Venture. The Joint Venture agreement shall include specific details relating to:
   a) the contributions of capital and equipment;
   b) portions of the Contract to be performed by the partner’s own resources; and
   c) portions of the Contract to be performed under the supervision of each partner.

NOTE 4 Provide copies of all written agreements between partners concerning the Joint Venture, including those that relate to ownership options and to restrictions/limits regarding ownership and control.

1. Joint Venture Particulars

   Name ....................................................................................................................................................

   Postal Address ......................................................................................................................................

   Physical Address ....................................................................................................................................

   ............................................................................................................................................................

   Telephone ...........................................................................................................................................

   Fax ..........................................................................................................................................................

   Name of authorized representative ........................................................................................................

2. Identity of Partner No. 1

   Name ....................................................................................................................................................

   Postal Address ......................................................................................................................................

   Physical Address ....................................................................................................................................

   ............................................................................................................................................................

   Telephone ...........................................................................................................................................

   Fax ..........................................................................................................................................................

   Contact Person ......................................................................................................................................
3. **Identity of Partner No. 2**
   
   Name ........................................................................................................

   Postal Address .................................................................................................

   Physical Address ..............................................................................................

   ...........................................................................................................................

   Telephone ........................................................................................................

   Fax ......................................................................................................................

   Contact Person ...................................................................................................

4. **Identity of Partner No. 3**
   
   Name ........................................................................................................

   Postal Address .................................................................................................

   Physical Address ..............................................................................................

   ...........................................................................................................................

   Telephone ........................................................................................................

   Fax ......................................................................................................................

   Contact Person ...................................................................................................

5. **Description of the role of the partners in the joint venture**
   
   Partner No. 1:.................................................................................................

   ...........................................................................................................................

   Partner No. 2:.................................................................................................

   ...........................................................................................................................

   Partner No. 3:.................................................................................................

   ...........................................................................................................................

6. **Ownership of the joint venture**

   (i) Ownership percentage(s)  
   
   Partner No. 1  .................. %

   Partner No. 2  .................. %

   Partner No. 3  .................. %
(ii) Partner percentage in respect of:

<table>
<thead>
<tr>
<th></th>
<th>Partner No. 1</th>
<th>Partner No. 2</th>
<th>Partner No. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Profit and loss sharing:</td>
<td>.........................%</td>
<td>.........................%</td>
<td>.........................%</td>
</tr>
<tr>
<td>b) Initial capital contribution</td>
<td>R.........................</td>
<td>R.........................</td>
<td>R.........................</td>
</tr>
</tbody>
</table>

(iii) Anticipated ongoing capital contributions:

<table>
<thead>
<tr>
<th></th>
<th>Partner No. 1</th>
<th>Partner No. 2</th>
<th>Partner No. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R.........................</td>
<td>R.........................</td>
<td>R.........................</td>
</tr>
</tbody>
</table>

(iv) Contributions of equipment (specify types, quality and quantities of equipment) to be provided by each partner:

<table>
<thead>
<tr>
<th></th>
<th>Partner No. 1</th>
<th>Partner No. 2</th>
<th>Partner No. 3</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
7. Recent contracts performed by partners in their own right or as partners in other joint ventures

a) Partner No. 1
   (i) .............................................................................................................
   (ii) .............................................................................................................
   (iii) .............................................................................................................
   (iv) .............................................................................................................
   (v) .............................................................................................................

b) Partner No. 2
   (i) .............................................................................................................
   (ii) .............................................................................................................
   (iii) .............................................................................................................
   (iv) .............................................................................................................
   (v) .............................................................................................................

c) Partner No. 3
   (i) .............................................................................................................
   (ii) .............................................................................................................
   (iii) .............................................................................................................
   (iv) .............................................................................................................
   (v) .............................................................................................................
8. Control and participation in the joint venture

(Identify by name and firm those individuals who are, or will be, responsible for, and have authority to engage in the relevant management functions and policy and decision making, indicating any limitations in their authority, for example, co-signature requirements and monetary limits).

a) Joint Venture cheque signing

b) Authority to enter into contracts on behalf of the Joint Venture

c) Signing, co-signing or collateralizing of loans

d) Acquisition of lines of credit

e) Acquisition of demand bonds

f) Negotiating and signing of labour agreements
(Fill in the name and firm of the responsible person)

   a) Supervision of field operations

   b) Major purchasing

   c) Estimating

   d) Technical management

10. Management and control of the joint venture

   a) Identify the managing partner

   b) What authority does each partner have to commit or obligate the other to financial institutions, insurance companies, suppliers, subcontractors or other parties participating in the performance of the contemplated works:

      Partner No. 1:

      Partner No. 2:

      Partner No. 3:

   c) Describe the management structure for the joint venture's work under this Contract

      | Management Function/Designation | Name | Partner |
      |---------------------------------|------|---------|
      |                                 |      |         |
      |                                 |      |         |
      |                                 |      |         |
      |                                 |      |         |
      |                                 |      |         |
      |                                 |      |         |
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      |                                 |      |         |
      |                                 |      |         |
      |                                 |      |         |
      |                                 |      |         |
      |                                 |      |         |

53
11. Personnel

a) State the approximate number of operative personnel (by trade/function/discipline) needed to execute the Joint Venture contract:

<table>
<thead>
<tr>
<th>Trade/function/discipline</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

b) State the number of operative personnel to be employed on the Contract who are currently in the employ of partners:


c) State the number of operative personnel who are not currently in the employ of the respective partners and shall be engaged on the project by the Joint Venture:


d) State the name of the individual who shall be responsible for hiring Joint Venture employees:


e) State the name of the partner who shall be responsible for the preparation of Joint Venture payrolls:


12. Services

List the firms who provide the following services:

<table>
<thead>
<tr>
<th>Service</th>
<th>Name</th>
<th>Contact Person</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
13. **Control and structure of the Joint Venture**

Briefly describe the manner in which the Joint Venture is structured and controlled.

...........................................................................................................................................

...........................................................................................................................................

...........................................................................................................................................

The undersigned warrants that he/she is duly authorised to sign this Joint Venture disclosure form and affirms that the foregoing statements are correct and include all the material information necessary to identify and explain the terms and operations of the Joint Venture and the intended participation of each partner in the undertaking.

The undersigned further covenants and agrees to provide the Employer with complete and accurate information regarding actual joint venture work and the payment therefore, and any proposed changes in any provisions of the Joint Venture Agreement, and to permit the audit and examination of the books, records and files of the Joint Venture, or those of each partner relevant to the Joint Venture, by duly authorized representatives of the Employer.

Duly authorized to sign on behalf of:............................................................................................ (the Joint Venture)

Signature: ........................................ Print Name: ...........................................

Name: .................................................................................................................................

Address: ............................................................................................................................

...........................................................................................................................................

Telephone: ........................................................................................................................

Date: .................................................................................................................................

Duly authorized to sign on behalf of: .................................................................................... (Partner No. 1)

Signature: ........................................ Print Name: ...........................................

Name: .................................................................................................................................

Address: ............................................................................................................................

...........................................................................................................................................

Telephone: ........................................................................................................................

Date: .................................................................................................................................
Duly authorized to sign on behalf of: .................................................................

...........................................................................................................................................  (Partner No. 2)

Signature: ...........................................  Print Name: ..............................................
Name: ..............................................................................................
Address: ..............................................................................................

...........................................................................................................................................

Telephone: ..............................................................................................
Date: ..............................................................................................

Duly authorized to sign on behalf of: .................................................................

...........................................................................................................................................  (Partner No. 3)

Signature: ...........................................  Print Name: ..............................................
Name: ..............................................................................................
Address: ..............................................................................................

...........................................................................................................................................

Telephone: ..............................................................................................
Date: ..............................................................................................
Compulsory Enterprise Questionnaire

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

<table>
<thead>
<tr>
<th>Section 1: Name of enterprise:</th>
<th>..........................................................</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Section 2: VAT registration number, if any:</th>
<th>..........................................................</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section 3: CIDB registration number, if any:</th>
<th>..........................................................</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section 4: Particulars of sole proprietors and partners in partnerships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name*</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Section 5: Particulars of companies and close corporations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company registration number</td>
</tr>
<tr>
<td>Close corporation number</td>
</tr>
<tr>
<td>Tax reference number</td>
</tr>
</tbody>
</table>
**Section 6: Record in the service of the state**

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

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

If any of the above boxes are marked, disclose the following:

<table>
<thead>
<tr>
<th>Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder</th>
<th>Name of institution, public office, board or organ of state and position held</th>
<th>Status of service (tick appropriate column)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Current</td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

*Insert separate page if necessary*
**Section 7: Record of spouses, children and parents in the service of the state**

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

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

<table>
<thead>
<tr>
<th>Name of spouse, child or parent</th>
<th>Name of institution, public office, board or organ of state and position held</th>
<th>Status of service (tick appropriate column)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Current</td>
</tr>
</tbody>
</table>

*Insert separate page if necessary*

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

i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my/our tax matters are in order;

ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;

iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;

iv) confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and

iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
<th>Name</th>
<th>Position</th>
<th>Enterprise name</th>
</tr>
</thead>
</table>

59
Record of Addenda to tender documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

<table>
<thead>
<tr>
<th>Date</th>
<th>Title or Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
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<tr>
<td>5.</td>
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<tr>
<td>6.</td>
<td></td>
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<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
</tr>
</tbody>
</table>

Attach additional pages if more space is required.

<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>Bidder</td>
<td></td>
</tr>
</tbody>
</table>

60
Proposed amendments and qualifications

The Bidder should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a bidder may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Bidder’s attention is drawn to clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer’s handling of material deviations and qualifications.

<table>
<thead>
<tr>
<th>Page</th>
<th>Clause or item</th>
<th>Proposal</th>
</tr>
</thead>
</table>

Signed……………………………………… Date………………………………………
Name……………………………………… Position………………………………………
Tenderer……………………………………

61
Form of Intent to Provide a Demand Guarantee

If my/our tender is accepted, I/we will, when required and within the time stipulated, provide a guarantee of

(*) Insurance Company (name) …………………………………………………………………………………………………
(of address) ………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………

(*) Commercial Bank (Name) …………………………………………………………………………………………………
(Branch) ………………………………………………………………………………………………………………………
(of address) ………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………
to be approved by you, the Employer, for the amount stipulated.

(*) : delete whichever is not applicable.

I/we understand that failure to produce an acceptable Demand Guarantee within the stipulated period is a fundamental breach of Contract, entitling the Employer to:

(i) withhold all payments which may be due to the Contractor pending compliance with the stipulated requirements to produce an acceptable Demand Guarantee.

(ii) instruct the Contractor to cease all work pending provision of the Demand Guarantee, and

(iii) cancel the Contract.

Signed ………………………………………. Date ……………………………………….
Print Name ………………………………………. Position ……………………………………….
Tenderer ……………………………………………………………………………………………………….
We notify you that it is our intention to employ the following Subcontractors for work in this contract. If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

We confirm that all Subcontractors who are contracted to construct a house are registered as home builders with the National Home Builders Registration Council.

<table>
<thead>
<tr>
<th>Name and address of proposed Subcontractor</th>
<th>Nature and extent of work</th>
<th>Previous experience with Subcontractor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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</tbody>
</table>

Signed

Date

Name

Position

Tenderer

Schedule of Proposed Subcontractors
1. **Bidder’s List of Third Party Design Engineers**

In the event that the Bidder desires to design all or part of the Works or submit any alternative, he/she shall list here-following, the Design Engineers, accomplished in the specific field of practice, which he/she proposes to employ for the purpose of third party certification of all works designed by the Bidder for the Works.

Notes: (i) All costs of third party designs shall be borne solely by the Bidder.
(ii) This Schedule must be accurately completed. Phrases such as “to be advised” will not be accepted.

<table>
<thead>
<tr>
<th>Section of Works</th>
<th>Name and Address of Registered Engineer</th>
<th>ECSA Registration No.</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

2. **Bidder’s Personnel Profile**

<table>
<thead>
<tr>
<th>Key Staff Permanently employed, of foreman level and above</th>
<th>Number of staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Sub-Total

<table>
<thead>
<tr>
<th>Other Permanent Staff</th>
<th>Number of staff</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

Sub-Total

<table>
<thead>
<tr>
<th>Temporary Staff</th>
<th>Number of staff</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

Sub-Total
3. List the Firms who provide the following services:

<table>
<thead>
<tr>
<th>Service</th>
<th>Name</th>
<th>Contact Person</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Auditing</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal</td>
<td></td>
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</tbody>
</table>

4. Identify any amounts of money loaned to your enterprise, indicating the loan source, date and amount

<table>
<thead>
<tr>
<th>Loan Source</th>
<th>Address</th>
<th>Date of Loan</th>
<th>Loan Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

5. List a maximum of five contract which your enterprise is engaged in and has not yet completed

<table>
<thead>
<tr>
<th>Contract Description</th>
<th>Location</th>
<th>Client</th>
<th>Contract Amount</th>
<th>Expected Completion (month &amp; year)</th>
</tr>
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<tbody>
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</tbody>
</table>

6. List the four largest assignments completed by your enterprise in the last three years

<table>
<thead>
<tr>
<th>Nature of Work Performed</th>
<th>Client</th>
<th>Consultant Contact Person</th>
<th>Telephone No.</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
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</table>

7. Address of workshop facilities from where maintenance of works will be undertaken

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

8. Address of Branch Offices in the RSA

........................................................................................................................................
........................................................................................................................................
9. **Address of Nearest Representative to Polokwane**

..........................................................................................................................
..........................................................................................................................

10. **Has work previously been performed for the Employer?**

YES/NO* - Specify

..........................................................................................................................
..........................................................................................................................

11. **Tenderer's Financial Ability to execute and complete the Works**

Provide the estimated cash flow on the project in terms of submissions of payment certificates or payment schedules of the Employer

**NOTES APPLICABLE:**

(i) Value added tax to be included in all amounts
(ii) Assume for the purpose of this estimate, payment of certificates within 30 days after receipt by the Employer.
(iii) In calculation of the last column,

\[
\begin{align*}
  j &= d & m &= l + g \\
  k &= j + e & n &= m + h \\
  l &= k + f & \text{etc}
\end{align*}
\]

(iv) Failure to detail the required information, shall automatically signify that the Bidder lacks the infrastructure and resources necessary to execute and complete the Works
<table>
<thead>
<tr>
<th>Month No. in Contract Period</th>
<th>Estimated amount in Rands (VAT included)</th>
<th>a Received</th>
<th>b Payments made</th>
<th>a-b Net cash flow</th>
<th>Cumulative cash flow</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>-</td>
<td>d</td>
<td>j</td>
<td></td>
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<tr>
<td>2</td>
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<td>e</td>
<td>k</td>
<td></td>
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<td>f</td>
<td>i</td>
<td></td>
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<td>4</td>
<td></td>
<td>g</td>
<td>m</td>
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<td>5</td>
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<td>h</td>
<td>n</td>
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<td>etc.</td>
<td>etc.</td>
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<td>18</td>
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</tbody>
</table>

Maximum negative cash flow. Take the largest negative number in the last column and write in here → → → → →

Signed .............................................................. Date ..............................................................
Print Name ............................................................ Position ............................................................
Tenderer .................................................................................................................................
Financial Information of Bidder

This information sheet has to be filled in by the financier of the Bidder, duly signed and stamped on behalf of the financial institution he represents.

**Bidder Details**

Tender Description :

Contract Period :

Name of Bidder :

Bank Account Number :

Tendered Amount :

Demand Guarantee will be provided by this Bank:  YES □  NO □

If yes, state amount of Demand Guarantee: R  .................................................................

**Financial Institution**

Name of Commercial Bank :

Branch :

Name of Bank Manager :

Telephone Number :

I / We acting on behalf of the above Commercial Bank confirm that

……………………………………………………………………………………………………….  (Bidder)

has operated an account with us for the last .............. years.

We have been requested to provide a bank rating based in relation to the financial capability of the Tenderer, taking into account directives set out in the following two tables.

<table>
<thead>
<tr>
<th>Financial Capability</th>
<th>Maximum value of contract that the Bidder is considered capable of</th>
<th>Value on which Bank Rating must be used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>up to R300 000</td>
<td>R24 000</td>
</tr>
<tr>
<td></td>
<td>R1 000 000</td>
<td>R78 000</td>
</tr>
<tr>
<td></td>
<td>R3 000 000</td>
<td>R240 000</td>
</tr>
<tr>
<td></td>
<td>R5 000 000</td>
<td>R480 000</td>
</tr>
<tr>
<td></td>
<td>R10 000 000</td>
<td>R900 000</td>
</tr>
<tr>
<td></td>
<td>R30 000 000</td>
<td>R2 400 000</td>
</tr>
<tr>
<td></td>
<td>R100 000 000</td>
<td>R7 800 000</td>
</tr>
</tbody>
</table>

The value on which our Bank Rating of the Bidder is based is R……………………………………

(In words .................................................................................................................. only)

The Bank Rating is code: ........................................................................
ANNEXURE: B
Certificate for Municipal Services and Payments

TO: MUNICIPAL MANAGER, POLOKWANE MUNICIPALITY

FROM: ___________________________________________________________ (Name of Bidder)

FURTHER DETAILS OF BIDDER(S); DIRECTORS/SHAREHOLDERS/PARTNERS, ETC.

<table>
<thead>
<tr>
<th>Directors/shareholders/Partner</th>
<th>Physical address of the Business</th>
<th>Municipal Account No.</th>
<th>Physical residential address of the Director/Shareholder/Partner</th>
<th>Municipal Account No.</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

NB: Please attach certified copy of ID document(s)

____________________            ______________
Signatory                 Date

Witnesses

1. _________________________  ________________              ___ ___________
   Full Names     Signature    Date

2. _________________________  ________________  ______________
   Full Names     Signature    Date
ANNEXURE: C

Authorisation for Deduction of Outstanding Amounts Owed to Municipality

TO: MUNICIPAL MANAGER, POLOKWANE MUNICIPALITY

FROM: ______________________________________________ (Name of the Bidder or Consortium)

I, ________________________________ the undersigned, hereby authorise the Polokwane Municipality to deduct the full amount outstanding by the business organisation/Director/Shareholder/Partner, etc. from any payment due by us/me.

Signed at ________________________ Date_____ Month _______ 20_____

Print Name: ______________________

Signature: _______________________  

Thus done and signed for and on behalf of the bidder/Contractor

__________________________  ______________
Signatory            Date

Witnesses

1. _________________________  ________________              ___ ___________  
   Full Names      Signature    Date

2. _________________________  ________________  ______________
   Full Names      Signature    Date
Declaration of Bidder’s Past Supply Chain Management Practices

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are to combat the abuse of the supply chain management system.
3. **The of any bidder may be rejected if the bidder, or any of its directors have:**
   a) Abused the Municipality’s Supply Chain Management System or committed any improper conduct in relation to such system:
   b) Been convicted for fraud or corruption during the past five years:
   c) Wilfully neglected, reneged or failed to comply with any government, municipal or public sector contract during the past five years; or
   d) Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corruption Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUESTION</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corruption Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury’s website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012 326 5445).</td>
<td></td>
<td></td>
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<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/municipal entity, or any other municipality/municipal entity, that is in arrears for more than three months?</td>
<td></td>
<td></td>
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<tr>
<td>4.4.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.5</td>
<td>Was any contract between the bidder and the municipality/municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.5.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) _______________________________________
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE TRUE
AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN
AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

_____________________      ___________________
Signature                  Date

_____________________      ___________________
Position                   Name of Bidder
ANNEXURE C

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative: ………………………………………

3.2 Identity Number: …………………………………………………………………………

3.3 Position occupied in the Company (director, trustee, shareholder²): …………………

3.4 Company Registration Number: …………………………………………………………

3.5 Tax Reference Number: …………………………………………………………………

3.6 VAT Registration Number: ………………………………………………………………

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1. If yes, furnish particulars…………………………………………………………

³MSCM Regulations: “in the service of the state” means to be –

(a) a member of –

   (i) any municipal Municipality;
   (ii) any provincial legislature; or
   (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.
3.9 Have you been in the service of the state for the past twelve months? …**YES / NO**

3.9.1. If yes, furnish particulars…………………………………………………………………………………………………….

3.10 Do you have any relationship (family, friend, other) with persons
in the service of the state and who may be involved with
the evaluation and or adjudication of this bid?………………..**YES / NO**

3.10.1 If yes, furnish particulars.
………………………………………………………………………………………………………………………………………..

3.11 Are you, aware of any relationship (family, friend, other) between
any other bidder and any persons in the service of the state who
may be involved with the evaluation and or adjudication of this bid?  **YES / NO**

3.11.1 If yes, furnish particulars
………………………………………………………………………………………………………………………………………..

3.12 Are any of the company’s directors, trustees, managers,
Principle shareholders or stakeholders in service of the state?  **YES / NO**

3.12.1 If yes, furnish particulars.
………………………………………………………………………………………………………………………………………..

3.13 Are any spouse, child or parent of the company’s directors
trustees, managers, principle shareholders or stakeholders
in service of the state?  **YES / NO**

3.13.1 If yes, furnish particulars.
………………………………………………………………………………………………………………………………………..

3.14 Do you or any of the directors, trustees, managers,
principle shareholders, or stakeholders of this company
have any interest in any other related companies or
business whether or not they are bidding for this contract?  **YES / NO**

3.14.1 If yes, furnish particulars:
………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………..

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee Number</th>
</tr>
</thead>
<tbody>
<tr>
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................................. .................................
Signature                                                                  Date

................................. .................................
Capacity / Name of Bidder                                                 Capacity / Name of Bidder
THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases/lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US$ 10 million or other currency equivalent to US$ 10 million will have a NIP obligation. This threshold of US$ 10 million can be reached as follows:
(a) Any single contract with imported content exceeding US$10 million.
(b) Multiple contracts for the same goods, works or services each with imported content exceeding US$3 million awarded to one seller over a 2 year period which in total exceeds US$10 million.
(c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US$10 million.
(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US$10 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

A period of seven years has been identified as the time frame within which to discharge the obligation

1 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as stated in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSIONS AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1(d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:
• Bid / contract number.
• Description of the goods, works or services.
• Date on which the contract was accepted.
• Name, address and contact details of the government institution.
• Value of the contract.
• Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESSES TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
   a. the contractor and the DTI will determine the NIP obligation;
   b. the contractor and the DTI will sign the NIP obligation agreement;
   c. the contractor will submit a performance guarantee to the DTI;
   d. the contractor will submit a business concept for consideration and approval by the DTI;
   e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
   f. the contractor will implement the business plans; and
   g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

<table>
<thead>
<tr>
<th>Bid number ..................................................</th>
<th>Closing date: .......................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of bidder .............................................</td>
<td>....................................................</td>
</tr>
<tr>
<td>Postal address .............................................</td>
<td>....................................................</td>
</tr>
<tr>
<td>.............................................................</td>
<td>....................................................</td>
</tr>
<tr>
<td>Signature..................................................</td>
<td>Name (in print) ...................................</td>
</tr>
<tr>
<td>Date.......................................................</td>
<td>....................................................</td>
</tr>
</tbody>
</table>
DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire

1. Are you by law required to prepare annual financial statements for auditing?
   1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

2. Do you have any outstanding undisputed commitments for municipal services towards any Municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?
   2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.
   2.2 If yes, provide particulars.

3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?
   YES / NO
   3.1 If yes, furnish particulars

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?
   YES / NO
   4.1 If yes, furnish particulars
CERTIFICATION

I, THE UNDERSIGNED (NAME) …………………………………………………………………………………………………………..

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

…………………………………………………………………………………………………………………………………………………………
Signature Date

…………………………………………………………………………………………………………………………………………………………
Position Name
DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. General Conditions

1.1. Preferential Procurement Regulations, 2017 (Regulation 9. (1) and 9. (3) make provision for the promotion of local production and content.

1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

\[
LC = 1 - \left( \frac{x}{y} \right) \times 100
\]

Where

- x: imported content
- y: bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

1.7. A bid will be disqualified if:

- The bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and this declaration certificate is not submitted as part of the bid documentation.
2. **Definitions**

2.1. “**bid**” includes advertised competitive bids, written price quotations or proposals;

2.2. “**bid price**” price offered by the bidder, excluding value added tax (VAT);

2.3. “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;

2.4. “**designated sector**” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. “**Duly sign**” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. “**imported content**” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. “**local content**” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. “**stipulated minimum threshold**” means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. “**Sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:**

<table>
<thead>
<tr>
<th>Description of services, works or goods</th>
<th>Stipulated minimum threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________________</td>
<td>______%</td>
</tr>
<tr>
<td>________________________________</td>
<td>______%</td>
</tr>
<tr>
<td>________________________________</td>
<td>______%</td>
</tr>
</tbody>
</table>

4. Does any portion of the services, works or goods offered have any imported content? **YES / NO**

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.
The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Rates of exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Dollar</td>
<td></td>
</tr>
<tr>
<td>Pound Sterling</td>
<td></td>
</tr>
<tr>
<td>Euro</td>
<td></td>
</tr>
<tr>
<td>Yen</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID No. .................................................................

ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity):

.................................................................

NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, ................................................................. (full names),

do hereby declare, in my capacity as .............................................. ...........

of .................................................................(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
(c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid price, excluding VAT (y)</td>
<td>R</td>
</tr>
<tr>
<td>Imported content (x)</td>
<td>R</td>
</tr>
<tr>
<td>Stipulated minimum threshold for Local content (paragraph 3 above)</td>
<td></td>
</tr>
<tr>
<td>Local content % as calculated in terms of SATS 1286</td>
<td></td>
</tr>
</tbody>
</table>

If the bid is for more than one product, a schedule of the local content by product shall be attached.

(d) I accept that the Procurement Authority / Municipality / Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2017 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: ___________________________ DATE: ___________

WITNESS No. 1 ___________________________ DATE: ___________

WITNESS No. 2 ___________________________ DATE: ___________
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
   a. take all reasonable steps to prevent such abuse;
   b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
   c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

I, the undersigned, in submitting the accompanying bid:

________________________________________________________________________

(Bid Number and Description)

in response to the invitation for the bid made by:

______________________________________________________________________________

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:_______________________________________________________that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation;
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
(e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combatting of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.................................................................................................................  ........................................................
Signature  Date

.................................................................................................................  ........................................................
Position  Name of Bidder

Js9141w 4
Compliance with OHSA (Act 85 of 1993)

Bidders are required to satisfy the Employer and the Engineer as to their ability and available resources to comply with the above by answering the following questions and providing the relevant information required below.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the Contractor familiar with the OHSA (ACT 85 of 1993) and its Regulations?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>2. Who will prepare the Contractor’s Health and Safety Plan? (Provide a copy of the person/s curriculum vitae/s or company profile).</td>
<td></td>
</tr>
<tr>
<td>3. Does the Contractor have a health and safety policy? (If yes, provide a copy). How is this policy communicated to all employees?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>4. Does the Contractor keep records of safety aspects of each construction site? If yes, what records are kept?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>5. Does the Contractor conduct monthly safety meetings? If yes, who is the chairperson of the meeting, and who attend these meetings?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>6. Does the Contractor have a safety officer in his employment, responsible for the overall safety of his company? If yes, please explain his duties and provide a copy of his CV.</td>
<td>YES / NO</td>
</tr>
<tr>
<td>7. Does the Contractor have trained first aid employees? If yes, indicate, who.</td>
<td>YES / NO</td>
</tr>
<tr>
<td>8. Does the Contractor have a safety induction-training programme in place? (If yes, provide a copy)</td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

Signature of Bidder: ……………………………………………………

Date: ………………………………...
Day work Schedule

This Day work Schedule shall be used for the valuation of any additional or substituted work which cannot conveniently be valued at the rates and prices submitted in the schedule of quantities.

In respect of labour and materials used in the additional or substituted work not covered in the Day work Schedule the Contractor shall be paid the actual cost plus the percentage allowance stated in the schedule of quantities.

The Tenderer shall quote hereunder rates which shall apply for payment purposes if the Engineer orders additional or substituted work to be carried out on a day work basis and shall therefore be in accordance with the requirements of clause 37(2) of the General Conditions of Contract.

1. LABOUR AND MATERIALS

Rates and prices entered in the schedule shall be held to allow for net cost of labour and materials delivered to site respectively with the percentage allowances stated in the schedule of quantities.

2. PLANT AND EQUIPMENT

The Tenderers shall list all major items of plant and equipment to be used on the works and which may be required for use on day works. The proposed hire rates of these items shall be entered against each type of machine, such rates to include for all relevant costs of plant hire inclusive of fuels and lubricants but exclusive of labour charges for the operators, which will be paid for under sub-clause (1) above.

The rates for plant items not listed in the schedule will be the ruling plant hire rates, inclusive of fuels and lubricants but exclusive of labour charges for the operators, inclusive of a 7,5% handling charge. It is therefore in the Tenderers interest to ensure that the list is complete.

Should there be insufficient space on the pages provided; the Bidder shall add further pages as required.

THE RATES FOR THE PLANT AND EQUIPMENT MENTIONED IN THE SCHEDULE SHALL BE FILLED IN FOR THE ITEMS REQUESTED. SHOULD AN ITEM BE OMITTED IT SHALL BE DEEMED TO HAVE BEEN INCLUDED IN THE OTHER DAYWORKS RATES.

A. LABOUR

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>week</td>
<td>R</td>
</tr>
<tr>
<td>Artisans</td>
<td>C</td>
</tr>
<tr>
<td>Artisan Aid</td>
<td></td>
</tr>
<tr>
<td>Plant Operators</td>
<td></td>
</tr>
<tr>
<td>Truck Drivers</td>
<td></td>
</tr>
<tr>
<td>Labour - unskilled</td>
<td></td>
</tr>
<tr>
<td>- semi-skilled</td>
<td></td>
</tr>
<tr>
<td>- skilled</td>
<td></td>
</tr>
</tbody>
</table>
## B. MATERIALS

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## C. TRANSPORT

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDV / kilometre</td>
<td>R</td>
</tr>
<tr>
<td>8-ton Truck / kilometre</td>
<td>C</td>
</tr>
</tbody>
</table>

## D. PLANT AND EQUIPMENT

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>NON WORKING RATE*</th>
<th>OPERATING RATE</th>
<th>PER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>R c</td>
<td>R C</td>
<td>UNIT</td>
</tr>
<tr>
<td>LDV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Only applicable on authority of the Engineer
POLOKWANE MUNICIPALITY

BID NUMBER: PM95/2019

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE REPLACEMENT OF 66KV RELAYS IN GAMMA AND DELTA SUBSTATIONS

PART C1: AGREEMENTS AND CONTRACT DATA

C1.1: FORM OF OFFER AND ACCEPTANCE

C1.2: CONTRACT DATA

C1.3: FORM FOR PERFORMANCE GUARANTEE

C1.4: FORM FOR RETENTION MONEY GUARANTEE

C1.5: AGREEMENT IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT No 85 OF 1993

C1.6: FORM FOR ADJUDICATORS AGREEMENT
C1.1 Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of construction works viz.:

Project Description: APPOINTMENT OF A SERVICE PROVIDER FOR THE REPLACEMENT OF 66KV RELAYS IN GAMMA AND DELTA SUBSTATIONS

Contract Number: PM95/2019

The Bidder, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the Bidder 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

......................................................................................................................... (amount in words);

......................................................................................................................... (amount 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 Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in terms of the Conditions of Contract identified in the Contract Data.

Signature(s) ...........................................................................................................

Print Name(s) ...........................................................................................................

Capacity ...................................................................................................................

For the Tenderer ...........................................................................................................

(Name and address of Tenderer Organization)

Signature of witness .................................................. Date: .........................................

Print Name ..............................................................

Important Note

This page to be duly completed by the Bidder before submitting the Tender.
**ACCEPTANCE**

By signing this part of this Form of Offer and Acceptance, the Employer accepts the Bidder'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 Bidder's Offer shall form an agreement between the Employer and the Bidder 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 1 : Agreements and Contract Data (which include this Agreement)

Part 2 : Pricing Data

Part 3 : Scope of Work

Part 4 : Site Information

and drawings and documents or parts thereof, which may be incorporated by reference into parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto, as listed in the Tender Schedules, as well as any changes to the terms of the Offer agreed by the Bidder and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which shall be signed by the authorized representative(s) of both parties.

The Bidder shall, within 7 days of 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 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 the 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 Bidder receives one fully completed copy of this original document, including the Schedule of Deviations (if any). Such date should be confirmed in a manner that can be read, copied and recorded and shall be accepted by the contracting parties as the Commencement Date. This agreement shall constitute a binding contract between the parties.

Signature(s) .................................................................
Print Name(s) ............................................................
Capacity .................................................................
For the Tenderer ............................................................

(Name and address of Employer Organization)

Signature of witness ................................................ Date: ........................................
Print Name .............................................................
SCHEDULE OF DEVIATIONS

The extent of deviations from the tender documents issued by the Employer before the tender closing date is limited to those permitted in terms of the Conditions of Tender.

A bidder’s covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, be the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.

Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents, and which it is agreed by the Parties becomes an obligation of the contract, shall also be recorded here.

Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final Contract Document.

3.1 Subject .............................................................................................................
Details .................................................................................................................

3.2 Subject .............................................................................................................
Details .................................................................................................................

3.3 Subject .............................................................................................................
Details .................................................................................................................

By the duly authorized representatives signing this Schedule of Deviations, the Employer and the Contractor agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Contractor and the Employer in concluding this process of offer and acceptance; in witness thereof the parties hereto have caused this agreement to be executed.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Contractor of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

Signed by: .............................................. Print Name: ..............................................
Address: ..............................................
for and on behalf of the Employer in the presence of Witness: .................................
Print Name: .............................................. Date: ..............................................

Signed by: .............................................. Print Name: ..............................................
Address: ..............................................
For and on behalf of the Contractor in the presence of Witness: .................................
Print Name: .............................................. Date: ..............................................
C.1.2 Contract Data

CONTENTS

C.1.2.1 Part 1: Data provided by the Employer
C.1.2.1.1 Conditions of Contract
C.1.2.1.2 Contract-specific Data
C.1.2.1.2.1 Compulsory Data
C.1.2.1.2.2 Variations to the General Conditions of Contract
C.1.2.1.2.3 Additional clauses to the General Conditions of Contract
C.1.2.1  Part 1:  Data provided by the Employer

C.1.2.1.1 Conditions of Contract

The Conditions of Contract are:

- the “General Conditions of Contract” as they appear in the commercially-available publication “General Conditions of Contract for Construction Works, Third Edition, 2015”, hereinafter referred to as “GCC 2015”; and

- specific data as contained in this Contract Data.

Each party to the Contract shall purchase its own copy of the GCC 2015 that applies to this Contract, available from its publisher:

South African Institution of Civil Engineering
Private Bag X200
Halfway House
1685
South Africa

Tel +27 (0)11 805 5947

The following Notes apply:

Note 1

The GCC 2015 makes several references to the Contract Data.

Each item of data below is cross-referenced to the clause in the Conditions of Contract to which it applies. Notwithstanding anything specified to the contrary, the Contract Data shall take precedence in the interpretation of any ambiguity or inconsistency between it and the GCC 2015.

The documents forming the Contract are to be taken as mutually explanatory of one another. For the purpose of interpretation, the priority of the documents shall be in accordance with the following order of precedence:

(a) the Form of Offer and Acceptance.
(b) amendments to the General Conditions of Contract within the Contract Data.
(c) additional conditions to the General Conditions of Contract within the Contract Data.
(d) corrigenda to the General Conditions of Contract.
(e) the General Conditions of Contract.
(f) the Specifications, Drawings, Schedules and other documents forming part of the Contract (in that order) contained in the Scope of Work and the Site Information.

If any ambiguity or discrepancy is found in the documents, the Engineer needs to be contacted to issue any necessary clarification or instruction.

Note 2

Certain pro-forma forms and pro-forma agreements contained in the GCC 2015 have been adapted for this particular contract. Those pro-forma forms and pro-forma agreements contained in the GCC 2015 do not apply where replaced by similar pro-forma forms and pro-forma agreements in this document.
C.1.2.1.2 Contract-specific Data

The following contract-specific data, referring to the General Conditions of Contract, are applicable to this Contract:

C.1.2.1.2.1 Compulsory Data

<table>
<thead>
<tr>
<th>Clause</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1.13</td>
<td>The Defects Liability Period is 12 months</td>
</tr>
<tr>
<td>1.1.1.14</td>
<td>The time for achieving Practical Completion is <strong>8 months</strong>.</td>
</tr>
<tr>
<td>1.1.1.15</td>
<td>The name of the Employer is Polokwane Municipality</td>
</tr>
<tr>
<td>1.1.1.16</td>
<td>The name of the Employer’s Agent is: Polokwane Municipality Energy Services</td>
</tr>
<tr>
<td>1.2.1.2</td>
<td>The address of the Employer is:</td>
</tr>
<tr>
<td></td>
<td>Physical address:</td>
</tr>
<tr>
<td></td>
<td>Civic Centre</td>
</tr>
<tr>
<td></td>
<td>Landdros Mare Street</td>
</tr>
<tr>
<td></td>
<td>Polokwane City</td>
</tr>
<tr>
<td></td>
<td>Postal address:</td>
</tr>
<tr>
<td></td>
<td>PO Box 111</td>
</tr>
<tr>
<td></td>
<td>Polokwane 0700</td>
</tr>
<tr>
<td></td>
<td>e-mail address:</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:arnoldp@polokwane.gov.za">arnoldp@polokwane.gov.za</a></td>
</tr>
<tr>
<td></td>
<td>Contact numbers:</td>
</tr>
<tr>
<td></td>
<td>Corporate: 015 290 2112</td>
</tr>
<tr>
<td></td>
<td>Direct: 015 290 2683</td>
</tr>
<tr>
<td>1.2.1.16</td>
<td>The address of the Employer’s Agent is:</td>
</tr>
<tr>
<td></td>
<td>Physical address:</td>
</tr>
<tr>
<td></td>
<td>Cnr Landros Maré Street &amp; Bodenstein Street</td>
</tr>
<tr>
<td></td>
<td>Polokwane 0699</td>
</tr>
<tr>
<td></td>
<td>Postal Address:</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 111</td>
</tr>
<tr>
<td></td>
<td>Polokwane 0700</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:gerriec@polokwane.gov.za">gerriec@polokwane.gov.za</a></td>
</tr>
<tr>
<td></td>
<td>Contact numbers:</td>
</tr>
<tr>
<td></td>
<td>Corporate: 015 290 2684</td>
</tr>
<tr>
<td></td>
<td>Mobile: 083 672 4422</td>
</tr>
<tr>
<td></td>
<td>Fax: N/A</td>
</tr>
</tbody>
</table>
3.1.3 The Employers Agent shall obtain the specific approval of the Employer before executing any of his functions or duties according to the following table:

<table>
<thead>
<tr>
<th>GCC Clause No</th>
<th>Description</th>
<th>Requires EWA*</th>
<th>Delegated to ER*</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2.1</td>
<td>Employer’s Agent Representative’s appointment and termination</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>3.2.4</td>
<td>Employer’s Agent Representative acting on Employer’s Agent behalf</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>4.5.4</td>
<td>Payment for notices and fees</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>4.7.1</td>
<td>Fossils, etc. on Site</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>5.7.2</td>
<td>Work at night</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>5.7.3</td>
<td>Acceleration of rate of progress</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>5.7.3</td>
<td>Payment for acceleration</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>5.9.1</td>
<td>Instructions and drawings on Commencement Date</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>5.11.1</td>
<td>Suspension of the Works</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>5.11.3</td>
<td>Proceeding with Works after suspension</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>5.12.4</td>
<td>Acceleration instead of extension of time</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>5.13.2</td>
<td>Reduction of penalty</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>6.3.1</td>
<td>Variation orders</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>6.3.2.1</td>
<td>Confirmation of a Variation Order</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>6.4.1.4</td>
<td>Day-works as a Variation Order</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>6.5.2</td>
<td>Materials for day-works</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>6.8.4</td>
<td>Costs due to changes in legislation</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>6.11.1</td>
<td>Variations exceeding 20%</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>8.2.2.2</td>
<td>Damage due to excepted risks</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>10.1.5</td>
<td>Consultation on Contractor’s claim</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>10.1.5</td>
<td>Ruling on Contractor’s claim</td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>

*The following abbreviations apply:  
ER Employer’s Agent Representative  
EWA Employer’s Agent Written Action  
N No  
NA Not Applicable  
Y Yes

3.1.4 Delete this clause.
<table>
<thead>
<tr>
<th>Clause</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.9.1</td>
<td>The Contractor shall deliver to the Employer’s Agent, on a monthly basis, a detailed inventory of Construction Equipment kept on Site, full particulars given for each day of the month. Distinction shall be made between Owned Equipment and Hired Equipment as well as Equipment in working order and Equipment out of order. Such inventory shall be submitted by the seventh day of the month following the month to be reported.</td>
</tr>
<tr>
<td>4.10.2</td>
<td>The Contractor shall deliver to the Employer’s Agent, on a monthly basis, a return in detail of supervisory staff and the number of categorized classes of labour employed each day for the said period by the Contractor for execution of the Contract. Such return shall be submitted by the seventh day of the month following the month to be reported.</td>
</tr>
</tbody>
</table>
| 5.3.1  | The documentation required before commencement with carrying Works execution are:  
- Health and Safety Plan (Refer to Clause 4.3)  
- A signed Agreement between the Employer and the Contractor for the Works to be completed by the Contractor in terms of the provisions of Section 37(2) of the Occupational Health and Safety Act (Act No.85 of 1993) and the Construction Regulations promulgated thereunder (Refer to Clause 4.3).  
- Proof of payment to the Employer, that the Contractor has paid all contributions required in terms of the Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (Refer to Clause 4.3).  
- Initial Programme of Works (Refer to Clause 5.6).  
- Security (Refer to Clause 6.2).  
- Insurance (Refer to Clause 8.6). |
| 5.3.2  | The time to submit the documentation required before commencement with Works execution is **14 Days**. |
| 5.4.2  | The access and possession of Site shall not be exclusive to the Contractor but shall be as set out elsewhere in the Contract. |
| 5.8.1  | The non-working Days are Sundays.  
The special non-working Days are:  
- Statutory public holidays; and  
- All annual year-end shutdown periods as recommended by the South African Federation of Civil Engineering Contractors (SAFCEC), and which commence after the Commencement Date and which commence before the Due Completion Date. |
| 5.13.1 | The penalty for failing to complete the Works is **0,1 percent** of contract price per calendar day. |
| 5.16.3 | The latent defect period is 10 years, commencing on the Day after the date of certification of Practical Completion. |
| 6.5.1.2.3 | The percentage allowance to cover overhead charges is:  
- 50 per cent for labour; and  
- 15 per cent for materials. |
| 6.10.1.5 | The percentage advance on materials not yet built into the Permanent Works is 80%. Proof of ownership is required. |
| 6.10.3 | The limit of retention money is **10%** of the value of the Contract Price.  
**A Retention Money Guarantee of 50% of the paid retention monies is compulsory at the completion of the project.**  
A penalty will be applied for non-delivery of the Retention Money Guarantee as required. The penalty will be **10%** of the value of the completion Retention Money Amount per calendar month for late delivery of the said Retention Money Guarantee. |
<table>
<thead>
<tr>
<th>Clause</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.6.1.1.2</td>
<td>The value of Plant and materials supplied by the Employer to be included in the insurance sum is <strong>nil</strong>.</td>
</tr>
<tr>
<td>8.6.1.1.3</td>
<td>The amount to cover professional fees for repairing damage and loss to be included in the insurance sum is a maximum of <strong>5% (five percent)</strong> of the Contract Sum.</td>
</tr>
<tr>
<td>8.6.1.3</td>
<td>The limit of indemnity for liability insurance is equal to the contract amount.</td>
</tr>
<tr>
<td>10.5.1</td>
<td>Dispute resolution shall be by standing adjudication, use GCC 2015, Appendix 5.</td>
</tr>
<tr>
<td>10.7.1</td>
<td>The determination of disputes shall be by arbitration.</td>
</tr>
</tbody>
</table>
### Variations to the General Conditions of Contract

<table>
<thead>
<tr>
<th>Clause</th>
<th>Data</th>
</tr>
</thead>
</table>
| 2.5.1  | **Cession**<br>
*Amend Clause 2.5.1 as follows:*<br>
*Delete the words “without the written consent of the other”* | |
| 5.3.3  | **Time to instruct commencement of the Works**<br>
Add the following to Clause 5.3.3 after the last sentence:<br>
"The Contractor shall not commence working until they have an approved project specific health and safety plan in terms of the Occupational Health and Safety Act, 1993: Construction Regulations, 2014 and complied with the initial requirements thereof.” | |
| 5.14.1 | **Practical Completion**<br>
Replace the last sentence of the second paragraph:<br>
"Should the Employer's Agent … on expiry of 14 days." with the following:<br>
"Should the Employer's Agent not issue such a list within 14 days, Practical Completion shall be deemed to have been achieved on the said fourteenth day.” | |
| 5.14.2 | **Issue of Certificate of Practical Completion**<br>
Replace "the Employer's Agent" in the second and third lines with the following:<br>
"the Contractor shall notify the Employer's Agent, who shall inspect the Works and the Employer's Agent” | |
| 5.14.4 | **Certificate of Completion**<br>
Replace "the Employer's Agent" in the third line of the first paragraph with:<br>
"the Contractor shall notify the Employer's Agent, who shall inspect the works and the Employer's Agent” | |
| 5.14.5.1 | **Consequences of Completion**<br>
*Amend Clause 5.14.5.1 as follows:*<br>
*In the second line, substitute the word ‘Guarantor’ with ‘Contractor’.* | |
| Clause Data |  
|---|---|
| **6.2** Security |  
*Replace Sub-Clauses 6.2.1 and 6.2.2 with:*  
“The Contractor shall deliver to the Employer within such time as may be stated in the Contract Data, a Demand Guarantee, of an Insurance Company registered in terms of the Short-term Insurance Act (Act 53 of 1998) or of a registered Commercial Bank, in a sum equal to the amount stated in the Contract Data. The Demand Guarantee shall be issued by an entity subject to the approved of the Employer, and shall conform in all respects to the format contained in the Contract Data.

The security to be provided by the Contractor shall be a **Demand Guarantee** of 10% of the Contract Sum.

Wherever a joint venture constitutes the contracting party, the Demand Guarantee shall be issued on behalf of the joint venture.

Failure to produce an acceptable Demand Guarantee within the period stated in the Contract Data, is a fundamental breach of Contract, entitling the Employer to cancel the Contract by due notice in terms of Clause 9.2 with specific reference to Sub-clause 9.2.2 as amended in the Contract Data.” |
| **6.3.1** Variations |  
*Amend Clause 6.3.1, as follows:*  
*In the first paragraph, third line, after the words "or for any reason appropriate", add the phrase "", including the limiting of contract expenditure so as not to exceed the Employer’s budgeted project funding,"*

*Add the following phrase to the last paragraph of Clause 6.3.1.6, after the words "ascertaining the amount of the Contract Price":*

"", and no such variation shall give reason for consideration of any claim in terms of Clause 6.11.” |
| **6.3.2** Orders for Variations to be in writing |  
*Omit the words “Provided that” under Clause 6.3.2 and omit Clause 6.3.2.1.* |
| **6.9.2** Definition of “materials” |  
*Amend Clause 6.9.2, as follows:*  
*Substitute the word ‘plant’ with ‘Plant’.* |
| **6.10.1** Interim Payments |  
*Amend Clause 6.10.1.5 as follows:*  
*In the third line, add the words ‘not yet’ before the words ‘built into’* |
| **6.10.5** Payment of retention money |  
*Amend Clause 6.10.5 as follows:*  
*In the second line, add the words ‘, if any,’ after the words ‘Defects Liability Period’* |
<table>
<thead>
<tr>
<th>Clause</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.10.6</td>
<td><strong>Set-off and delayed payments</strong>&lt;br&gt;&lt;br&gt;Amend Clause 6.10.6.2 as follows:&lt;br&gt;<strong>Delete the words ‘simple interest’ and substitute with the words ‘interest compounded monthly’.</strong>&lt;br&gt;<strong>Delete the words ‘Contractor’s Bank’ and substitute with the words ‘Employer’s Bank’</strong></td>
</tr>
<tr>
<td>6.11</td>
<td><strong>Variations exceeding 15 per cent</strong>&lt;br&gt;&lt;br&gt;Replace the marginal heading with:&lt;br&gt;<strong>“Variations exceeding 20 per cent”</strong>&lt;br&gt;Replace <strong>“15 per cent” with “20 per cent” in the text of this Sub-Clause</strong></td>
</tr>
<tr>
<td>7.4.4</td>
<td><strong>Cost of test specimens and tests</strong>&lt;br&gt;&lt;br&gt;Amend Clause 7.4.4.2 as follows:&lt;br&gt;In the <strong>second line</strong> of paragraph two, add the words <strong>‘the requirements of’ before the words ‘the Contract’</strong></td>
</tr>
<tr>
<td>8.1.3</td>
<td><strong>Excessive loads and traffic</strong>&lt;br&gt;In the third line, add a comma after the word ‘Site’ as follows: ‘…in the vicinity of the Site, from…’</td>
</tr>
<tr>
<td>8.3.1</td>
<td><strong>Excepted risks</strong>&lt;br&gt;&lt;br&gt;Amend Clause 8.3.1.10 as follows:&lt;br&gt;In the second line, delete the words ‘Employer or any of their’ and substitute with ‘or any of its’.</td>
</tr>
<tr>
<td>8.6.6</td>
<td><strong>Contractor to produce proof of payment</strong>&lt;br&gt;“The Contractor shall before commencement of the Works produce to the Employer’s Agent:&lt;br&gt;8.6.6.1 The policies by which the insurances are effected,&lt;br&gt;8.6.6.2 Proof that due payment of all premiums there under, covering the full required period has been made, and&lt;br&gt;8.6.6.3 Proof of continuity of the policies for the required period.&lt;br&gt;Should, during the currency of the Contract, the required period of insurance be extended for any reason, the Contractor shall timeously extend (so as to maintain) the said insurances for the full extended duration.&lt;br&gt;The Employer’s Agent shall be empowered to withhold all payment certificates until the Contractor has complied with his obligations in terms of this Clause 8.6.6.”</td>
</tr>
<tr>
<td>8.6.7</td>
<td><strong>Remedy on Contractor’s failure to insure</strong>&lt;br&gt;Delete sub-clause 8.6.7 and substitute with:&lt;br&gt;“Failure on the part of the Contractor to effect and keep in force any of the insurances referred to in Clause 8.6.1 and its sub-clauses, is a fundamental breach of Contract, entitling the Employer to cancel the Contract by due notice in terms of Clause 9.2 and with specific reference to sub-clause 9.2.2, as amended in the Contract Data.”</td>
</tr>
<tr>
<td>Clause</td>
<td>Data</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
</tr>
</tbody>
</table>
| 9.1.2  | **State of emergency**  
  *In the fourth line, delete the words ‘supply of’ and substitute with ‘availability of’.* |
| 9.2    | **Termination by Employer**  
  *Delete the contents of Clause 9.2 and substitute with:*  
  “9.2.1 The Employer may terminate the Contract by written notice to the Contractor if:  
  9.2.1.1 Sequestration of the Contractor’s estate is ordered by a Court with due jurisdiction, or  
  9.2.1.2 The Contractor publishes a notice of surrender or presents a petition for the surrender of his estate as insolvent, or makes a compromise with his creditors, or assigns in favour of his creditors, or agrees to carry out the Contract under the supervision of a committee representing his creditors, or (being a company) goes into liquidation, whether provisionally or finally (other than a voluntary liquidation for the purpose of amalgamation or reconstruction), or if the Contractor assigns the Contract without having first obtained the Employer’s consent in writing, or if execution is levied on his goods, or  
  9.2.1.3 The Contractor, or anyone on his behalf, or in his employ, offers to any person in the employ of the Employer or the Employer’s Agent, a gratuity or reward or commission, or  
  9.2.1.4 The Contractor furnished materially inaccurate information in his Tender, which had a bearing on the award of the Contract, or  
  9.2.1.5 The Contractor has abandoned the Contract.  
  9.2.2 If the Contractor:  
  9.2.2.1 Has failed to commence the Works in terms of Clause 10 hereof, or has suspended the progress of the Works for fourteen (14) days after receiving from the Engineer written notice to proceed, or  
  9.2.2.2 Has failed to provide the Guarantee in terms of Clause 7 within the time stipulated in the Contract Data, or  
  9.2.2.3 Has failed to proceed with the Works with due diligence, or  
  9.2.2.4 Has failed to remove materials from the Site or to pull down and replace work within fourteen (14) days after receiving from the Employer’s Agent written notice that the said materials or work have been condemned and rejected by the Employer’s Agent in terms of these conditions, or  
  9.2.2.5 Is not executing the Works in accordance with the Contract, or is neglecting to carry out his obligations under the Contract, or  
  9.2.2.6 Has, to the detriment of good workmanship or in defiance of the Employer’s Agent instructions to the contrary, sublet any part of the Contract, or
Clause Data

<table>
<thead>
<tr>
<th>Clause</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.2.2.7</td>
<td>Has assigned the Contract or any part thereof without the Employer’s consent in writing, then the Employer may give the Contractor 14 days’ notice to rectify the default, and if the Contractor fails to rectify the default in said 14 days, then, without further notice, notify the Contractor in writing of the termination of the Contract and expel the Contractor and order the Contractor to vacate the site within 24 hours of issue of the Notice of Termination and to hand the Site over to the Employer, and the Employer may then enter upon the Site and the Works without affecting the rights and powers conferred on the Employer or the Employer's Agent by the Contract and the Employer may himself complete the Works or may employ another contractor to complete the Works, and the Employer or such other contractor may use for such completion so much of the Construction Equipment, Temporary Works and materials brought onto the Site by the Contractor as the Employer may think proper, and the Employer may at any time sell any of the said Construction Equipment, Temporary Works and unused materials and apply the proceeds of sale towards payment of any sums that may be due or become due to the Employer by the Contractor under the Contract. In such circumstances the Contractor shall forthwith vacate the Site and shall not be entitled to remain on the Site on the grounds that he is entitled to do so on a right of retention until amounts due to him have been paid, neither will the Contractor be entitled to any further payments in terms of this Contract.</td>
</tr>
<tr>
<td>9.2.3</td>
<td>If the Contractor, having been given notice to rectify a default in terms of 9.2.2 above, rectifies said default, but later repeats the same or substantially the same default, then the Employer may notify the Contractor of the immediate termination of the Contract, and proceed as stated in the paragraph following the word ‘writing’ in Clause 9.2.2.7 above.</td>
</tr>
<tr>
<td>9.2.4</td>
<td>Should the amounts that the Employer must pay to complete the Works, exceed the sum that would have been payable to the Contractor on due completion by him, then the Contractor shall upon demand pay to the Employer the difference, and it shall be deemed a debt due by the Contractor to the Employer and shall be recoverable accordingly. Provided that should the Contractor on demand not pay the amount of such excess to the Employer, such sum may be determined and deducted by the Employer from any sum due to or that may become due to the Contractor under this or any previous or subsequent contract between the Contractor and the Employer.</td>
</tr>
</tbody>
</table>
### C.1.2.1.2.3 Additional clauses to the General Conditions of Contract:

<table>
<thead>
<tr>
<th>Clause</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Definitions</td>
</tr>
<tr>
<td></td>
<td>Add the following at the end of Sub-Clause 1.1.1:</td>
</tr>
<tr>
<td>1.1.1.35</td>
<td>“Client”, as used in the Occupational Health and Safety Act - Construction Regulations, means Employer.</td>
</tr>
<tr>
<td>1.1.1.36</td>
<td>“Principal Contractor”, as used in the Occupational Health and Safety Act - Construction Regulations, means Contractor.</td>
</tr>
<tr>
<td>4.12</td>
<td>Contractor’s superintendence</td>
</tr>
<tr>
<td></td>
<td>Add the following sub-clause 4.12.4 to Clause 4.12:</td>
</tr>
<tr>
<td></td>
<td>“Where a form is included in the Contract Data for this purpose, the Tenderer shall fill in the name of the person he proposes to entrust with the post of Contractor’s Site Agent on this Contract in the space provided therefore. Previous experience of this person on work of a similar nature during the past five (5) years is to be entered on the form.</td>
</tr>
<tr>
<td></td>
<td>The Contractor’s Site Agent shall be on Site at all times when work is being performed.</td>
</tr>
<tr>
<td></td>
<td>The person shall be subject to approval of the Employer’s Agent in writing and shall not be replaced or removed from Site without the written approval of the Employer’s Agent.”</td>
</tr>
<tr>
<td>5.6</td>
<td>Programme</td>
</tr>
<tr>
<td></td>
<td>Add the following sub-clause 5.6.6 to Clause 5.6:</td>
</tr>
<tr>
<td></td>
<td>“Failure on the part of the Contractor to deliver to the Engineer, the</td>
</tr>
<tr>
<td></td>
<td>• programme of the Works in terms of Clause 5.6.1 and</td>
</tr>
<tr>
<td></td>
<td>• supporting documents in terms of Clause 5.6.2</td>
</tr>
<tr>
<td></td>
<td>Within the period stated in the Contract Data, shall be sufficient cause for the Employer’s Agent to retain 25 per centum of the value of the Fixed Charge and Value-related items in assessment of amounts due to the Contractor, until the Contractor has submitted aforementioned first Programme of the Works and Supporting Documents”.</td>
</tr>
<tr>
<td>5.9.7</td>
<td>Employer’s Agent to approve Contractor’s Designs and Drawings</td>
</tr>
<tr>
<td></td>
<td>Add the following sub-clause 5.6.6 to Clause 5.6:</td>
</tr>
<tr>
<td></td>
<td>“All designs, calculations, drawings and operation and maintenance manuals shall be fully endorsed by a third party registered engineer, accomplished in such specific field of practice and the cost thereof shall be borne solely by the Contractor.</td>
</tr>
<tr>
<td></td>
<td>Once the alternative design has been approved, the Contractor shall indemnify and hold harmless the Employer’s Agent, the Employer, their agents and assigns, against all claims howsoever arising out of the said design, whether in contract or delict”.</td>
</tr>
<tr>
<td>Clause</td>
<td>Data</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
</tr>
<tr>
<td>5.11</td>
<td><strong>Suspension of the Works</strong></td>
</tr>
<tr>
<td></td>
<td><em>Add the following sub-clause 5.11.4 to Clause 5.11:</em></td>
</tr>
<tr>
<td></td>
<td>“If the Contractor does not receive from the Employer the amount due under an Interim Payment Certificate within 28 days after expiry of the time stated in sub-clause 6.10.4 within which payment is to be made (except for deductions in accordance with sub-clauses 6.10.1.6 and 6.10.1.7), the Contractor may, after giving 14 days’ notice to the Employer, suspend the progress of the Works.”</td>
</tr>
<tr>
<td></td>
<td>The Contractor’s action shall not prejudice his entitlements to a claim in terms of Clause 10.1 and to cancellation of the Contract in terms of Clause 9.3.</td>
</tr>
<tr>
<td></td>
<td>If the Contractor subsequently receives full payment of the amount due under such Interim Payment Certificate before giving a notice of cancellation of the Contract, the Contractor shall resume normal working as soon as is reasonably practicable.”</td>
</tr>
<tr>
<td>5.12</td>
<td><strong>Extension of Time for Practical Completion</strong></td>
</tr>
<tr>
<td></td>
<td><em>Add the following at the end of Sub-Clause 5.12.2.2:</em></td>
</tr>
<tr>
<td></td>
<td>“The extension of time to be allowed due to abnormal rainfall shall be calculated separately for each calendar month or part thereof in accordance with the following formula:</td>
</tr>
</tbody>
</table>
|        | \[
|        | V = (Nw - Nn) + \frac{Rw - Rn}{x} |
|        | where |
|        | V = Extension of time in calendar days for the calendar month under consideration |
|        | Nw = Actual number of days during the calendar month on which a rainfall of 10 mm or more has been recorded |
|        | Nn = Average number of days for the calendar month on which a rainfall of 10 mm or more has been recorded, as derived from existing rainfall records |
|        | Rw = Actual recorded rainfall for the calendar month |
|        | Rn = Average rainfall for the calendar month, as derived from existing rainfall records |
|        | x = 20 |
|        | The rainfall records which shall provisionally be accepted for calculation purposes are: |
|        | Based on records taken at: Rainfall Station: Polokwane |
|        | Years of record: 2006 – 2016 |
Table 1 – RAINFALL RECORDS FOR PERIOD: 2006 – 2016
RAINFALL STATION: Polokwane Lat: 23.8570 Lon: 29.451 Height 1226m
Average No of Days with Rainfall exceeding 10mm: 9.8 days/year
Average Rainfall: 488.6mm/year station no: 0677802BX

<table>
<thead>
<tr>
<th>MON</th>
<th>AVE</th>
<th>ST</th>
<th>N DAY</th>
<th>NUM</th>
<th>1</th>
<th>5.1</th>
<th>10.1</th>
<th>20.1</th>
<th>50.1</th>
<th>100.1</th>
<th>MAX R</th>
<th>MAX RAIN</th>
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<tr>
<td>MON</td>
<td>DEV</td>
<td>RAIN</td>
<td>MON</td>
<td>5</td>
<td>10</td>
<td>20</td>
<td>50</td>
<td>100</td>
<td>900</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

JAN 65.9 39.3 65.9 11 3.4 2.1 1.3 0.7 0 0 38 1/18/2013
FEB 47.3 49.7 47.3 11 1.6 0.9 1.1 0.6 0 0 49 2/26/2006
MAR 58.4 33.2 58.4 11 3 1.3 1.1 0.7 0.1 0 51.5 3/27/2006
APR 43.3 46.6 43.3 11 1.5 1 0.7 0.5 0.1 0 68 4/4/2011
MAY 10.4 14 10.4 11 0.5 0.4 0.3 0.1 0 0 29.2 5/8/2009
JUN 1.7 3.6 1.7 11 0.3 0 0.1 0 0 0 12 6/10/2009
JUL 2.4 4.3 2.4 11 0.3 0.1 0.1 0 0 0 12.1 7/4/2007
AUG 2.3 5.6 2.3 11 0.2 0 0.1 0 0 0 19.2 8/15/2011
SEP 6.6 8.2 6.6 11 0.4 0.4 0.1 0.1 0 0 22.5 9/4/2015
OCT 48.1 29.5 48.1 11 1.5 0.7 1.4 0.6 0 0 38.2 10/29/2009
NOV 97.7 40.5 97.7 11 3.1 2 1.3 1.5 0.2 0 65.5 11/12/2008
DEC 104.6 56.3 104.6 11 3.8 1 1.7 1.9 0.1 0 55 12/16/2014
YR 488.6 67.9 19.5 9.8 9.2 6.8 0.5 0 488.6

The factor (Nw - Nn) shall be considered to represent a fair allowance for days during which rainfall exceeds 10 mm and the factor (Rw - Rn)/x shall be considered to represent a fair allowance for those days when rainfall does not exceed 10 mm but wet conditions prevent or disrupt work.

The total extension of time shall be the algebraic sum of all monthly totals for the contract period, but if the algebraic sum is negative the time for completion shall not be reduced due to subnormal rainfall. Extensions of time for a part of a month shall be calculated using pro rata values of Nn and Rn.

For this project the rainfall formula will only apply as background information, or dispute resolution. Extension of time for rainfall will only be granted on Actual Delays experienced; noted and agreed upon by the Employer’s Agent.

6.10 Payments

Add the following at the end of Sub-Clause 6.10.1:

“The Contractor shall complete the ‘Contractor’s Monthly Report Schedule’, which pro forma documentation is obtainable from the Employer’s Agent. Pursuant to Sub-Clause (1), these, duly signed by all concerned, together with the Contractor’s statement and a VAT invoice in original format are to be submitted to the Employer’s Agent. Issue by the Employer’s Agent to the Employer and Contractor of any signed payment certificate is conditional to this information being fully endorsed, accurately and timeously submitted to the Employer’s Agent.”
### Clause Data

<table>
<thead>
<tr>
<th>Clause</th>
<th>Data</th>
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<tbody>
<tr>
<td><strong>Add the following at the end of Sub-Clause 6.10.1.5:</strong></td>
<td>“All documentary evidence of such materials shall be unambiguous with respect to ownership having fully passed to the Contractor on or before the date of submittal of the Contractor’s monthly statement. Should the Contractor fail to supply unambiguous documentary evidence, he shall, prior to submittal of his monthly statement, deliver to the Employer a Guarantor Guarantee in the form contained in the Appendices to the Contract Data.”</td>
</tr>
<tr>
<td><strong>Termination by the Contractor</strong></td>
<td>“In addition to, or as an alternative to the rights to termination contained in this Clause 9.3, the Contractor may notify the default to the Employer, with a copy to the Employer’s Agent, and if the default is not rectified within 10 days the Contractor may suspend progress of the works until a date 7 days after the default is rectified. The Contractor shall be entitled to extension of time to the extent of delay caused by or resulting from such suspension, and to payment of additional costs caused by or resulting from the suspension. Such extension of time and additional costs shall be promptly ascertained by the Employer’s Agent, who shall then grant the extension of time and include the additional costs in all future payment certificates. Such suspension, extension of time and/or payment of additional costs, shall not prejudice the Contractor’s rights to cancel the contract.”</td>
</tr>
<tr>
<td><strong>Payment for labour-intensive component of the works</strong></td>
<td>Payment for works identified in the Scope of Works as being labour-intensive shall only be made in accordance with the provisions of the Contract if the works are constructed strictly in accordance with the provisions of the Scope of Work. Any payment for such works shall not relieve the Contractor in any way from his obligations either in contract or in delict.</td>
</tr>
<tr>
<td><strong>Linkage of payment for labour-intensive component of works to submission of project data</strong></td>
<td>The Contractor’s payment invoices shall be accompanied by labour information for the corresponding period in a format specified by the employer. If the contractor chooses to delay submitting payment invoices, labour returns shall still be submitted as per frequency and timeframe stipulated by the Employer. The contractor’s invoices shall not be paid until all pending labour information has been submitted.</td>
</tr>
<tr>
<td><strong>Applicable Labour Laws</strong></td>
<td>The current Ministerial Determination (also downloadable at <a href="http://www.epwp.gov.za">www.epwp.gov.za</a>), Expanded Public Works Programmes, issued in terms of the Basic Condition of Employment Act of 1997 by the Minister of Labour in Government Notice, shall apply to works described in the scope of work as being labour-intensive and which are undertaken by unskilled workers.</td>
</tr>
</tbody>
</table>
**C.1.2.2 Part 2: Data provided by the Contractor**

The General Conditions of Contract, as specified in Part 1, shall be used as a basis for this Data which is required to be completed.

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

<table>
<thead>
<tr>
<th>Clause</th>
<th>Data</th>
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<tbody>
<tr>
<td>1.1.1.9</td>
<td>The Name of the Contractor is:</td>
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<tr>
<td>1.2.1.2</td>
<td>The address of the Contractor is:</td>
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<td></td>
<td>Physical address:</td>
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<td>..................................................................................................................................................</td>
</tr>
<tr>
<td>1.2.1.2</td>
<td>Postal address:</td>
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<td>..................................................................................................................................................</td>
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<td></td>
<td>e-mail address:</td>
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<td>..................................................................................................................................................</td>
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<tr>
<td></td>
<td>Contact numbers:</td>
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<tr>
<td></td>
<td>Corporate: ..................................................................................................................</td>
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<tr>
<td></td>
<td>Direct: ......................................................................................................................</td>
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<td></td>
<td>Mobile: .....................................................................................................................</td>
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<td></td>
<td>Fax: .........................................................................................................................</td>
</tr>
</tbody>
</table>
C1.3 Performance Guarantee

In accordance with clause 6.2.1 of General Conditions of Contract, 3rd Edition 2015

Contract No: .................................................................................................................................

Description of Contract: ..............................................................................................................
........................................................................................................................................................

GUARANTOR DETAILS AND DEFINITIONS

“Guarantor” means: ......................................................................................................................
(Please put name of Firm)

Physical Address: ..........................................................................................................................
........................................................................................................................................................

Postal Address: ............................................................................................................................
........................................................................................................................................................

Tel: ..................................................................................................................................................

Fax: ................................................................................................................................................

“Employer” means: POLOKWANE MUNICIPALITY

“Contractor” means: .....................................................................................................................
(Please put name of Firm)

“Employer’s Agent” means: ...........................................................................................................
(Please put name of Firm)

“Works” means: Permanent works together with temporary works

“Site” means: The land and other places, made available by the Employer for the purpose of the contract, on under over in or through which the works are to be executed or carried out.

“Contract” means: The agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contractor as may be agreed in writing between the parties.

“Contract Sum” means: The accepted amount inclusive for tax of R…………………………………..
Amount in words: ..........................................................................................................................

“Guarantee sum” means: 10% of the contract sum

“expiry Date” means: This Guarantee shall expire upon the issue of the Completion Certificate issued by Polokwane Municipality signed by the Director of Engineering Services, as such date is advised to the Guarantor in writing confirmed by the Employer.
CONTRACT DETAILS

Employer’s Agent issues: Interim Payment Certificates, Final Payment Certificate and the Certificate of Completion of the Work as defined in the Contract.

PERFORMANCE GUARANTEE

1. The Guarantor’s liability shall be limited to the amount of the Guaranteed Sum.

2. The Guarantor’s period of liability shall be from and including the date of issue of this Performance Guarantee and up to and including the Expiry Date or the date of issue by the Employer’s Agent of the Certificate of Completion of the Works or the date of payment in full of the Guaranteed Sum, whichever occurs first. The Employer’s Agent and/or the Employer shall advise the Guarantor in writing of the date on which the Certificate of Completion of the Works has been issued.

3. The Guarantor hereby acknowledges that:
   
   3.1 Any reference in this Performance Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
   
   3.2 Its obligation under this Performance Guarantee is restricted to the payment of money.

4. Subject to the Guarantor’s maximum liability referred to in 1, the Guarantor hereby undertakes to pay the Employer the sum certified upon receipt of the documents identified in 4.1 to 4.3:
   
   4.1 A copy of a first written demand issues by the Employer to the Contractor stating that payment of a sum certified by the Employer’s Agent and/ or Employer in an Interim or Final Payment Certificate has not been made in terms of the Contract and failing such payment within seven (7) calendar days, the Employer intends to call upon the Guarantor to make payment in terms of 4.2;
   
   4.2 A first written demand issued by the Employer to the Guarantor at the Guarantor’s physical address and/or postal address with a copy to the Contractor stating that period of seven (7) days has elapsed since the first written demand terms of 4.1 and the sum certificate has still not been paid;
   
   4.3 A copy of the aforesaid payment certificate which entails the Employer to receive payment in terms of the Contract sum in 4.

5. Subject to the Guarantor’s maximum liability referred to in 1, the Guarantor undertakes to pay to the Employer the Guaranteed sum or the full outstanding balance upon receipt of a first written demand from the Employer to the Guarantor at the Guarantor’s physical address and/or postal address calling up this Performance Guarantee, such demand stating that:
   
   5.1 The contractor has been termination due to the Contractor’s default and this performance Guarantee is called up in terms of 5; or
   
   5.2 A provisional or final sequestration or liquidation court order has been granted against the Contractor and that the Performance Guarantee is called up in terms of 5; and
   
   5.3 The aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.

6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor’s maximum liability in terms of 1.

7. Where the Guarantor has made payment in terms of 5, the Employer shall upon the date of issue of the Final Payment Certificate submit an expense account to the Guarantor showing how all monies received in terms of this Performance Guarantee have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Performance Guarantee shall bear interest at the prime overdraft rate of the
Employer's bank compounded monthly and calculated from the date payment was made by the Guarantor to the Employer until the date of refund.

8. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the guarantor.

9. Payment by Guarantor in terms of 5 will only be made against the return of the original Performance Guarantee by the Employer.

10. The Employer shall have the absolute right to arrange his affairs with the Contractor in any manner which the Employer may deem fit and the Guarantor shall not have the right to claim his release from his Performance Guarantee on account alleged to be prejudicial to the Guarantor.

11. The Guarantor chooses the physical address and postal address as stated above for the service of all notices for all purposes in connection herewith.

12. This Performance Guarantee is neither negotiable nor transferable and shall expire in terms of 2, where after on claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.

13. This Performance Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.

14. Where this Performance Guarantee is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Court Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at: ……………………………………………………………………………………………………

Date: ……………………………………………………………………………………………………

Guarantor’s signatory (1): …………………………………………………………………………………

Capacity: ……………………………………………………………………………………………………

Guarantor’s signatory (2): …………………………………………………………………………………

Capacity: ……………………………………………………………………………………………………

Witness signatory (1): ……………………………………………………………………………………

Witness signatory (2): ……………………………………………………………………………………
C1.4 Retention Guarantee

POLOKWANE MUNICIPALITY
(Not to be completed at tender stage)

Contract No: …………………………………………………………………………………………………..

Description of Contract: ………………………………………………………………………………………….

………………………………………………………………………………………….

GUARANTOR DETAILS AND DEFINITIONS

“Guarantor” means: …………………………………………………………………………………………….

(Please put name of Firm)

Address: …………………………………………………………………………………………………………..

………………………………………………………………………………………….

Postal Address: …………………………………………………………………………………………………

………………………………………………………………………………………….

Tel: ………………………………………………………………………………………………………………….

Fax: ………………………………………………………………………………………………………………….

“Employer” means: POLOKWANE MUNICIPALITY

“Contractor” means: ………………………………………………………………………………………….

(Please put name of Firm)

“Guarantee sum” means: 5% of the works done to date amount

“Employer’s Agent” means: ……………………………………………………………………………………..

(Please put name of Firm)

“Works” means: Permanent works together with temporary works

“Site” means: The land and other places, made available by the Employer for the purpose of the contract, on under over in or through which the works are to be executed or carried out.

“Contract” means: The agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contractor as may be agreed in writing between the parties.

“Contract Sum” means: The accepted amount inclusive for tax of R………………………………

Amount in words: …………………………………………………………………………………………….

………………………………………………………………………………………….

“Expiry Date” means: This Guarantee shall expire upon the issue of the Final Completion Certificate issued by Polokwane Municipality signed by the Director of Engineering Services, as such date is advised to the Guarantor in writing confirmed by the Employer.
CONTRACT DETAILS

Engineer issues: Interim Payment Certificates, Final Payment Certificate and the Certificate of Completion of the Work as defined in the Contract.

RETENTION GUARANTEE

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.

2. “Expiry Date” This Guarantee shall expire upon the issue of the final completion certificate issued by Polokwane Municipality signed by the Director of Engineering Services, as such date is advised to the Guarantor in writing confirmed by the Employer.

   The Employer’s Agent and/or the Employer shall advise the Guarantor in writing of the date on the Final Completion Certificate of the works has been issued.

3. The Guarantor hereby acknowledges that:

   3.1 Any reference in this performance Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;

   3.2 Its obligation under this Performance Guarantee is restricted to the payment of money.

4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the Employer the sum certified upon receipt of the documents identified in 4.1 to 4.3:

   4.1 A copy of a first written demand issues by the Employer to the Contractor stating that payment of a sum certified by the Employer's Agent and/or Employer in an Interim or Final Payment Certificate has not been made in terms of the Contract and failing such payment within seven (7) calendar days, the Employer intends to call upon the Guarantor to make payment in terms of 4.2;

   4.2 A first written demand issued by the Employer to the Guarantor at the Guarantor's physical address and/or postal address with a copy to the Contractor stating that period of seven (7) days has elapsed since the first written demand terms of 4.1 and the sum certificate has still not been paid;

   4.3 A copy of the aforesaid payment certificate which entails the Employer to receive payment in terms of the Contract sum in 4.

5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the Employer the Guaranteed sum or the full outstanding balance upon receipt of a first written demand from the Employer to the Guarantor at the Guarantor's physical address and/or postal address calling up this Performance Guarantee, such demand stating that:

   5.1 The contractor has been termination due to the Contractor's default and this performance Guarantee is called up in terms of 5; or

   5.2 A provisional or final sequestration or liquidation court order has been granted against the Contractor and that the Performance Guarantee is called up in terms of 5; and

   5.3 The aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.

6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.

7. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the guarantor.

8. Payment by Guarantor in terms of 5 will only be made against the return of the original Performance Guarantee by the Employer.

9. The Employer shall have the absolute right to arrange his affairs with the Contractor in any manner which the Employer may deem fit and the Guarantor shall not have the right to claim
his release from his Performance Guarantee on account alleged to be prejudicial to the Guarantor.

10. The Guarantor chooses the physical address and postal address as stated above for the service of all notices for all purposes in connection herewith.

11. This Performance Guarantee is neither negotiable nor transferable and shall expire in terms of 2, where after on claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.

12. This Performance Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.

13. Where this Performance Guarantee is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Court Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at: ........................................................................................................................................

Date: ..................................................................................................................................................

Guarantor's signatory (1): ......................................................................................................................

Capacity: ...........................................................................................................................................

Guarantor's signatory (2): ......................................................................................................................

Capacity: ............................................................................................................................................

Witness signatory (1): .........................................................................................................................

Witness signatory (2): .........................................................................................................................
C1.5 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

This agreement is mandatory for all contractors appointed by the Polokwane Municipality or any other institution that do work for or on behalf of Municipality.

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
AND
CONSTRUCTION REGULATIONS 2014

AGREEMENT WITH MANDATORY
In terms of Section 37(1) and (2) of the OHSACT
WRITTEN AGREEMENT ENTERED INTO AND BETWEEN

POLOKWANE MUNICIPALITY
(Client)

AND

……………………………………………………………………
(Principal Contractor or Contractor)

Compensation Commissioner Number: ……………………………………………….
(Attach a copy of the Registration Certificate to this agreement)

• REQUIREMENTS:

1. The Principal Contractor/Contractor’s attention is drawn to “General Duties of Employers to their Employees” as required by Section 8 of the Act.

2. The Principal Contractor/Contractor is required to:
   2.1 Sign a written “Agreement with Mandatary” as required by Sect 37(1)(2) of the Act before commencing any work on site.
   2.2 Ensure that all your employees receive the necessary Induction Training and have proof thereof in their records.
      - Note: You must ensure that all employees under your control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences.
   2.3 Ensure the provision of Welfare Facilities for your employees as per Construction Regulation 30.
   2.4 Provide the Client/Principal Contractor with your SHE Plan and Specifications.
   2.5 Ensure that Method Statements, Risk Assessments and Safe Work Procedures are done and available.
   2.6 Provide the Client/Principal Contractor with written appointment of the person who is going to manage the Construction Work per Construction Regulation 8(1).
   2.7 Provide the Client/Principal Contractor with written designation of your nominated Health and Safety Representative as per Section 17(1).
      - Note: Your Health and Safety Representative will be expected to attend the Client/Principal Contractor safety meetings.
2.8 If you employ more than five (5) persons, you are required to provide your own First Aid Box (GSR 3(2)).

2.9 Where more than ten (10) persons are employed, the Principal Contractor/Contractor are required to provide your own qualified First Aider as per GSR 3(4).

- Note: Where the Principal Contractor/Contractor has difficulty in complying with items 2.7 and 2.8 above, you may arrange/come to an agreement with the Client/Principal Contractor to make use of his First Aid facilities in case of injury. You will be expected to communicate such an agreement to your employees.

2.10 When working with Hazardous Chemical Substances, comply with HCS Reg. 3.

- Note: Asbestos and Lead Regulations are separate.

2.11 When using a Materials Hoist, comply with the requirements of Construction Regulation 19.

2.12 When using Lifting Machines and Lifting Tackle, comply with DMR 19.

- Note: You may be required to appoint a Banks man to control Lifting/Slinging operations.

2.13 When erecting/using Scaffolding comply with the requirements of SANS 10085 “Access Scaffolding”.

2.14 When erecting/using Suspended Scaffolding comply with the requirements of Construction Regulation 17.

2.15 When doing Demolition Work, comply with Construction Regulation 14.

2.16 When doing blasting to comply with Explosives Regulations Chapter 10.

2.17 When doing Excavation Work, comply with Construction Regulation 13.

2.18 When doing Electrical Installations, comply with the requirements of Construction Regulation 24.

- Note: Electrician to provide a copy of registration as per Electrical Installations Regulation 9(3).

2.19 When using Construction Vehicles, comply with Construction Regulation 23.

2.20 When using/erecting Temporary Works, comply with Construction Regulation 12.

2.21 When working over or in close proximity to Water, comply with Construction Regulation 26.

2.22 Ensure that good Housekeeping, Stacking and Storage principles are applied on this project as per Construction Regulations 27 and 28.

2.23 Ensure that appropriate measures are taken to avoid the risk of Fire/Explosion and comply with requirements of Construction Regulation 29.

2.24 If you are going to work at heights a Fall Protection Plan must be submitted (roof work included) as per the requirements of Construction Regulation 10.

2.25 When using explosive actuated fastening devices, comply with Construction Regulation 21

2.26 When Welding, Flame Cutting/Soldering, comply with GSR 9.

2.27 When working in Confined Spaces, comply with GSR 5.
3. The Principal Contractor/Contractor is responsible for providing their own legal safety documents and registers to comply with the Act’s requirements. A copy of the OHS Act of 1993 and the Construction Regulations 2014 will be available for perusal in the Principal Contractor’s site office.

4. The Principal Contractor/Contractor is required to comply with General Safety Regulations 2 (1) to (7) and provide your employees with:

   Personal protective equipment which will allow them to carry out their work in a safe manner, e.g. hard hats, safety harnesses, gloves, safe footwear, eye protection, ear protection, waterproof clothing etc.

5. Reporting of Incidents of Occupational Diseases shall be done as per General Admin. Regulation 8 (Also see Sect 24 of the Act).


   You are required to provide the Client/Principal Contractor with proof of registration with the Compensation Commissioner/Federated Employer(s) Mutual when signing this agreement. If you are not registered, the Client/Principal Contractor may deduct the necessary amounts from your progress payments and pay it over to the Commissioner to ensure that you are insured. See Section 80 and 89 of the COID Act.

Thus done and signed at ........................................ on this .... day of ........................................ 20....

WITNESSES:

1. .................................................. ..................................................
   CONTRACTOR

2. .................................................. ..................................................
   CLIENT
POLOKWANE MUNICIPALITY
(Not to be completed at tender stage)

C1.6: ADJUDICATORS AGREEMENT

This agreement is made on the .............. day of ........................................ 20............... between

the Employer ...........................................................................................................................
(name of company / organisation)

of (address) ...........................................................................................................................

and the Contractor ...................................................................................................................
(name of company / organisation)

of (address) ...........................................................................................................................

hereinafter called the Parties)

and

(Name) .................................................................................................................................
(name of company / organisation)

of (address) ...........................................................................................................................

(hereinafter called the Adjudicator)

Disputes or differences may arise/have arisen* between the Parties under a Contract dated

.................................................... and known as Contract No: ...................................................

(Contract title) ........................................................................................................................

and these disputes or differences shall be/have been* referred to adjudication in accordance with
the CIDB Adjudication Procedure, (hereinafter called "the Procedure") and the Adjudicator may
be or has been requested to act.
(* Delete as necessary)

IT IS NOW AGREED as follows:

1. The rights and obligations of the Adjudicator and the Parties shall be as set out in the
Procedure.

2. The Adjudicator hereby accepts the appointment and agrees to conduct the adjudication
in accordance with the Procedure.
3. The Parties bind themselves jointly and severally to pay the Adjudicator's fees and expenses in accordance with the Procedure as set out in the Contract Data.

4. The Parties and the Adjudicator shall at all times maintain the confidentiality of the adjudication and shall endeavour to ensure that anyone acting on their behalf or through them will do likewise, save with the consent of the other Parties which consent shall not be unreasonably refused.

5. The Adjudicator shall inform the Parties if he intends to destroy the documents which have been sent to him in relation to the adjudication and he shall retain documents for a further period at the request of either Party.

**SIGNED by:**

(Signature): ......................  (Signature): ......................  (Signature): ......................

**Name:** .........................  **Name:** .........................  **Name:** .........................
barracks that he/ she is duly authorised to sign for and on the behalf of the **First Party** in the presence of

**Witnesst:**  **Witness:**  **Witness:**

(Signature): ......................  (Signature): ......................  (Signature): ......................

**Name:** .........................  **Name:** .........................  **Name:** .........................

**Address:** ....................  **Address:** ....................  **Address:** ....................

........................................  ........................................  ........................................

**Date:** ................................  **Date:** ................................  **Date:** ................................
PART C2: PRICING DATA

C2.1: PRICING INSTRUCTIONS

1. GENERAL

The pricing instructions describe the criteria and assumptions which will be assumed in the Contract that the Bidder has taken into account when developing his prices. The Bills of Quantities record the Contractor’s rates for providing supplies, services, engineering and construction works in accordance with the Scope of Work.

The terms of payment and the provisions for price adjustment, if applicable, are established in the Contract Data. These items are not described in the Pricing Data.

The Bidder’s obligations in pricing the Bidder offer and the Employer’s undertakings in the checking and correction of arithmetical errors are dealt with in the Standard Conditions of Bidder contained in Annexure F of SANS 294, as amended in and read in conjunction with the Bidder Data.

2. DOCUMENTS MUTUALLY EXPLANATORY

The documents forming the Contract are to be taken as mutually explanatory of one another. The Bill of Quantities forms an integral part of the Contract Documents and shall be read in conjunction with the Bidder Data, Contract Data, Scope of Work, Site Information General and Special Conditions of Contract, the Specifications and the Drawings.

3. DEFINITIONS

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

Unit : The unit of measurement for each item of work as defined in the Scope of Work and Site Information.

Quantity : The number of units of work for each item.

Rate : The payment per unit of measurement at which the Contractor Contracts to do the work.

Amount : The product of the quantity and the rate Bidded for an item.

Sum : An amount contracted for an item, the extent of which is described in the Bill of Quantities, the specifications or elsewhere but the quantity of work of which is not measured in any units.

4. DESCRIPTIONS

Descriptions in the Bill of Quantities are abbreviated and comply generally with those in the Standardised Specifications. Clause 8 of each Standardised Specification, read together with the relevant clauses of the Scope of Work, set out what ancillary or associated activities are included in the rates for the operations specified. Should any requirements of the measurement and payment clause of the applicable Standardised Specification, or the Scope of Work, conflict with the terms of the Bill, the requirements of the Standardised Specification or Scope of Work, as applicable, shall prevail.
5. REFERENCES

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

6. UNITS OF MEASUREMENT

The units of measurement indicated in the Bill of Quantities are metric units.

The following abbreviations are used in the Bill of Quantities:

\[
\begin{align*}
% &= \text{per cent} \\
h &= \text{hour} \\
ha &= \text{hectare} \\
kg &= \text{kilogram} \\
kl &= \text{kilolitre} \\
km &= \text{kilometre} \\
km-pass &= \text{kilometre-pass} \\
kW &= \text{kilowatt} \\
l &= \text{litre} \\
m &= \text{metre} \\
mm &= \text{millimetre} \\
MN &= \text{meganewton} \\
MN-m &= \text{meganewton-metre} \\
MPa &= \text{megapascal} \\
m^2 &= \text{square metre} \\
m^3 &= \text{cubic metre} \\
m^3-km &= \text{cubic metre-kilometre} \\
m^3-pass &= \text{square metre-pass} \\
o &= \text{number} \\
PC\ sum &= \text{Prime Cost sum} \\
Prov\ Sum &= \text{Provisional Sum} \\
sum &= \text{lump sum} \\
t &= \text{ton (1 000 kg)}
\end{align*}
\]

7. NET MEASUREMENTS

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

8. QUANTITIES

The quantities set out in these Bills of Quantities are approximate and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the Bills of Quantities.

The Contract Amount to be determined in accordance with the conditions of contract identified in the Contract Data shall be computed from the actual quantities of authorized work done, value at rates determined in terms of the Contract Data, against the respective items in the Bill of Quantities.

9. CURRENCY

All rates and sums of money quoted in the Bill of Quantities shall be in Rand and whole cents. Fractions of a cent shall be discounted.
10. **VALUE ADDED TAX**

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

11. **RATES AND PRICES**

11.1 **General**

a) The Contractor must price each item in the Bill of Quantities in **BLACK INK**. Reproduced computer printouts of the Bills of Quantities will not be acceptable.

b) The rates and prices to be inserted in the Bill of Quantities shall cover all the services and incidentals for the work described under the several items. Such prices and rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the documents on which the Bidder is based, as well as overhead charges and profit. Reasonable prices shall be inserted as these will be used as a basis for assessment of payment for additional work that may have to be carried out.

c) Where the Contractor is required to furnish detailed drawings and designs or other information in terms of the Contract Data, all costs thereof shall be deemed to have been provided for and included in the unit rates and sum amounts contracted for the items scheduled in the Bill of Quantities. Separate additional payments will not be made.

d) A price or rate is to be entered against each item in the Bill of Quantities, whether the quantities are stated or not. An item against which no price is entered will be considered to be covered by the other prices or rates in the Bill. The Contractor will not be paid for items against which no rate or lump sum has been entered in the Bill of Quantities.

e) Should the Contractor group a number of items and contract one lump sum for such group of items, this single lump sum shall apply to that group of items and not to each individual item.

f) Should the Contractor indicate against any item that compensation for such item is included in another item the rate for the item included in another item shall be deemed nil.

g) A submission may be regarded as non-responsive if any rates or lump sums in the Bill of Quantities are, in the opinion of the Employer, unreasonable or out of proportion.

11.2 **“Rate only” items**

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

11.3 **Arithmetic**

Excepting where Sum Amounts are required or where Provisional Sums have been indicated, the Contractor shall enter an applicable rate in the Rate Column of the Bill of Quantities for each scheduled item. He shall also enter an appropriate sum in the Amount column for each scheduled item, by determining in the applicable line item the product of the Quantity and the Unit Rate.
If there is an error in the line item resulting from the product of the unit rate and the quantity, the rate shall be binding and the error of extension as entered in the Bidder offer will be corrected by the Employer in determining the Contract Price.

Where there is an error in addition, either as a result of other corrections required by this checking process or in the Bidder’s addition of prices, such error will be corrected by the Employer in determining the Contract Price.

11.4 Labour Intensive work

Those parts of the contract to be constructed using labour-intensive methods have been marked in the bill of quantities with the letters LI in a separate column or as a prefix or suffix against every item so designated. The works, or parts of the works so designated are to be constructed using labour-intensive methods only. The use of plant to provide such works, other than plant specifically provided for in the scope of works, is a deviation from the contract. The items marked with the letters ‘LI’ are not necessarily an exhaustive list of all the activities which must be done by hand, and this clause does not over-ride any of the requirements in the generic labour intensive specification in the Scope of Works.

Where minimum labour intensity is specified by the design the contractor is expected to use their initiative to identify additional activities that can be done labour-intensively in order to comply with the set minimum labour intensity target.

Payment for items which are designated to be constructed labour-intensively (either in this schedule or in the Scope of Works) will not be made unless they are constructed using labour-intensive methods. Any unauthorised use of plant to carry out work which was to be done labour-intensively will not be condoned and any works so constructed will not be certified for payment.

12. VARIATION IN TEXT

No alteration, erasure or addition is to be made in the text of the Bill of Quantities. Should any alteration, erasure or addition be made, it will not be recognized; the original wording of the Bill of Quantities will be adhered to.
C2.2: BILL OF QUANTITIES

This Schedule of Quantities forms part of the Contract Documents as listed in the Schedule of Documents and shall be read in conjunction with the General Conditions, the Specifications and the Drawings must be submitted, duly completed, on the closing date of Tenders.

Bidders must complete the Schedule of Quantities and fill in the unit rate and total amount for each item. Errors of extensions as entered in the Schedule may be corrected by the Employer but RATES WILL BE FIXED AND NOT SUBJECT TO PRICE VARIATIONS. (ALL RATES MUST BE COMPLETED, EVEN WHERE NO QUANTITY IS INDICATED)

The short description of items in the Schedule of Quantities are for identification purposes only, the work covered by the items being fully specified in the relevant clauses in the Specifications. The Bidder must therefore allow in the unit price for ordering, obtaining, supplying, delivering to site, installation and commissioning of the relevant equipment with their accessories.

The quantities reflected in the Schedule of Quantities are approximate only and do not necessarily represent the actual amount of work to be done (DO NOT USE BILL OF QUANTITIES FOR ORDERING PURPOSES). Allowance for off-cuts and scrap shall be allowed for in the unit rates. The Contract Price for the completed Contract shall be computed from the actual quantities (quantities can decrease or increase) of authorised work done to the satisfaction of the Engineer valued at the prices tendered against the respective items in the Schedule of Quantities, and shall include such authorised provisional amounts and items of extra work as have become payable in terms of the Contract Documents. Extra material shall not be paid for and shall be removed from site. When no price is shown for a item, it will be taken to be included elsewhere.

Bidders are advised to check their items extensions and total additions as to many arithmetical errors occurring in the priced Schedule of Quantities will disqualify the Bidder.

Except where Sum Amounts are required or where Provisional Amounts have been indicated, the Bidder shall enter an applicable rate in the Rate Column of the Schedule of Quantities for each scheduled item. He shall also enter an applicable sum in the Amount Column for each scheduled item. Should the Schedule not be completed in the manner herein specified, the tender may either be rejected or the Contractor will not be paid for items against which rates or sum amounts, as applicable, have not been entered. In the event of the latter procedure items not paid for will be regarded as covered by other rates entered in the Schedule of Quantities.

Payment based on the rates tendered in the Schedule shall cover all the services and incidentals included in the works covered by the Contract and shall be made in accordance with the General Conditions, the Specifications and the Agreement pertaining to the Contract.

Where the Contractor is required to furnish detailed drawings and designs or other information in terms of the Contract Documents, all costs shall be deemed to have been provided for and included in the unit rates and sum amounts tendered for the items scheduled in the Schedule of Quantities AND SEPARATE ADDITIONAL PAYMENT WILL NOT BE MADE.

Unit prices quoted in the Schedule of Quantities must include for such small installation materials as are required for the complete installation in accordance with the Specifications.

Writing in the Schedule must be done in black to facilitate clear photocopying.

The Contractor shall keep record of all material delivered to site, and shall submit such record to the Engineer at every site inspection. Material not installed shall be kept in the site yard or store and the material shall be kept readily available for inspection.

Application for payment, accompanied by supporting documentation, shall be submitted to the Engineer on a predetermined date which date shall be a suitable date in each month, agreed upon by all parties concerned with the payment. Claims for additional work in a particular month, for which no written instruction has not
yet been issued, if applicable, must also accompany the monthly application for payment. Late claims will not be considered.

All units’ rates and sum amounts shall exclude Value Added Tax, as applicable and in accordance with the ruling rate as laid down by the Government, and all prices shall be quoted in South African currency.

The work listed hereunder is fully described in the specifications or shown on drawings. The contractor shall, however, refer to the general conditions of contract, special conditions and all the drawings

**DAYWORK SCHEDULE**

Bidders are to complete the schedule below, **showing all rates**, which will apply to any work ordered by the Engineer. Payment will be made at the rates entered in the Schedule and these rates shall cover the supervision, transport, the use of all tools, etc and shall include profits.
## BILL OF QUANTITIES

### REPLACEMENT OF 66KV RELAYS IN GAMMA AND DELTA SUBSTATIONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Qty</th>
<th>Amount</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Materials</td>
<td>Labour</td>
<td>Total Price</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Dismantle and remove old phase two feeder protection relays and replaced it with new phase three relays. Supply of all materials, labour, installation and commissioning of a complete new feeder protection scheme.</td>
<td>Each</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Site Establishment</td>
<td>Sum</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Training (Staff Members)</td>
<td>Sum</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Prepare a Health and Safety Plan, Risk Assessment by a competent Safety Officer for compliance with all the requirements of the Department of Labour, based on the Construction Regulations 2014</td>
<td>Sum</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Safety plan and file incl. all documentation required in terms of the act, over the entire construction period</td>
<td>Months</td>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUB TOTAL A EXC. 15% VAT**

**CONTINGENCIES 10%** (The sum provided here is under the SOLE control of the Employer and may be deducted in whole or in part)

**SUB TOTAL B EXC. 15% VAT**

**ADD CPA 3%**

**SUB TOTAL C EXC. 15% VAT**

**15% VAT**

**TOTAL INC. 15% VAT**
POLOKWANE MUNICIPALITY

BID NUMBER: PM95/2019

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE REPLACEMENT OF 66KV RELAYS IN GAMMA AND DELTA SUBSTATIONS

PART C3: SCOPE OF WORK

C3.1: DESCRIPTION OF WORKS

C3.2: LIST OF DRAWINGS

C3.3: PROCUREMENT

C3.4: CONSTRUCTION

C3.5: HEALTH AND SAFETY SPECIFICATIONS

C3.6: ENVIRONMENTAL MANAGEMENT SPECIFICATIONS
POLOKWANE MUNICIPALITY

BID NUMBER: PM95/2019

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE REPLACEMENT OF 66KV RELAYS IN GAMMA AND DELTA SUBSTATIONS

C3 SCOPE OF WORK

C3.1 INTRODUCTION

- Dismantle and remove old phase two feeder protection relays and replace it with new phase three relays.
- Supply of all materials, labour, installation and commissioning of a complete new feeder protection scheme.
- The complete feeder protection must include:
  1. Line Differential Protection
  2. Over Current and Earth Fault
  3. Pilot Wire Supervision
  4. New Cover Plate to fit in the existing Relay Panel
  5. PK2 Test Blocks for all Protection Schemes. (Protection, Metering and Voltage)
- Wiring from 66 kV outside equipment to relay panel will stay the same.
- The operating and maintenance manuals shall include the following, where applicable:
  1. Table of contents
  2. General and detailed description, including pamphlets and mode of operation
  3. Maintenance instructions and handbooks of all component equipment
  4. Drawings, including layouts, mechanical drawings, single line diagrams, schematics, cable block diagrams and schedules
  5. Part lists, drawings and schedules for spares ordering purposes
  6. Commissioning reports
  7. Test reports
- Wiring shall be carried out strictly in accordance with the appropriate NRS, SABS, IEC OR BS Standards.
- The new control equipment shall be tested and commissioned by the contractor, but he will also be responsible to test and recommission all the existing Current and Voltage Transformers that forms part of this scheme
- The successful tenderer shall, during the course of this service update all drawings to reflect the as-built status of the work. A full set of two (2) “AS-BUILTS” drawings (Electronic and Hard Copy) shall be supplied by the Contractor before final take over. These drawings must be to the satisfaction of the Engineer.
- The schematic diagrams shall be correlated with the physical bay wiring and cabling by means of visual inspection, ringing out and tracing of the circuits. Any alterations that may be found shall then be marked up on the schematic diagrams to represent ‘as found’ drawings.
C3.2 SPESIFICATIONS

C3.2.1 Guide form Specification

Specification for Transmission Line Current Differential Protection, Control and Monitoring

Transmission line current differential protection, fault location, control, monitoring and metering shall be supplied in one integrated digital relay package for application on transmission lines with 2/3 terminals, with in-zone power transformer or tapped loads and suitable for incorporation in an integrated substation control system.

The relay shall be self-synchronizing, operating without an external clock signal, and use dedicated copper or fiber optic communication facilities, with loss of communications detection and alarming. The communications channel shall have a facility to determine the health of the communications channel, measure and continuously compensate channel delay.

1. Protection Functions

1.1. Current Differential Protection

- Shall be phase segregated with an adaptive restraint.
- Shall be applicable to series-compensated lines.
- Charging current compensation for application on long overhead lines or cables shall be incorporated.
- Direct Transfer Trip (DTT), internal from current differential, or external shall be integrated using the primary current differential communications.
- 8 direct user-assigned pilot bits via the primary current differential communications shall be available.
- Shall support either direct fibre, C37.94 (64/128kpps) or copper G.703 or RS422 communication interface with relay ID check.
- Zero-sequence current removal for applications on lines with a tapped transformer shall be incorporated.
- Inrush Inhibit for applications of in-zone transformer to block differential protection during magnetizing inrush conditions.
- Overexcitation V/Hz for applications of in-zone transformer to cater to overexcitation conditions, resulting from an increased V/Hz ratio.
- Dynamic restraint increasing security without jeopardizing sensitivity, based on an on-line computation of measurement error.
- An adaptive sensitive current disturbance detector (fault detector) shall be provided.
- Trip logic for single-pole tripping applications shall be provided.
- CT saturation detection shall be incorporated for increased security.
- Stub bus protection shall be provided.
- Self-synchronization to ensure the data is sampled at the same time.
- Peer-to-peer (master-master) architecture changing to master-slave via DTT (if channel fails for three terminal application).
- Channel asymmetry compensation using GPS-based time reference provided via the IRIG-B input of the relay, for applications on SONET ring where transmit and receive delays may not be equal, shall be available.
- CT ratio matching of up to 5 times difference shall be incorporated.
- The relay shall support both Phase and Ground line differential algorithms
- The relay shall have a CT failure element to prevent miss-operation when there is a problem with the local CT bank. E.g. Loose connection in one phase creating a false differential current level.

1.2. Overcurrent Protection

- Minimum of eight-time overcurrent elements: for phase, neutral, ground and negative-sequence currents (two TOCs for each) shall be provided.
- Time overcurrent curve characteristics: IEEE, IEC, IAC, I2t, definite time, and four custom curves for precise or difficult coordination shall be available.
- Fourteen instantaneous overcurrent elements: for phase, neutral, ground and negative-sequence currents shall be available.
- Six directional overcurrent elements: for phase, neutral/ground and negative-sequence (two elements for each) shall be available.

1.3. Voltage Protection
- Three phase under- and three phase over-voltage elements shall be provided.
- Three auxiliary under- and three over-voltage elements shall be provided.
- Two neutral overvoltage elements shall be provided.
- The overvoltage elements shall use time curves including user-programmable curves.

1.4. Power Protection
- Two sensitive directional power elements. Shall allow trip settings on any of the power quadrants.
- One watt metric zero-sequence directional element shall be provided.

1.5. Thermal Overload Protection
- The relay shall have two elements for thermal overload protection
- Elements have to be IEC255-8 compliant
- The elements shall support thermal memory

1.6. Frequency Protection
- Four Over-frequency elements
- Six Under-frequency elements
- Four Rate of change of frequency elements

The relay shall provide functions to detect VT fuse failure and switch-on-to-fault (SOTF) protection

2. Automation & Control Functions

2.1. Tripping elements
- Tripping function shall be capable to provide both single and three-pole tripping. For the single-pole tripping mode, element initiating either 3-ople or 1-pole tripping shall be selectable.
- Tripping function shall have interaction with an Open Pole element, Phase Selector element, Auto-recloser and Breaker Control to ensure correct fault type discrimination
- Tripping function should be able to operate with or without breaker 52 contacts
- Tripping function shall be able to convert single-pole to three-pole tripping in case of the evolving fault and provide combined timing for the distance element (not starting Z2 timing when fault evolves but continue timing accumulated in the zone 1)

2.2. Breaker Failure Elements
- The breaker fail shall have phase and neutral supervision elements
- Breaker fail timers shall be supervised with a fast CB auxiliary contact and current elements or with current elements only or with a CB auxiliary contact only

2.3. Synchro check Elements
- Four synchro check elements shall be provided
• The synchro check elements shall be configurable to respond to any combination of single-phase voltages.
• The synchro check element shall monitor the difference in voltage magnitudes, phase angles and frequencies
• The check synch element shall take account of the CB closing time
• Live and Dead source logic shall be included.

2.4. Automatic Recloser

• Four shot, three-pole/single-pole dual-breaker auto-recloser shall be provided.
• The auto-recloser shall allow one breaker to be out of service while the other breaker is in service.
• The auto-recloser shall allow simultaneous or sequential reclosing of the two breakers.
• The auto-recloser shall allow applying different dead-times for single-line-to-ground and multi-phase faults. This shall include a single-line-to-ground fault evolving into a multi-phase fault.
• For those cases where breaker auxiliary contacts are worn and unreliable, the auto-recloser shall use current and voltage signal to determine the status of the breaker.

2.5. Breaker and Switch Control Elements

• Two breaker control elements shall be provided to control the breaker operations.
• Eight switch control elements shall be provided to control the switch operations

2.6. Programmable logic including non-volatile latches

• Eight Elements for user-definable protection functions
  o Flexible control of all inputs and output contacts shall be provided.
  o All elements shall have a blocking input that allows supervision of the element from other elements, contact inputs, etc.
  o The relay shall allow for peer-to-peer communications direct fibre or G.703 or RS422 interfaces.

• Switchable Setting Groups
  o The relay shall have six switchable setting groups for dynamic reconfiguration of the protection elements due to changed conditions such as system configuration changes, or seasonal requirements.

• FlexLogic programmable logic
  o The relay shall have 1024 lines of user programmable logic with necessary Boolean logic and control operators to define custom schemes. Logic operators like AND, OR, NAND, NOR, NOT, XOR, Latch, Timer, Positive/Negative and dual One Shot must be supported. Non-volatile latches must also be available.
  o Flexible control of all inputs and output contacts shall be provided.
  o All elements shall have a blocking input that allows supervision of the element from other elements, contact inputs, etc.

3. Metering & Monitoring Functions

3.1. Monitoring

• Trip circuit monitoring
  o To monitor the trip circuit continuously, independent of the breaker, a trip seal-in scheme to maintain the monitoring current flow through the trip circuit when the breaker is open shall be provided.
• **VT Fuse Failure detection**
  
  o The relay must support a fuse failure detector element for raising an alarm and/or block elements that operate incorrectly for a full or partial loss of AC potential caused by one or more blown fuses. Some elements that can be blocked (via the BLOCK input) are distance, voltage restrained overcurrent, and directional current.
  
  o The fuse failure element must also detect VT neutral wire open conditions.

• **CT Failure**
  
  o The relay must support a CT failure function for detecting problems with system current transformers used to supply current to the relay. This functionality must detect the presence of a zero-sequence current at the supervised source of current without a simultaneous zero sequence current at another source, zero-sequence voltage, or some protection element condition. Upon detection, pertaining operands must be available to block protection elements that could miss-operate due to the detected CT fail condition.

• **Metering**
  
  The relay shall provide the following measurement capability:
  
  o Voltage (phasors, true RMS values, symmetrical components), current (phasors, symmetrical components, true RMS values, harmonics up to 25th), real, reactive and apparent power, power factor, sensitive power, energy, demand and frequency.
  
  o Data logger functionality shall be provided to profile operational data and stored in a non-volatile memory with up to 16 data logger channels with a user configurable sampling rate.
  
  o The relay shall have breaker-monitoring capability including breaker arcing current (I2t, trip counter), breaker flashover, breaker re-strike and trip coil circuit monitoring capability.
  
  o The relay shall have an element to detect Broken conductor conditions.

• **Current Differential**
  
  The relay shall provide the following measurement capability:
  
  o Actual differential and restraint currents; Local and remote phasors
  
  o Channel status, round trip delay, channel asymmetry (if GPS compensation is available)

4. **Digital Fault Recorder (DFR)**
  
  The relay shall provide the following disturbance recording capability.
  
  Oscillography (Transient Recorder): The relay shall have the capability to store raw sampled data with programmable sampling rate (up to 64 samples per cycle). The relay must also provision for configurable oscillography records (up to 64), number of digital channels (up to 64), number of additional analogue channels (up to 16), pre-trigger (0 to 100%), trigger command and recording mode.

  The number of triggered oscillography records shall be available via communication. Oscillography files must support IEEE C37.111-1999/2013, IEC 60255-24 Ed 2.0 COMTRADE standard.

  The oscillography memory shall allow for storing 3 consecutive records of 244s each. Sequence of Event recorder (SOE) function with a capacity to store 1024 events with 1ms time stamping accuracy.
The relay shall support one fault report and an associated fault locator.

The fault locator must support Multi-Ended Fault Location that uses information collected at each end of the transmission line to provide high-accuracy fault location information. By sharing information through the communication channel about the fault characteristic as measured by the relay at each of the transmission line end, the relay shall consistently calculate the location of the fault within 2% accuracy. The calculated resistance and the reactance values shall be available on communication port to be sent to the dispatch centre.

The relay shall have settings to compensate time change, and then always show the accurate time when installed in regions that change time during the year period.

The fault report shall store data, in non-volatile memory, pertinent to an event when triggered.

The captured data contained in the Fault Report must include:

- Fault report number
- Name of the relay, programmed by the user
- Firmware revision of the relay
- Date and time of trigger
- Name of trigger (specific operand)
- Line or feeder ID via the name of a configured signal source
- Active setting group at the time of trigger
- Pre-fault current and voltage phasors.
- Fault current and voltage phasors (one cycle after the trigger)
- Elements operated at the time of triggering
- Events — Nine before trigger and seven after trigger (only available via the relay web page)
- Fault duration times for each breaker (created by the breaker arcing current feature)
- The fault type and the distance to the fault location, as well as the reclose shot number (when applicable)

5. Relay HMI

The relay shall provide the following user interface capabilities:

5.1. Graphical HMI

A 7" colour graphic display HMI option shall be available.

The graphical HMI must support dynamic single line diagrams with pre-configured and custom modes and controls.

The graphical HMI must also support the following screens: Annunciator panel with up to 96 cells, actual values screens, commands, targets and records.

The default page must be configurable, and can be set between rolling between pages or remain with default or go to screen with alarms.

The relay shall support the following pushbuttons:

- 5 Tab and 1 Home pushbutton for page recall
- 4 directional, 1 Enter and 1 Escape pushbutton element selection
- 10 Side pushbuttons for power system element control
- Reset and Help pushbuttons
- 8 physical User-programmable pushbuttons
The relay shall support the following LEDs:

- 5 device status indicators (In Service, Trouble, Test Mode, Trip, Alarm)
- 9 event cause indicators (Colour configurable: Red, Green, Orange)
- 8 user-programmable pushbutton indicators

5.2. Standard HMI

Provisions for 48 user programmable LEDs and custom labelling capabilities.

Provisions for 16 large user programmable pushbuttons to perform manual control, operate breakers, or lock-out functions and its operation shall be logged directly in the sequence of events recorder.

Users must be able to navigate and edit settings using the relay’s front panel.

The device shall also have dedicated-function LEDs for showing internal status.

The device and the configuration software shall support different languages: English, French, Russian, Chinese, German, Turkish, Japanese and Polish. A way for changing the relay language (E.g. configuration tool) in the field shall be provided.

The front panel enclosure protection shall be IP54 (graphical HMI).

6. Settings

The relay has to support a method to protect the setting file. Users shall be able to choose the settings they want to protect and those they want to be unprotected.

Protection should demand a password. The settings file shall stay protected when sent and opened on a different computer.

The relay must register date and time of setting file upload (setting file sent to the relay).

Relays with IEC61850 capabilities must be able to support SCL files (ICD, CID and IID) for writing and reading to/from the relay. A setting file in this format can be directly sent or read from a 3rd party software using MMS file transfer service. For secure file transfer, SFTP must be available.

All required settings (logic, protection, communications, etc.) for the relay configuration must be part of a single setting file.

7. Communications

7.1. Networking options

The relay shall provide different networking options including:

- Three independent Ethernet ports (independent IP and MAC addresses) with fibre LC or copper RJ-45 pluggable connectors (SFP type), 100Mbps.
- RS485 rear port and RS232 front panel interface shall be available.
- IRIG-B input (TTL compatible)
- The relay shall also provide exchange of binary information with other devices of the same family over a dedicated multimode or single mode fibre. Redundant channels must be available.
- Other interfaces must be available without external converter: RS422, G.703 and IEEEC37.94 at 64/128kbps interface.

Two of the relay Ethernet ports have to support two redundancy techniques: Hot-standby and Parallel Redundancy Protocol (IEC62439-3 PRP 2nd edition - 2012). The redundancy method should be user-selectable via settings.
When PRP is selected, actual value of the following parameters must be available: counter for total messages received on port A and B; counter for total messages received with an error (bad port code, frame length too short) and counter for total messages received with an error on each port (A and B).

The relay shall support the following communication protocols: IEC 61850 Ed. 2, SFTP, MMS File Transfer Service, DNP 3.0 & Modbus Serial/TCP, IEEE 1588 – PTP and PP profiles, IEC 60870-5-104 and 103, SNTP, HTTP, TFTP and IEEE C37.118 for Synchrophasor data.

Simultaneous communication via multiple communication protocols (E.g. IEC61850, DNP 3.0 and Modbus) must be supported

The IEC61850 protocol shall include an extended implementation of logical nodes. All relevant P&C elements must be mapped to their respective logical node. All available data items and data attributes must be available to use for configurable GOOSE. GOOSE messages shall be fast enough to be published within 3ms after data change.

GOOSE messages shall support configurable re-transmission profiles. At least four different profiles (slow to fast) shall be supported.

The relay shall be able to subscribe to up to sixteen (16) 61850 GOOSE publishers. Up to 32 data items shall be received from a single publisher.

The relay shall support routable GOOSE, R-GOOSE. This enables customer to send GOOSE messages beyond the substation, which enables Wide Area Protection & Control (WAPC) and more cost effective communication architectures for wide area applications. Any dataset shall be transportable via either GOOSE or R-GOOSE.

A total of 18 user-configurable data sets must be supported. 6 of them must be fast (2ms update rate) and 12 standard (100ms update rate). These data sets must be assign able to buffered (BRCB), un-buffered (URCB) or GOOSE (GCB) control blocks via settings. Assigning one data set to multiple control blocks must be supported. Each data set must be 64 data items long as a minimum. Data sets must support analogue values.

The relay must support multiple-configurable logical devices, which means users can group available logical nodes into user-configurable logical devices. There must be 10 configurable logical devices available.

The relay must support simultaneous connection to up to five IEC61850 clients.

The relay clock shall be capable of being synchronized with an IRIG-B signal or via its Ethernet ports to allow time synchronism with other connected devices. The relay shall allow for IEEE 1588 “PTP or PP” network-based time synchronization.

The relay must support daylight saving compensation (local time), this allows for specifying the local time zone offset from UTC (Greenwich Mean Time) in hours

### 7.2. 61850 Process Bus (Merging Unit)

The relay has to be able to work on differential schemes equipped with 61850 process bus.

The relay shall support direct and dedicated connection to up to four merging units and shall be able to use all current, voltage, digital and any other data to feed the line differential scheme.

Merging units substitute the relay’s AC and contact inputs / outputs. However, a contact input and output module shall be supported in parallel with the merging unit.

The relay shall properly operate on line differential systems that are equipped with traditional wiring in one-line end and process bus on the other line end.
8. Cyber Security

8.1. Basic Security

The relay shall support at least three password-protected levels of access: one for Settings (allows users to modify setting files), one for Commands (allow users to execute operator commands) and restricted (see only mode). Relays password shall support alphanumeric and special characters, capital and low case letters.

The relay shall support independent local and remote passwords for each access level. Local passwords are needed for working through front panel and front communication port. Remote passwords are needed for working through rear coms ports (serial or Ethernet).

The relay shall allow users to configure what actions to take when unsuccessful password access attempts are made. Users shall have the ability to configure how many unsuccessful attempts are made before users are locked out of the device, as well as have the ability to configure how long users will be locked out from re-entering the password once this limit is reached.

Successful attempts to enter any passwords into the relay shall be recorded in the Event Record.

The relay shall have security measures to ensure explicit permission is granted from the controlling authority. This way a second person is required to grant access to the relay even when a user knows the proper password.

The security measures shall ensure that, before a user can make any changes to the relay settings, the local / remote operator must first ‘surrender’ the relay to grant the user the ability to make changes to the settings.

E.g. When the remote operator ‘surrenders’ the relay, the local operator is required to enter a ‘Setting Level’ password before making any changes to the relay.

A security Audit Trail elements must be supported. This element must be capturing setting changes, Log-in/out related events and information on the computer where those changes came from.

8.2. Enhanced Security (optional)

The relay must support 5 access roles (Administrator, Supervisor, Engineer, Operator and Observer) with independent passwords. Authentication must be available at the device level (passwords stored locally in the relay) and at the server level via Radius (users, credentials and passwords managed from a Radius Server). Communication between the Radius Server and the relay must be secured (Radius over TLS).

Communication between the relay and the configuration software must also be secured (Modbus over SSH tunnel).

The supervisor role (when enabled) must have the rights to log-off and/or authorize access to other roles. E.g, a user with engineer rights will be able to log-in only when another user with supervisor rights enables access.

Password complexity must meet NERC-CIP-5 requirements (minimum 8 characters, three or more different types of characters - uppercase alphabetic, lowercase alphabetic, numeric, non-alphanumeric).

The relay must provide security event reporting through the Syslog protocol for supporting Security Information Event Management (SIEM) systems and centralized cyber security monitoring. This must be stored in the device non-volatile memory and be segregated from the main event recorder.
There must be multiple security by-pass modes (local, remote, push button) that allows for reduced security when testing the relay.

The relay must produce a security audit trail that shows changes to the settings and provide details as IP and MAC address of the computer used for doing the changes.

The relay must have a mechanism to reset all user content in it (default the relay to factory settings/records). This mechanism also resets all passwords. This command must only be available via the relay front panel.

An authentication bypass setting must be provided for ease of access when performing lab tests. Authentication bypass must also be available for pushbuttons only, for those cases where operators are not required password for command such “acknowledge” or “emergency trip”.

End users must have the capability of disabling any Ethernet port when not is used. Settings for this purpose must be available.

9. General Requirements

9.1. Digital I/O

The relay’s contact inputs shall accept wet or dry contacts.

Contact outputs shall be trip rated Form-A with current and voltage circuit monitors, Form-C, or Fast Form-C for signalling.

H Standard contact output for tripping must operate in <4milliseconds.

Fast solid-state contact outputs with operating time of <0.1 milliseconds must also be available.

Hardware input/output capability shall be expandable up to a maximum of 120/72 digital I/O.

The relay shall support double-point status logic for Breakers and Isolators.

The relay shall support 4 voltage thresholds (17V, 33V, 84V, 166V) for the digital inputs.

9.2. Tool suite

The relay shall be supplied with supporting application software for use on a PC with Windows® operating systems.

The program shall be capable of retrieving COMTRADE oscillography files from the relay to display, save, or print when troubleshooting.

The software shall provide the capability of editing and managing settings files to store to the relay or disk backup, while on-line or off-line.

The software shall also permit the updating of new relay firmware and viewing of all trip and alarm target messages, and the 1024 time stamped events recorded by the relay.

The relay shall have setting software with advance settings tool to allow easy configuration of IEC61850 GOOSE messages.

The software shall allow customers group settings files by location/substation (subfolders).

The software shall be able to compare settings files and show discrepancies.

The software shall be validated for running on windows XP, windows vista and windows 7 and windows server 2008.
9.3. Relay Monitoring

The relay shall monitor internal temperature and generate an alarm when the temperature levels get close to the relays operating limits.

The relay shall monitor internal DC auxiliary voltage levels and generate an alarm when detecting an over or under voltage condition. These enable users to schedule preventive service to the relay before it fails.

9.4. Mounting

The relay shall be available in either 19” rack horizontal mounting or reduced vertical option. Mounting accessories shall enable the relay’s front panel to be installed separate front the relay's chassis.

9.5. Preference

GE Multilin L30, Line current differential protection system or similar.

C3.2.2 Location of the Works

The sites shall be identified and submitted to the contractor.

C3.3 General Information

C3.3.1 Applicable labour laws

The Ministerial Determination for Special Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice No. R949 in Government Gazette 33665 of 22 October 2010, as amended, shall apply to works described in the scope of work as being labour intensive and which are undertaken by unskilled or semi-skilled workers.

C3.3.2 Contractor's default in payment to Labourers and Employees

(a) Any dispute between the Contractor and labourers, regarding delayed payment or default in payment of fair wages, if not resolved immediately may compel the Employer to intervene.

(b) The Employer may, upon the Contractor defaulting payment, pay the moneys due to the workers not honoured in time, out of any moneys due or which may become due to the Contractor under the Contract.

C3.3.3 Provision of Personal Protective Equipment (PPE) and Hand Tools

(a) The Contractor is required to comply with General Safety Regulations and provide his labour force with PPE which will allow them to carry out their work in a safe manner, e.g. overalls hard hats, gloves, safe footwear, eye protection, ear protection, etc.

(b) The Contractor shall provide his labour force with hand tools of adequate quality, sufficient in numbers and make the necessary provisions to maintain the tools in good and safe working conditions.
C3.3.4 Reporting

The Contractor shall submit monthly returns/reports as specified below:

(a) Signed Muster rolls/pay sheets of permanent staff detailing the number, category, gender, rate of pay and daily attendance.

(b) Number of persons who have attended training including nature and duration of training provided.

(c) Assets created, rehabilitated or maintained in accordance with indicators.

(d) Plant utilization returns.

(e) Progress report detailing production output compared to the programme of works.

(f) Monthly Health and Safety Report on all aspects of the project for the specific month under consideration to be submitted on or before the 3rd day of each month before 12:00.

C3.3.5 Invoices

(a) The contract number, invoice number, VAT registration number (if applicable), banking details and the Employer’s VAT registration number must be indicated on each invoice.

(b) A breakdown commensurate with the “prices” is shown on each invoice.

(c) The Employer accepts only original invoices.

C3.4 LIST OF DRAWINGS

N/A

C3.5 PROCUREMENT

C3.5.1 Preferential procurement procedures

The works shall be executed in accordance with the Prereferal Procurement Policy Framework Act and Preferential Procurement Regulation 2011.

C3.5.2 Scope of mandotary subcontract work

The contractor shall without delay enter into contract with the subcontractor based on their accepted quotation. The Contractor shall remain responsible for providing the subcontractor portion of the works as if the work had not been subcontracted.

C3.5.3 Procurement Conditions

i) The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement as per Government Notice No. 86 published in Government Gazette No. 33239 of 28 May 2010 and as amended from time to time. (see www.cidb.org.za)

ii) The Preference Points Scoring system will be applied as indicated in the Tender Data.
POLOKWANE MUNICIPALITY
Coherent Health & Safety Specifications

APPOINTMENT OF A SERVICE PROVIDER FOR THE REPLACEMENT OF 66KV RELAYS IN GAMMA AND DELTA SUBSTATIONS

Bid Number: PM95/2019
FOREWORD

These health & safety specifications have been compiled in terms of the Occupational Health & Safety Act no. 85 of 1993 and Construction Regulations of 7 February 2014 as amended. It must be clear that this document is a management tool and should be used by the Principal Contractor and Contractors in order to comply with the aforementioned Act and regulations.

Should there be any contradiction between this document and the Act; the Act must take preference except where explicitly stated.

Similarly where this document is silent on a specific health & safety requirement, the Act must be used as the minimum requirement.

Should you be unclear about anything set out in this document, please contact this office.

These specifications are site specific and include all works to be done by the principal contractor. The principal contractor will be responsible for all the work on site.
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1. INTRODUCTION AND BACKGROUND

1.1 The Construction Regulations (February 2014) places the onus on the Client to prepare coherent health & safety specifications, highlighting risks not successfully eliminated during design. The Client also has the opportunity to set the tone and standard of occupational health & safety on the construction site.

1.2 Responsibility and Accountability

It is imperative to understand the process of determining legal accountability, as the OHS-Act is the only criminal Act still administered by the Department of Labour. It assumes that the CEO is overall accountable even though he may delegate some of his responsibilities. This principal is entrenched in Section 37(1) of the Act and copied below for your benefit. This is generally referred to as the REASONABLE MAN TEST. SECTION 37: Acts or omissions by employees or Mandataries

Occupational Health and Safety Act of 1993
AND CONSTRUCTION REGULATIONS 2014

REQUIREMENTS:

1. Your attention is drawn to “General Duties of Employers to their Employees” as required by Section 8 of the Act.

2. You are required to:
   2.1 Sign a written “Agreement with Mandatary” as required by Sect 37(1) (2) of the Act before commencing any work on site.
   2.2 Ensure that all your employees receive the necessary Induction Training and have proof thereof.
       **Note:** You must ensure that all employees under your control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences.
   2.3 Ensure the provision of Welfare Facilities for your employees as per Construction Regulation 30.
   2.4 Provide the Client/Principal Contractor with your SHE Plan and Specifications
   2.5 Ensure that Method Statements, Risk Assessments and Safe Work Procedures are done and available.
   2.6 Provide the Client/Principal Contractor with written appointment of the person who is going to supervise the Construction Work per Construction Reg. 8(1).
   2.7 Provide the Client/Principal Contractor with written designation of your nominated Health and Safety Representative as per Section 17(1).
       **Note:** Your Health and Safety Representative will be expected to attend the Client/Principal Contractor safety meetings.
   2.8 If you employ more than five (5) persons, you are required to provide your own First Aid Box (GSR 3(2)).
   2.9 If you employ more than ten (10) persons, you are required to provide your own qualified First Aider as per GSR 3(4)
       **Note:** If you have difficulty in complying with items 2.7 and 2.8 above, you may arrange/come to an agreement with the Client/Principal Contractor to make use of his First Aid facilities in case of injury. You will be expected to communicate such an agreement to your employees.
When working with Hazardous Chemical Substances, comply with HCS Reg. 3

**Note:** Asbestos and Lead Regulations are separate.

When doing blasting to comply with Explosives Regulations Chapter 10

When doing Excavation Work, comply with Construction Reg. 13

When using Construction Vehicles, comply with Construction Reg. 23

Ensure that good Housekeeping, Stacking and Storage principles are applied on this project as per Construction Reg. 27 and 28

Ensure that appropriate measures are taken to avoid the risk of Fire/Explosion and comply with requirements of Reg. 29

You are responsible for providing your own legal safety documents and registers to comply with the Act's requirements.

A copy of the OHS Act of 1993 and the Construction Regulations; 2014 will be available for perusal in the Principal Contractor's site office.

You are required to comply with General Safety Regulations 2(1) to (7) and provide your employees with: personal protective equipment which will allow them to carry out their work in a safe manner, e.g. hard hats, gloves, safe footwear, eye protection, ear protection, waterproof clothing etc.

Reporting of Incidents of Occupational Diseases shall be done as per General Admin. Regulation 8 (Also see Sect 24 of the Act)

Compensation for Occupational Injuries and Diseases Act (No 130 of 1993) you are required to provide the Client/Principal Contractor with proof of registration with the Compensation Commissioner/Federated Employer(s) Mutual when signing this agreement. If you are not registered, the Client/Principal Contractor may deduct the necessary amounts from your progress payments and pay it over to the Commissioner to ensure that you are insured. See Section 80 and 89 of the COID Act.

Signature:
(Client/Agent of Client or Principal Contractor)

Signature:
(Principal Contractor or Contractor)
AGREEMENT WITH MANDATARY
IN TERMS OF SECTION 37(1) AND (2)

DEFINITION OF MANDATARY

Includes an agent, a contractor or sub-contractor for work, but without derogating from his status in his own right as an employer or user

SECTION 37(1)

Whenever an employee does or omits to do any act which it would be an offence in terms of this Act for the employer of such employee or a user to do or omit to do, then, unless it is provided that –

(a) in doing or omitting to do that act the employee was acting without the connivance of permission of the employer or any such user;

(b) it was not under any condition or in any circumstance within the scope of the authority of the employee to do or omit to do an act, whether lawful or unlawful, of the character of the act or omission charged; and

(c) all reasonable steps were taken by the employer or any such user to prevent any act or omission of the kind in question, the employer or any such user himself shall be presumed to have done or omitted to do that act, and shall be liable to be convicted and sentenced in respect thereof; and the fact that he issued instructions forbidding any act or omission of the kind in question shall not, in itself, be accepted as sufficient proof that he took all reasonable steps to prevent the act or omission.

SECTION 37(2)

The provisions of subsection (1) shall mutates mutandis apply in the case of a mandatary of any employer or user, except if the parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the mandatary with the provisions of this Act.

ACCEPTANCE BY MANDATARY

In terms of the provisions of Section 37(2) of the Occupational Health and Safety Act 1993

I, ___________________________________________________________________

acting for and on behalf of ______________________________________________

(Company/Close Corporation/Enterprise/Owner/User) undertake to ensure that the requirements and provisions of the Act and Regulations are complied with.

Signature: ________________________________

Print Name: ________________________________

(Principal Contractor or Contractor)

Designation: ________________________________

Date: ______________________________________

Mandatary-Workmen’s Compensation/Federated Employers Mutual No.: ______________________________________
A principal contractor shall be responsible for the following:

(a) to provide any contractor who is making a bid or is appointed to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications pertaining to the construction work that has to be performed;

(b) to appoint each contractor contemplated in paragraph (a) in writing for the part of the project on a construction site

APPOINTMENT

Contractor, ______________________________ (name)

of: ____________________________________________________________ (Company/Close Corporation/Enterprise/Owner/and Labour Only Contractor)

is hereby appointed to perform construction work at:

Project/Site: __________________________________________________________

Company: __________________________________________________________

(Principal Contractor)

Job/Safety specifications: ______________________________________________

____________________________________________________________________

You are reminded that:

1. your documented Health and Safety plan based on the relevant applicable sections of the Principal Contractors Health and Safety Specifications, are provided to the Principal Contractor before commencing work on site

2. the Principal Contractor will discuss/negotiate with you regarding the contents of the Health and Safety Plan to approve it for implementation

3. a Health and Safety File, which shall include all documentation required in terms of the provisions of the Act and Regulations are kept available on site for inspection (Risk Assessments)
4. should you appoint another Contractor to perform or assist you with Construction Work, the responsibilities as required by the Construction Regulations shall apply to you as if you were the Principal Contractor.

5. you promptly provide the Principal Contractor with any information which might affect the Health and Safety of any person at work carrying out Construction 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.

6. per Regulation 5(c) audits of your Health and Safety Plan will be undertaken on at least a monthly basis.

7. all your Employees have to undergo Safety Induction before starting work.

Signature: __________________________________ Date: _________________
(Principal Contractor)

Designation: ________________________________

ACCEPTANCE OF APPOINTMENT

I, __________________________________________________________ accept and understand the requirements of this appointment.

Signature: __________________________________ Date: _________________
(Contractor)

Designation: ________________________________

1.3 Purpose of the Health and Safety Specifications

The purpose of the H&S specifications document is to assist in achieving compliance with the Occupational Health & Safety Act 85/1993 (OHS Act) and the now promulgated Construction Regulations (February 2014) in order to prevent or as far as possible, reduce incidents and injuries. These specifications should act as the basis for the drafting of the Principal Contractor and Contractors’ coherent health & safety plans. The health & safety specifications set out the requirements to be followed by the Principal Contractor and other Contractors (BASE – LINE RISK ASSESSMENT) so that the health & safety of all persons, including the public potentially at risk may receive the same priority as other facets of the project e.g. cost, program, environment, quality, etc.

1.4 Implementation of the Health and Safety Specifications (Drafting of the Coherent Health & Safety Plan)

These health & safety specifications document forms an integral part of the contract, and the Principal Contractor is expected to use it when compiling its project-specific coherent health & safety plan. The Principal Contractor must forward a copy of these specifications to all Contractors at their bidding stage so that they can in turn prepare coherent health & safety plans relating to their operations.

2. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM ELEMENTS

2.1 Scope of the Project

These Specifications set out the requirements for eliminating or if this is not possible, for minimising as far as reasonably practicable, the risk of incidents and injuries occurring at Polokwane Municipality. This document covers work to be undertaken of the project and
sets out the rules and procedures for engagement on the project. The scope also addresses legal compliance, Polokwane Municipality standards, hazard identification and risk assessment, risk control, and the promotion of a health and safety culture amongst those working on the project. The health & safety specifications also make provision for the protection of those persons other than employees.

The Extent of the works:

- Dismantle and remove old phase two feeder protection relays and replaced it with new phase three relays.
- Supply of all materials, labour, installation and commissioning of a complete new feeder protection scheme.
- The complete feeder protection must include:
  - 6. Line Differential Protection
  - 9. New Cover Plate to fit in the existing Relay Panel.
  - 10. PK2 Test Blocks for all Protection Schemes. (Protection, Metering and Voltage)
- Wiring from 66 kV outside equipment to relay panel will stay the same.
- The operating and maintenance manuals shall include the following, where applicable:
  - 8. Table of contents
  - 9. General and detailed description, including pamphlets and mode of operation
  - 10. Maintenance instructions and handbooks of all component equipment
  - 11. Drawings, including layouts, mechanical drawings, single line diagrams, schematics, cable block diagrams and schedules
  - 12. Part lists, drawings and schedules for spares ordering purposes
  - 13. Commissioning reports
  - 14. Test reports
- Wiring shall be carried out strictly in accordance with the appropriate NRS, SABS, IEC OR BS Standards.
- The new control equipment shall be tested and commissioned by the contractor, but he will also be responsible to test and recommission all the existing Current and Voltage Transformers that forms part of this scheme
- The successful tenderer shall, during the course of this service update all drawings to reflect the as-built status of the work. A full set of two (2) “AS-BUILTS” drawings (Electronic and Hard Copy) shall be supplied by the Contractor before final take over. These drawings must be to the satisfaction of the Engineer.

The schematic diagrams shall be correlated with the physical bay wiring and cabling by means of visual inspection, ringing out and tracing of the circuits. Any alterations that may be found shall then be marked up on the schematic diagrams to represent ‘as found’ drawings.

2.2 Interpretations

2.2.1 Application

This specifications document is a legal compliance document compiled in terms of the OHS Act & Construction Regulations 2014 and is therefore binding. The document must be read in conjunction with other relevant legislation.
2.2.2 Definitions

The definitions as listed in the OHS Act 85/1993 and Construction Regulations (February 2014) shall apply.

2.3 Minimum Administrative Requirements

2.3.1 Notification of Intention to Commence Construction Work

The Principal Contractor must notify the Provincial Director of the Department of Labour in writing before construction work commences. A copy of this notification must be held in the Principal Contractor’s health & safety file on site. The fax transmission slip will serve as proof of notification. See attached Annexure “F”

2.3.2 Assignment of the Principal Contractor’s / Contractors’ Responsible Persons to Supervise and Co-ordinate Health and Safety on Site

The Principal Contractor and all Contractors must make supervisory appointments as well as other relevant appointments in writing (as stipulated by the OHS Act and Construction Regulations 2014). See attached Annexure ‘B’ for more detail on what health & safety management appointments are relevant on this project.

2.3.3 Competence of the Principal Contractor’s / Contractors’ Appointed Competent Persons

The Principal Contractor and Contractors’ competent persons for the various risk management portfolios must fulfil the criteria as stipulated in terms of the definition ‘Competent’ in accordance with the Construction Regulations (February 2014).

2.3.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

The Principal Contractor must have in its possession a letter of good standing issued by its Compensation Assuror as proof of registration. Contractors must also hold proof of workman’s compensation assurance registration in the form of a letter of good standing and forward a copy to the Principal Contractor before they begin work on site. Contractors must be in good standing at all times while carrying out work on site.

2.3.5 Health and Safety Organogram

Including all appointed risk management competent persons. In cases where appointments have not yet been made, the organogram shall reflect the intended positions.

The organogram must be updated when there are changes in the Site Management Structure, and dated accordingly. The organogram merely serves as a quick reference to who is responsible for what risk portfolio in what area.

2.3.6 Preliminary Hazard Identification and Risk Assessments, Progress Hazard Identification and Risk Assessments Reviews.

The Principal Contractor must cause preliminary hazard identification and risk assessment to be performed under the leadership of a competent person before commencement of construction work. On this project detailed task-specific risk assessments based on the proposed sequence of work (method of work) must be compiled. Generic risk assessments will not be accepted.

The assessed risks, together with written safe work procedures for the ‘medium & high-risk’ rated activities must form part of the coherent site specific health and safety plan submitted for approval by House of Safety. The risk assessments must include:
a) A list of hazards identified as well as potentially hazardous tasks;
b) The risks which may result based on the list of hazards and tasks;
c) A set of safe work procedures to be implemented with the aim of eliminating or if this is not possible, reducing and/or controlling the risks as far as reasonably practicable to ALARP (as low as reasonably practicable);
d) A monitoring and review procedure of the risk assessments as they change i.e. how will the risk assessments be reviewed, when will they be reviewed and by whom.

The Principal Contractor must ensure that all Contractors inform, instruct and train their workers regarding any hazards, the associated risks and the related safe work procedures to be implemented before any work commences and thereafter at regular intervals as the risks change and as new risks develop. This training should be carried out in the form of toolbox health & safety talks. Contractors must conduct their own toolbox talks and submit proof of these talks in the form of attendance registers to the Principal Contractor at least every two weeks. Every worker on site must undergo such toolbox safety talks with the attendance registers kept in the Principal Contractor’s safety file.

Contractors must conduct their own hazard identifications and risk assessments specific to their operations and forward a copy to the Principal Contractor.

The Principal Contractor when required must report on the status of these Contractor risk assessments to the Client i.e. at audits.

2.3.7 General Record Keeping

The Principal Contractor and all Contractors must keep and maintain all the necessary Health and Safety records to demonstrate compliance with these Coherent Specifications, the OHS Act 85/1993, and the Construction Regulations (February 2014). The Principal Contractor must also ensure that all records of incidents/injuries, emergency procedures, training, planned maintenance inspections, monthly contractor audits, etc. are kept in the health & safety file(s) held in the site office. The Principal Contractor must ensure that every Contractor keeps its own health & safety file, maintains the file and makes it available on request (the file must include the Contractor’s health & safety plan and all relevant records). Such ‘Contractor safety files’ must be audited by the Principal Contractor on a monthly basis with audit reports kept as proof.

2.3.8 Injury / Incident Reporting and Investigation

Injuries are to be categorised into first aid; medical; disabling (lost day); and fatal. When reporting injuries to the Client, these categories must be used. The Principal Contractor must investigate all injuries. All Contractors must report injuries to the Principal Contractor immediately and the Principal Contractor must inform the Client immediately. All incidents reportable in terms of the provisions of Section 24 of the OHS Act must be reported to the local Dept. of Labour in the prescribed manner.

2.3.9 Consolidation of Health & Safety Documentation

It is the duty of the Principal Contractor to ensure that all documentation required to be kept or generated during the construction phase is consolidated into one set of documents that must be handed over to the Client upon completion of the construction work. This consolidated safety file(s) should include instructions from the design team that will be required for the continued safe operation and maintenance of the new structure(s).
2.3.10 Offences and Penalties

Penalties may be imposed on the Principal Contractor and Contractors for ongoing non-compliance with the provisions of the Client's coherent health & safety specifications, the Principal Contractor's coherent health & safety plan, site health & safety procedures and rules. Non-compliances identified during safety agent audits and visits will be categorised into one of three levels based on severity. These will be as follows: Life threatening situation - a prohibition order will be issued by means of a written instruction in the site instruction book or an explanation in an audit report. This activity must be seized immediately and corrective measures taken. Serious injury possible – a contravention notice will be issued with a time frame for compliance stipulated. Minor or no injury may result – an improvement notice will be issued. The corrective measures stipulated in the audit report must be taken. The methodology used to decide the above levels will be directly linked to the risk assessments of the Principal Contractor and contractors, Polokwane Municipality Standards. The decision of the safety Agent will be final.

2.4 Principal Contractors, Contractors and Sub-contractors

2.4.1 Principal Contractor's and Contractors’ Requirements

The Principal Contractor must ensure that all Contractors appointed by them comply with these Specifications, the Principal coherent health & safety plan as well as the OHS Act, Construction Regulations (February 2014), and other relevant legislation that may relate to the activities directly or indirectly. A Contractor, when appointing other Contractors as ‘Sub-contractors’, shall mutatis mutandis ensure compliance as if it was the Principal Contractor.

The Principal Contractor may only allow a Contractor to begin work on site after receiving a coherent health & safety plan which must include a project specific hazard identification, risk assessments and safety measures. The Principal Contractor must test competency and finally approve his sub – contractor coherent site specific health and safety plan. The Principal Contractor must audit each of its contractors on a monthly basis, with audit reports kept in the health & safety file on site. The audit must include an administrative assessment as well as a physical inspection of the contractor's site activities. The Principal Contractor must stop any Contractor from carrying out construction work that is not in accordance with the Principal Contractor’s and/or Contractor’s health & safety plan or if there is an immediate threat to the health and safety of persons.

The Principal Contractor shall take all reasonable steps necessary to ensure cooperation between all contractors to enable each of those contractors to comply with the provisions of the Construction Regulations;

The Principal Contractor shall take all reasonable steps to ensure that each contractor’s coherent health and safety plan is implemented and maintained on the construction site: Provided that the steps taken shall include periodic audits at intervals mutually agreed upon between the Principal Contractor and contractors, but at least once every month;

The Principal Contractor must ensure that where changes are brought about to the design and construction, that sufficient health and safety information and appropriate resources are made available to contractors so as to allow them to execute the work safely;

The Principal Contractor must ensure that every contractor is registered and in good standing with a recognised compensation fund or with a licensed compensation insurer prior to work commencing on site;
The Principal Contractor must ensure that potential contractors submitting tenders have made provision for the cost of health and safety measures during the construction process;

The Principal Contractor shall discuss and negotiate with the contractor the contents of the coherent health and safety plan and shall finally approve that plan for implementation;

The Principal Contractor shall hand over a consolidated health and safety file to the client upon completion of the construction work and shall include a record of all drawings, designs, materials used and other similar information concerning the completed structure;

The Principal Contractor may only appoint a contractor to perform construction work when such Principal Contractor is reasonably satisfied that the contractor he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely and that the contractor is an approved Polokwane Municipality contractor.

2.4.2 Principal Contractor / Contractor Competency Assessment

The Principal Contractor must be reasonably satisfied that the contractors it intends to appoint have the necessary competencies and resources to safely conduct the work they will be appointed for. This should be established at tender stage and before appointments are made. One of the preferred ways of determining whether a contractor is competent is to make sure the contractor is an accredited contractor for Polokwane Municipality. Once the contractor is appointed, but before it begins work on site a site-specific safety plan must be discussed and negotiated with the Principal Contractor. Such safety plan must be approved for implementation by the Principal Contractor.

The Principal Contractor and Contractors should submit the following documentation for perusal and verification by the Client and Principal Contractor respectively:

- Coherent health & safety plan as compiled for this project; (including Risk assessments, safe work procedures, fall protection plan, PTW Issuer/PTW Holder certificates
- Management Structure as envisaged at tender (organogram);
- Letter of Good Standing with the Compensation Commissioner or FEM;
- Proof of health & safety training and other related training; (CV and certificates)
- Legislative appointment letters
- Notification of Construction work; (proof notification was done)

2.4.3 Pricing for Occupational Health & Safety Compliance All parties bidding to do work on this construction project must ensure that they have made provision for the cost of complying with this Specifications document as well as with the OHS Act and incorporated Regulations as a minimum requirement in their tender documentation. It must also be taken into consideration that time is money, which implies that sufficient time must be allowed for the implementation of the minimum OHS standards. No additional claims will be entertained at a later stage should a compliance requirement be prescribed in the OHS Act, incorporated regulations or in this Specifications document.

Annexure:

2.4.4 Contractors’ Coherent Health & Safety Plans [Construction Regulations 7]

1. Introduction:

The Construction Regulations (2014) aims to improve overall management and co-ordination of Health, Safety and Welfare throughout the Construction Phase
and reduce the large number of serious and fatal injuries and cases of ill health, which occur every year in the Construction Industry.

In terms of the Construction Regulations (2014), the Principal Contractor is required to develop a Health and Safety Plan before work commences on site and review it throughout the Construction Phase. The degree of detail required in the Health and Safety Plan and the time and effort in preparing it should be in proportion to the nature, size and level of Health and Safety risks involved in the project. Projects involving minimal risks will call for simple, straightforward plans. Large projects or those involving significant risks such as this project will need much more detail.

Annexure:

2. What should the construction health & safety plan cover?

The Construction Health and Safety Plan should set out the arrangements for ensuring the Health and Safety of everyone carrying out the construction work as well as all other persons who may be affected by it. The index of this plan must be in line with Annexure:

2.4.5 Communication and Management of the work

The Principal Contractor must indicate in its health and safety management plan that it has made provision for the following:

a. Management structure and responsibilities

b. Health and Safety goals for the project and arrangements for monitoring and review of Health and Safety performance i.e. safety meetings; contractor meetings; risk assessment review, etc

c. Arrangement for:

   i. Regular liaison between parties on site i.e. meetings

   ii. Consultation with the work force i.e. toolbox talks

   iii. The exchange of design information between the Client, designers, and Contractors on site

   iv. Selection and control of Contractors i.e. selection criteria; inspections; audits, etc.

   v. Site health & safety induction and onsite training i.e. toolbox talks

   vi. Welfare facilities, first aid, emergency planning and fire prevention strategy

   vii. The reporting and investigation of injuries and incidents including near misses what the intended system will be

   viii. The production, approval and review of risk assessments, safe work procedures and method statements and how does the company’s risk assessment system work.

d. Site specific rules and procedures.
2.5 Client identified Hazards and Potentially Hazardous Situations

2.5.1 Client identified Hazards

**RISK:** Installation of High Mast Lighting

**RISK ASSESSMENT**

<table>
<thead>
<tr>
<th>REVISION NUMBER</th>
<th>WRITTEN BY</th>
<th>REVIEWED BY</th>
<th>APPROVED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
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<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DATE WRITTEN</th>
<th>REVIEW DATE</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Document No</td>
<td>Contract No</td>
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<table>
<thead>
<tr>
<th>A</th>
<th>INJURY SEVERITY</th>
<th>B FREQUENCY of OCCURRENCE</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No injury</td>
<td>Has not occurred in last two years</td>
<td>LOW 0---6</td>
</tr>
<tr>
<td>2</td>
<td>Minor laceration, wound (first aid case)</td>
<td>Occurs very seldom</td>
<td>MEDIUM 6---16</td>
</tr>
<tr>
<td>4</td>
<td>More severe injury medical attention</td>
<td>Occurs occasionally</td>
<td>HIGH 16---32</td>
</tr>
<tr>
<td>8</td>
<td>Serious injuries, broken bones, amputation etc.</td>
<td>Occurs often</td>
<td>CRITICAL 32---40</td>
</tr>
<tr>
<td>10</td>
<td>Loss of life / fatality</td>
<td>Could / has happened</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>POTENTIAL DAMAGE / LOSS</td>
<td>D</td>
<td>ENVIRONMENT</td>
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<td>------------------------</td>
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<td>-------------</td>
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<tr>
<td>0</td>
<td>No damage, minimal costs R10 – 100</td>
<td>0</td>
<td>No effect</td>
</tr>
<tr>
<td>2</td>
<td>Minor damage, small costs R100 – 1000</td>
<td>2</td>
<td>Minor effect</td>
</tr>
<tr>
<td>4</td>
<td>Med damage, stoppage (On site repair) medium cost R1000 – 5000</td>
<td>4</td>
<td>Serious effect (Short term) Spillage, noise, water, dust / vapours/ fauna and flora</td>
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<td>8</td>
<td>More serious damage / loss / delay &lt; R5000 - +</td>
<td>8</td>
<td>Very serious effect (Long Term)</td>
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<tr>
<td>10</td>
<td>Severe damage, long term stoppage, high costs</td>
<td>10</td>
<td>Catastrophic effect</td>
</tr>
<tr>
<td>ACTIVITY</td>
<td>ACTIVITY</td>
<td>POSSIBLE RESULT/HAZARD</td>
<td>RISK EVALUATION</td>
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<tr>
<td>1. Starting up of TLB</td>
<td>• Employee being injured by standing on, under or to close to engine.</td>
<td>A 4</td>
<td>B 4</td>
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<td></td>
<td>• Operator being injured while climbing into TLB.</td>
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<td></td>
<td>• Engine failure.</td>
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<td></td>
<td>All protective guards and covers must be installed before start of the engine.</td>
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<td></td>
<td>• Site agent, Safety representative.</td>
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<td></td>
<td>• Operator certificate of competency.</td>
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<td>2. Operate of TLB</td>
<td>• TLB colliding into other plant or LDV’s.</td>
<td>A 4</td>
<td>B 4</td>
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<td></td>
<td>• Employee being struck by back actor bucket.</td>
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<td></td>
<td>• TLB working in incorrect place.</td>
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<td></td>
<td>• TLB operator exposed to noise.</td>
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<td></td>
<td>• TLB operator exposed to dust.</td>
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<td></td>
<td>• TLB falling into trench/whole.</td>
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<td></td>
<td>• Employee slipping while mounting or dismounting.</td>
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<td></td>
<td>• Several injuries.</td>
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<td></td>
<td>• Possible damage to equipment.</td>
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<td></td>
<td>Leaks to be reported and repaired.</td>
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<td></td>
<td>• Bust pipes to be replaced.</td>
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<td></td>
<td>• Make use of a board or cardboard when checking for oil leaks in pipes.</td>
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<td></td>
<td>• Maintenance and repair work to be done by a competent person.</td>
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<td>• Task to be performed by a competent person.</td>
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<td>• Disposal of used oil and filters should be done by a waste collecting company.</td>
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<td>• Allow engine to cool down before maintenance work is carried out.</td>
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<td>• No work should be done on the TLB engine while it is running.</td>
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<td>3. TLB Maintenance</td>
<td>• Hydraulic oil leaking.</td>
<td>A 4</td>
<td>B 4</td>
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<td></td>
<td>• Hydraulic pipe bursting during operation.</td>
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<td></td>
<td>• Hydraulic oil to be injected into employee.</td>
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<td></td>
<td>• Employee injured while working on TLB.</td>
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<td></td>
<td>• Employee injured while changing back actor bucket.</td>
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<td></td>
<td>• Site agent, Safety representative.</td>
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<td>3.</td>
<td>TLB Maintenance</td>
<td>• Disposal of used oil and filters.</td>
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<td></td>
<td></td>
<td>• Employee sustaining burns while working on engine.</td>
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<td>• Employee caught by rotating parts on engine.</td>
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<td></td>
<td></td>
<td>• Employee coming into contact with battery acid.</td>
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<td>• Fire or explosion occurring.</td>
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<td>• Theft of batteries and fuel from TLB.</td>
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<td>• Theft of TLB.</td>
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<td></td>
<td></td>
<td>• Minor and more severe injuries.</td>
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<td></td>
<td>• Damage to plant.</td>
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<td></td>
<td>• Do not allow electrolyte to come into contact with skin and eyes.</td>
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<td>• Remove all flammable materials such as fuel, oil and debris from the engine.</td>
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<td>• Do not weld on lines or tanks that contain flammable fluids.</td>
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<td>• Does not flame cut lines or tanks that contain flammable fluids?</td>
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<td>• Wiring must be kept in good order.</td>
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<td>• No smoking or naked flames during refuelling.</td>
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<td>• TLB to be parked in a secure designated area.</td>
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<td>4.</td>
<td>Setting up of excavator</td>
<td>• All protective guards and cover must be in place before start of the engine.</td>
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<td>• The excavator must be operated by a competent operator.</td>
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<td></td>
<td>• Operator to mount and dismount the excavator only at locations that have steps and handholds.</td>
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<td>• Engine to be started according to procedure and maintenance schedule to be followed.</td>
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<td>• Site agent.</td>
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<td>• Foreman to control.</td>
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<td></td>
<td>• Toolbox talks.</td>
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<td>• Daily start-up checklist.</td>
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<td>• Daily excavation inspection register.</td>
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<td>• Maintenance schedule.</td>
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<td>5.</td>
<td>Operating excavation.</td>
<td>• Excavator to be operated by a competent operator.</td>
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<td>• Operator to keep to the designated area of work.</td>
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<td>• Employees to keep clear of the excavator during operations.</td>
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<td></td>
<td>• Ensure that the operator has seen you before approach.</td>
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<td>• Supervisor.</td>
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<td>• Site agent.</td>
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<td></td>
<td>• Toolbox talks.</td>
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<td></td>
<td>• Operating training.</td>
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<td></td>
<td>• Correct PPE to be used.</td>
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<td>• Daily excavation inspection register.</td>
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| 6. | Excavation by hand-digging. | • Several body injuries.  
• Eye injuries.  
• Possible fall. | 2 4 8 0 14 | • PPE – Hardhat, safety shoes, gloves, goggles and full overall.  
• Barricade pole holes. | • Supervisor.  
• Site agent.  
• Correct use of PPE.  
• Training |
| 7. | Used of Concrete trucks. | • Serious, minor and severe injuries.  
• Truck falling into hole. | 4 4 4 2 14 | • Before moving the truck that has been parked, walk around it, checking for people, vehicles, or obstacles which may be in the way.  
• Inspect tires for deflation, damage, or foreign objects.  
• Look for fluid leaks.  
• Make sure chutes are properly cleaned and stowed so they will not protrude unnecessarily or cause dripping of concrete or aggregate on the road.  
• Never stand in the path of an unfolding chute, which could unfold rapidly.  
• Operator to mount and dismount the truck only at locations that have steps and handholds.  
• Use extra safety precautions around cement and fresh cement concrete. | • Site agent, Safety representative.  
• Correct use of PPE.  
• Operator certificate of competency.  
• Daily inspection.  
• Maintenance schedule.  
• Supervisor. |
| 8. | Concrete mixers | • Serious, minor and severe injuries. | 4 2 2 2 10 | • Never use the mixer without all gauging.  
• Ensure that the area does not contain any hazard that may impact on the safe operation of the mixer. | • Site agent, Safety representative.  
• Correct use of PPE.  
• Operator certificate of competency.  
• Daily inspection. |
| 9. | Used of cement | • Skin injuries.  
• Eye injuries.  
• Inhalation of cement. | 2 2 2 2 8 |
|---|---|---|---|
| | | • Never insert your hands into a rotating mixer bowl.  
• Be conscious of your manual handling techniques when adding cement powder, gravel or sand to the mixer bowl using a shovel (or similar).  
• Regularly inspect the mixer bowl for consistency and suitability for the concrete mix.  
• Never leave the mixer running unattended.  
• Be conscious of your manual handling techniques when removing the concrete from the mixer bowl. | • Supervisor.  
| | | • Site agent, Safety representative.  
• Correct use of PPE.  
• Training. |
| 10. | Pouring of concrete | • Skin injuries.  
• Eye injuries. | 2 2 2 2 8 |
| | | • To protect skin from cement and cement mixture, wear of alkali-resistant glove, overalls with long sleeves and full-length trousers, long slip resistant waterproof boots.  
• P, N or R95 respirator protector.  
• Eye protector. Goggles with side shields.  
• Under dusty conditions, tight-fitting unvented or indirectly vented goggles. | • Site agent, Safety representative.  
• Correct use of PPE.  
• Training. |
| 11. | Used of crane | • Employee being injured by standing on, under or too close to engine.  
• Operator being injured while climbing into crane.  
• Engine failure.  
• Serious, minor and severe injuries. | 4 2 8 0 14 |
| | | • All protective guards and covers must be installed before start of the engine.  
• The crane operator must be a competent operator.  
• Operator to mount and dismount crane only at locations with steps handholds.  
• Engine to be started according to procedure and maintenance schedule.  
• Do not stand under the load and without the operating radius of crane. | • Site agent, Safety representative.  
• Correct use of PPE.  
• Operator certificate of competency.  
Daily crane inspection.  
Maintenance schedule. |
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<tr>
<td>163</td>
<td>Damage of equipment and High mast structure.</td>
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<td></td>
<td>Check quality size and condition of all chain pulley blocks, slings, u-clamps, d-shackles, wire ropes etc. The same should not be damaged.</td>
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<td>Safe working load shall be marked on all lifting equipment's.</td>
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<td>Crane and all lifting gears should be tested by competent person.</td>
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<td></td>
<td>Proper guiding and signalling to crane operator.</td>
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<td>Tag line to be used during loading/unloading/ shifting the high mast towers.</td>
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<td>Tag line to be used during erection of high mast tower.</td>
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<td>12</td>
<td>Erection of high mast towers</td>
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<td>Serious, minor and severe injuries.</td>
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<td>Damage of equipment and High mast structure.</td>
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<td>Erection of high mast towers according to manufactures specification.</td>
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<td></td>
<td>Site agent, Safety representative.</td>
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<td>Project manager.</td>
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<td>Correct use of PPE.</td>
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<td>Operator certificate of competency.</td>
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</table>
Other possible risks you need to consider.

1. Existing services
2. Interface with the public – roads and pavements
3. Hazardous chemical such as solvents, cleaning agents, cement, fuels, oils, epoxies, etc.
4. Electrical installations (temporary and permanent)
5. Site security and access control issues
6. Finishing trades

2.5.2 Unforeseeable Hazards

The Principal Contractor must immediately notify Contractors as well as the Client, in writing, of any hazardous or potentially hazardous situations that may arise during the performance of construction activities so that the necessary precautions may be taken before such work begins.

2.6 Site Operational Requirements

2.6.1 Health and Safety Representative(s)

The Principal Contractor and all Contractors must ensure that Health and Safety Representative(s) are appointed under consultation with the employees. The H&S representatives must be competent to carry out their functions. The appointments must be in writing. The Health and Safety Representatives should carry out monthly inspections, keep records of the inspections and report all findings to the Responsible Person or safety officer forthwith and at monthly health & safety committee meetings. At least one Health & safety representatives is required by all Employers on site.

2.6.2 Health and Safety Committees

The Principal Contractor must ensure that project health and safety committee meetings are held monthly with minutes kept. Meetings must be chaired by the Principal Contractor’s Responsible Person [CR 7(1) person]. All Contractors’ Responsible Persons and Health & Safety Representatives must attend the Principal Contractor’s monthly health & safety meetings. The Principal Contractor’s appointed supervisors must also attend health & safety meetings. The following topics must be tabled at meetings: management appointments and risk management portfolios; sub-contractor legal compliance issues; injuries and incidents; hazards and risk assessments (present and foreseen); safety procedures; method statements for upcoming activities; planned inspections and registers/record keeping, etc. The committee chairperson must sign off and date the minutes.

2.6.3 Health and Safety Training

2.6.3.1 Induction

The Principal Contractor must ensure that all site personnel including all sub-contractors undergo the agreed health & safety induction training session held and managed by the P/Contractor before any worker starts work on the project. A record of attendance must be kept in the health & safety file. Workers must carry proof of inductions on their person while on site i.e. identification passport cards or similar to be agreed.
2.6.3.2 Awareness

The Principal Contractor must ensure that, on site, periodic toolbox health & safety talks take place at least once every two weeks. All site personnel including all subcontractors must attend safety talks at such intervals and keep proof thereof. These talks should deal with risks relevant to the construction work at hand i.e. they should be based on the job-specific risk assessments and safe work procedures. Records of attendance must be kept in the P/contractor’s health & safety file. All contractors’ employees must attend safety awareness toolbox talks carried out by their supervisors, the attendance registers must be copied to the Principal Contractor together with information on the information discussed at the session.

2.6.3.3 Competence

All competent persons must have the knowledge, experience, training, and qualifications specific to the work they have been appointed to supervise, control and/or carry out. This must be assessed on a regular basis e.g. training, evaluation, and periodic audits by the Client, progress meetings, etc. The Principal Contractor is responsible to ensure that Competent Contractors are appointed to carry out construction work on site.

2.6.4 Health & Safety Audits, Monitoring and Reporting

The Principal Contractor is obligated to conduct monthly audits on all Contractors appointed by it and keep audit reports in its health & safety file. Contractors have to audit their sub-contractors and keep records of these audits in their health & safety files, made available on request. The Client/Agent will conduct monthly audits on the Principal Contractors’ safety management plan.

2.6.5 Emergency Procedures

The procedure must detail the response procedures including the following key elements:

- List of key competent personnel;
- Details of emergency services;
- Actions or steps to be taken in the event of the specific types of emergencies: Evacuation procedures: including routes and exits to be available on a drawing. Emergency procedure(s) must include, but shall not be limited to: fire; spills; injury to employees; damage to material / equipment / plant; use of hazardous substances; bomb threats; major incidents/injuries; evacuation; etc. The Principal Contractor must advise the Client in writing forthwith, of any emergency situations, together with a record of action taken/ action to be taken. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and made available to site personnel. The emergency plan will need to be reviewed from time to time as conditions/environment changes i.e. as building work increases in extent.

2.6.6 First Aid Boxes and First Aid Equipment

The Principal Contractor and all Contractors must appoint First Aider(s) in writing. The Principal Contractor must appoint at least one First Aider to start with, which first aider must be certificated. Copies of valid certificates are to be kept on site. The Principal Contractor must provide at least 1 (one) first aid box, adequately stocked at all times. Due to the nature of this project i.e. satellite work stations/areas, further first aid boxes must be provided close to the various work stations to allow for quick, effective treatment of injured persons. As the work progresses and the structure increases in height, extra first aid...

2.6.7 Personal Protective Equipment (PPE) and Clothing

The Contractor must ensure that all site workers are issued with and wear the appropriate PPE as indicated in their risk assessments. The Contractors must make provision and keep adequate quantities of SANS approved PPE on site at all times according to their risk assessments. Safety harnesses are mandatory wherever work takes place in an elevated area where safe working platforms or ladders are not possible. Overalls clearly indicating the Contractor’s logo must be worn and all sub-contractors must conform to this requirement. Eye protection must be worn by those working grinders, skill saws, high pressure water cleaners. Even those workers in close proximity to these operations will also be required to wear such eye protection.
Safe footwear will be required by all workers. A high visibility vest is mandatory on a Polokwane Municipality site.

Hard hats will be required by all workers, including those involved with internal work.

2.6.8 Occupational Health and Safety (OHS) Signage

The Principal Contractor must provide adequate on-site OHS signage. Including but not limited to: ‘construction work - no unauthorised entry’, ‘beware of overhead work’, ‘hard hat area’, first aid – to be posted up at all work areas/zones.

Signage must also be posted up at strategic locations to warn the public of diversions, alternative through ways and other irregularities caused by construction work (pedestrians and motorists).

Signs are also required as per law e.g. scaffolding and other potential risk areas/operations such as exposed edges and openings and trenches/excavations where persons are at work. Safety signs and awareness posters will also be required in strategic locations on site such as frequently used access routes, stairways and entrances to structures and buildings where the workers will continuously be made aware of health & safety. Health & safety signage must be well maintained including weekly inspections, cleaning, replacement and repair.

2.6.9 Public and Site Visitor Health & Safety

Public walkways and roadways must be kept clean and free of construction materials so as to prevent any negative impact on the public. Public roadways and walkways will have to be cleaned on a regular basis – daily inspections to be conducted by the Principal Contractor with action to be taken without delay (daily).

Site visitors must be briefed on the hazards they may be exposed to as well as what measures are in place or should be taken to control these hazards. The Construction Regulations require that a record of these ‘inductions’ be kept on site. It is advised that a visitor book with site rules leaflet be kept at the reception/site office and all visitors to be directed to such point where they must read through the site safety information and sign the visitor book. It will be the Principal Contractor’s prerogative to decide whether site visitors require supervision while on site. Visitor hard hats must be kept in the site office.

Where hoarding structures are required, such hoarding must be at least 1.8m high ready fence panels covered with shade cloth, secured in place and erected at a safe distance from the actual work. The public will also have to be diverted away from any demolition zones by means of signs and other suitable diversion methods. Glazed windows facing onto public walkways and roadways must be secured so as to prevent any risk of windows shattering and falling onto persons below. This may require boarding windows closed where the risk prevails. Where loading/offloading of equipment/plant/rubble/other materials takes place adjacent to public roadways or walkways, flagmen will be required to direct vehicles and pedestrians away from the loading area. Traffic cones or delineators will also be required demarcating the loading zone.

It is envisaged that mobile aluminium scaffolds and the like will be used extensively on site. These scaffolds will have to conform to the minimum requirements as set out in SANS 10085-2004 (A sketch. The maximum height of these scaffolds is not expected to be more than 6m and height to base width ration are not seen to a problem (2.5m x 2m frames will be adequate) It has also been identified that some work, especially on the will be directly over exits, shop entrances and public walkways. It is of utmost importance that all work takes place behind an appropriate set of hoarding, thus keeping the public well away from overhead work. Scaffolds will also need to be enclosed by means of readymade fence at all times, isolating any potentially hazardous activities to within the scaffold platform and structure. An opening will be permitted to allow workers to enter/exit the scaffold in order to access the working platform (by means of an access ladder fastened to the internal face of the frames). The Safety Agent reserves the right to impose such scaffold safety measures.

Walkways must be kept free of materials and must remain slip free. Due to the fact that water, detergents, wet cement, etc. will be used; slippery wet floors will be a risk and must be controlled as far as reasonable. Members of the public will probably have to be re-routed at times to allow for public walkway cleaning and drying. Signs will also have to be placed, warning members of the public of the risk – signs in isolation are however not an adequate safety measure deemed.
2.6.10 Access to Site

Where any permits are necessary from the local authorities, this will be the Principal Contractor's responsibility. The road surface of all public and private roadways and pavements/pedestrian walkways must remain in a reasonably clean state, free of excessive sand, stone, water or other construction related materials. The access gate(s) must be controlled and visitors must sign in and report to the site office for further instruction.

2.6.11 Night Work (After Hours)

No night work will be allowed within the hazardous zone on this project.

2.6.12 Transport of Workers

The Principal Contractor and other Contractors may not transport:
Persons together with goods or tools unless there is an appropriate area or section to store the tools or equipment;
Contractors must adhere to the National Road Traffic Act.

2.6.13 Construction Health & Safety Officer

A full-time construction manager (in terms of Construction Regulation 8) will be required on this project. The construction manager will be required to carry out at least the following duties:

a) Health & safety audits and inspections on site including administrative and Physical audits of all Contractors’ health & safety plans, files and activities, and record findings in the form of audit reports to be kept in the health & safety file; b) Assess, and finally approve contractor safety plans;

2.7 Physical Requirements

2.7.1 Deliveries, Waste Removal, Stacking/Storage of Materials

The Principal Contractor and other relevant contractors must ensure that there is an appointed stacking supervisor and all materials, formwork and all equipment is stacked and stored safely, on level, compact ground, out of access ways and no more than three times the minimum base width in height. Pallets of bricks may not be stacked more than two above each other and must be on timber pallets. No construction materials or equipment may be stacked or stored in public areas unless authorised by the client and fenced off as per the client’s requirements. Waste materials must be kept within designated construction zones. The Principal Contractor will be responsible for co-ordinating and managing this function.

2.7.2 Fire Extinguishers and Fire Fighting Equipment

The Principal Contractor and relevant Contractors shall provide adequate, regularly serviced fire fighting equipment located at strategic points on site, specific to the classes of fire likely to occur. The appropriate notices and signs must be posted up as required. A minimum of four 9kg dry chemical powder fire extinguishers must be available in and around the site office establishment and stores. Fire extinguishers must also be placed at all work zones/areas, in strategic locations. Wherever “hot work” is taking place, additional fire extinguishers must be on hand. Contractors are responsible for ensuring compliance with hot work procedures and must be in possession of method statements detailing the safe working procedures. “Hot work” includes all work that generates a spark or flame and may therefore result in a fire.

Further, during the finishing stages of the construction phase when the finishing trades are on site, fire extinguishers will be required at strategic locations within the work areas – to be supplied and managed by the Principal Contractor.
2.8 Plant, Machinery and Equipment

2.8.1 Fall Protection / Scaffolding or cherry picker / Working in elevated positions

Working at heights includes any work that takes place in an elevated position. The Principal Contractor must submit a risk-specific fall protection plan in accordance with the Construction Regulations (2014) before this work is undertaken.

All scaffolding must comply with the requirements of SANS 10085-2004. Scaffolding must be declared safe for use by a competent scaffold inspector who must complete the scaffold register. Inspections must then be carried out weekly, after bad weather, after any alterations, after an incident, and before dismantling. These scaffold inspections must be conducted by a trained certificated scaffold inspector. The Principal Contractor must keep all scaffold inspection registers on site. Full time scaffold erectors must be available on site to carry out any scaffold erections, alterations and dismantling. No such work may be carried out by untrained personnel. Should a scaffold contractor be appointed, the agreement between the two parties must be clearly set out in writing in terms of Section 37(2) of the OHS Act.

The Principal Contractor must also appoint one or more of its own supervisory members to supervise/co-ordinate scaffolding on site.

Working in elevated positions requires the preparation of a fall protection plan. The plan must include all relevant fall related risk assessments and safe work procedures. All persons working in elevated positions must be evaluated for physical and psychological fitness. The Principal Contractor and Contractors must explain their methodology in this regard. The Fall Protection Plan developer must be competent with a minimum qualification of NQF Level 4. These courses can be done through NOSA or any other accredited institution. All persons working in elevated positions must be informed of the risks and safety measures (in other words all workers must be trained on the fall protection plan, in the form of a toolbox safety talk) and records of this training/information session must be kept on site. See Regulation 8(2) of the Construction Regulations for further information to be included in the fall protection plan.

Work from elevated positions may only be conducted as if it were being conducted from a safe ladder or safe scaffold. All openings, edges, and the like must be adequately guarded (see ‘edge protection and penetrations’ above).

Where fall prevention or fall arrest devices are being used, the correct devices must be used for the intended purpose and they must be properly inspected and maintained. Workers must be trained in the use and maintenance of the fall prevention and arrest equipment/devices. Safety belts for fall arrest are prohibited. Full body harnesses must be worn. Where lifelines or other devices are required, such devices must be detailed in the fall protection plan of the Contractor concerned. Workers must have the opportunity to be secured from falling at all times – this is the responsibility of the Contractor concerned, but must be enforced by the P/Contractor. It is advised that a fall protection permit system be initiated on site with the aim of keeping control of contractors working in elevated locations.

Mobile scaffolds may not exceed 3 X their minimum base width in height and must be adequately boarded as per their loading requirement. Mobile scaffolds frame towers must be erected as per the manufacturers’ requirements (copies of these erection specifications/data sheets must be available to the scaffold erectors and scaffold supervisor on site). A copy of the scaffold code of practise must available on site (SANS 10085-2004) Temporary gangways/elevated access walkways must comprise of at least three scaffold boards (675mm wide) with guardrails on either side when such walkways are above 2m from the ground. Such gangways and other platforms must be supported from below, preventing excessive loading and platform collapse.

2.8.2 Ladders and Ladder Work

The Principal Contractor must ensure that all ladders are: inspected daily with monthly records kept; in good safe working order; the correct height for the task; extend at least 1m above the landing; fastened and secured; and at a safe angle. Stepladders must be safe for use, must be the correct height for the task and the top two rungs may not be used. Records of inspections must be kept in a register on site. Only Fiberglas ladders to be used.
2.8.3 Electrical Installations and Portable Electrical Tools

The Client will ensure as far as possible that the Principal Contractor is made aware of the positions of all electrical power lines. The Principal Contractor must notify the Client should it not be sure of the location of any electrical power lines.

The Principal Contractor must comply with the Electrical Installation Regulations, the Electrical Machinery Regulations and the Construction Regulations (CR 24).

The Principal Contractor must keep a copy of the Certificate of Compliance (CoC) for its temporary electrical power supply. A revised CoC is required whenever the installation is altered or changed in any way. All temporary electrical installations must be inspected at least weekly by a competent person appointed in writing with records kept. Portable electrical tools and equipment must be visually inspected daily with records kept. It is advised that the P/Contractor appoints the electrical contractor to inspect the temporary electrical installation on a weekly basis with feedback given in a report so that any maintenance and repairs can be undertaken. Such appointed inspector must ‘stop’ or isolate any distribution board that is unsafe for use.

2.9 Occupational Health

2.9.1 Industrial Hygiene (exposure to physical and chemical stress factors)

Exposure of workers to occupational health hazards and risks is very common in any work environment, especially in construction. Occupational exposure is a major problem and all Contractors must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards. Prevent inhalation, ingestion, and adsorption through the skin of hazardous chemical substances.

2.9.1.1 Noise induced hearing loss is a highly underrated occupational condition. Occupational noise emitted by construction machinery and power tools must be controlled as far as possible by implementing engineering solutions such as noise dampening, regular maintenance, servicing and inspection, screening off the noise, and reducing the number of persons exposed. Personal protective equipment such as earmuffs and earplugs must also be used in conjunction with engineering controls so as to reduce noise exposure to below the acceptable levels.

2.9.1.2 Ergonomics is the study of how workers relate to their workstations. We advise the Principal Contractor and Contractors to take this into consideration when conducting risk assessments, thereby improving the worker-task relationship, which will in turn improve productivity and reduce chronic conditions such as back strains, joint problems and mental fatigue, amongst others.

2.9.3 Welfare Facilities

The Principal Contractor must supply sufficient toilets (1 toilet per 30 workers), clean, lockable changing facilities, hand washing facilities, soap, toilet paper, and hand drying material. Waste bins must be strategically placed around site and emptied regularly. Workers must not be exposed to hazardous materials/substances while eating and must be provided with adequate, sheltered eating areas complete with benches and tables. Stores may not double up a change rooms or mess areas.

2.9.4 Alcohol and other Drugs

No alcohol and/or other drugs will be allowed on site. No person may be under the influence of alcohol or any other drugs while on the construction site. Any person on prescription medication must inform his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suffering from any illness/condition that may have a negative effect on his/her /anyone else’s health or safety performance must report this to his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suspected of being under the influence of alcohol or other drugs must be sent home immediately, to report back the next day for a preliminary inquiry. The Contractor concerned must follow a full disciplinary procedure and a copy of the disciplinary action must be forwarded to the Principal Contractor for its records.
2.9.5 Duties of Designers

A designer must ensure that he/she complies with the requirements of the Construction Regulation 6. Designers have a duty both to assist in health and safety during construction as well as post construction to ensure safe occupation of the structures concerned. This will include informing the Principal Contractor in writing of any known or anticipated dangers or hazards relating to the construction work, and making available all relevant information required for the safe execution of the work upon being designed or when the design is subsequently altered. Designers must ensure that the following information is included in a report and made available to the Principal Contractor:
The Principal Contractor and Contractors must submit compliance with Annexure ‘A’ before commencing on work on site. **Compliance with Annexure ‘A’ must be maintained and proven to the Safety Agent at audits.**

<table>
<thead>
<tr>
<th>HSS Item no.</th>
<th>Requirement</th>
<th>Legal Reference</th>
<th>Compliance required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Health &amp; Safety Plan (H &amp; S Plan)</td>
<td>Constructions Regs.</td>
<td>Within one week of receipt of these specifications</td>
</tr>
<tr>
<td>A2</td>
<td>Notification of intention to commence construction / building work</td>
<td>Complete schedule 1 (Construction Regs.)</td>
<td>Before commencement on site</td>
</tr>
<tr>
<td>A3</td>
<td>Assignment of responsible persons to supervise construction work</td>
<td>OHS Act ~ Section 16(2) appointee ~ all written appointments under the construction regulations 2014</td>
<td>Before commencement on site</td>
</tr>
<tr>
<td>A4</td>
<td>Competence of responsible persons in the form of CV’s related work history of appointees</td>
<td>OHS Act ~ Section 16(2) appointee ~ all written appointments under the construction regulations 2014</td>
<td>Together with H &amp; S Plan</td>
</tr>
<tr>
<td>A5</td>
<td>Compensation for occupational injuries and diseases – proof of registration and in good standing</td>
<td>COIDA or FEMA</td>
<td>Together with H &amp; S Plan</td>
</tr>
<tr>
<td>A6</td>
<td>Health and safety organogram showing all safety management portfolios and positions</td>
<td>Client requirement</td>
<td>Together with H &amp; S Plan</td>
</tr>
<tr>
<td>A7</td>
<td>Initial hazard identification and risk assessment document</td>
<td>Construction regulations</td>
<td>Together with H &amp; S Plan</td>
</tr>
<tr>
<td>A8</td>
<td>Fall protection plan (first draft) as defined in the construction regulations also, see</td>
<td>Construction regulations</td>
<td>Together with H &amp; S Plan</td>
</tr>
</tbody>
</table>

**HSS = health & safety specifications**  
**OHS Act = occupational health & safety Act**  
**CR = construction regulations**  
**COIDA = compensation for occupational injuries and diseases Act**
ASSIGNMENT OF PRINCIPAL CONTRACTOR’S AND CONTRACTORS’ RESPONSIBLE PERSONS

Project: Polokwane Municipality

ANNEXURE B

The Principal Contractor must make all the management appointments as set out below. Compliance with annexure ‘B’ to be maintained and proven to the safety agent at audits (Further appointments could become necessary as the project progresses).

<table>
<thead>
<tr>
<th>Item no.</th>
<th>Appointment</th>
<th>Legal Reference</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>CEO Assignee</td>
<td>Section 16(2)</td>
<td>A competent person to assist the CEO in achieving compliance with the OHS Act – P/Contractor’s / Contractor’s Responsible person</td>
</tr>
<tr>
<td>B2</td>
<td>Construction Work Manager</td>
<td>CR 8(1)</td>
<td>A full time competent person to supervise and be responsible for health &amp; safety related issues on site. The person is appointed by the Section 16(2)</td>
</tr>
<tr>
<td>B3</td>
<td>Assistant Construction Work Manager</td>
<td>CR 8(2)</td>
<td>A full time competent person(s) to assist the CR 8(1) appointee with daily supervision of construction work safety. One of the CR8(2) appointees must be designated to fulfill the role of the CR6(1) when such person is not on site. Make this clear in the appointment letter</td>
</tr>
<tr>
<td>B4</td>
<td>Health &amp; Safety Representative(s)</td>
<td>Section 17</td>
<td>A competent person(S) to be appointed to represent the workforce in H &amp; S matters. Reps may attend safety meetings, conduct monthly site audits, attend incident / injury investigations and make recommendations as far as H&amp;S goes.</td>
</tr>
<tr>
<td>B5</td>
<td>Health &amp; Safety Committee Member(s)</td>
<td>Sectin 19</td>
<td>H&amp;S reps, site supervisors / foreman and the safety officer should make up the committee, with the CR8(1) appointee chairing the committee.</td>
</tr>
<tr>
<td>B6</td>
<td>Incident Investigator</td>
<td>GAR 9</td>
<td>A competent person to head up the investigation team and co-ordinate incident / injury investigation on site.</td>
</tr>
<tr>
<td>B7</td>
<td>Risk assessment co-ordinator</td>
<td>CR9</td>
<td>A competent person to co-ordinate the drafting / reviewing / distribution of risk assessments on behalf of the principal contractor. The same applies to contractors. NQF Level 5</td>
</tr>
<tr>
<td>B8</td>
<td>Fall protection plan co-ordinator</td>
<td>CR10</td>
<td>A competent person to co-ordinate the drafting / reviewing / distribution of Fall Protection Plan. The same applies to contractors. NQF Level 4</td>
</tr>
<tr>
<td>B9</td>
<td>Emergency plan co-ordinator</td>
<td>Contractor Needs to be in line with service stationERP</td>
<td>A competent person to co-ordinate the drafting / reviewing / distribution of the site emergency procedures / evacuation plan. Such person must be fulltime on site so as to take charge of emergency situations.</td>
</tr>
<tr>
<td>B10</td>
<td>First Aider(s)</td>
<td>GSR 3</td>
<td>A certified person to address first aid situations and take charge of injuries. Level 1 certificate</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Standards/Code</td>
<td>Notes</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------</td>
<td>----------------</td>
<td>-------</td>
</tr>
<tr>
<td>B11</td>
<td>Lifting machine and lifting tackle supervisor</td>
<td>DMR 18</td>
<td>A competent P/Contractor employee to co-ordinate the management of lifting machines and tackle, ensuring that such equipment is safe for use at all times, inspected when necessary and repaired when required. The operators, banks men and contractors to liaise with this person.</td>
</tr>
<tr>
<td>B12</td>
<td>Scaffolding inspector</td>
<td>SANS 10085 – 2004</td>
<td>A competent person to inspect scaffolding before use and every time after bad weather, etc.</td>
</tr>
<tr>
<td>B13</td>
<td>Scaffold supervisor (P/Contractor)</td>
<td>SANS 10085 – 2004</td>
<td>A competent P/Contractor employee to supervise all scaffolding on site, ensuring that scaffolds are safe for use, inspected, extended / altered, repaired when required and that all trades are co-ordinated and authorised to work on such scaffolds</td>
</tr>
<tr>
<td>B14</td>
<td>Scaffolding erecter</td>
<td>SANS 10085 – 2004</td>
<td>A competent person(s) to erect scaffolding – leader of the scaffold team</td>
</tr>
<tr>
<td>B15</td>
<td>Formwork &amp; support work supervisor (Temporary Works)</td>
<td>CR12</td>
<td>A competent person to supervise all formwork &amp; support work erection &amp; dismantling. This person must also ensure that the equipment is safe and that all the necessary inspections (pre, during, post &amp; every day thereafter) are carried out &amp; records kept by the competent inspectors. Design drawings must be available to this supervisor.</td>
</tr>
<tr>
<td>B16</td>
<td>Excavation supervisor / inspector</td>
<td>CR13</td>
<td>A competent person to supervise &amp; inspect excavation work (daily) and ensure that excavations are safe. Records of inspections must be kept by this person.</td>
</tr>
<tr>
<td>B17</td>
<td>Ladder inspector</td>
<td>GSR13A</td>
<td>A competent person to inspect ladders daily and ensure they are safe for use, keeping monthly record.</td>
</tr>
<tr>
<td>B18</td>
<td>Stacking supervisor</td>
<td>CR28</td>
<td>A competent person to supervise all stacking and storage operations</td>
</tr>
<tr>
<td>B19</td>
<td>Explosive powered tools inspector / supervisor</td>
<td>CR21</td>
<td>A competent person to inspect &amp; clean the tool daily, store the tool in a safe location, ensure that cartridges are signed out and in, and control all operations thereof.</td>
</tr>
<tr>
<td>B20</td>
<td>Temporary electrical installations inspector</td>
<td>CR24</td>
<td>A competent person to inspect all temporary electrical installations. Including weekly inspections and record keeping.</td>
</tr>
<tr>
<td>B21</td>
<td>Portable Electrical Tool Inspector</td>
<td>CR 24</td>
<td>A competent person to co-ordinate / inspect portable electrical tools, leads and plugs.</td>
</tr>
<tr>
<td>B22</td>
<td>Fire-fighting equipment inspector</td>
<td>CR29</td>
<td>A competent person to co-ordinate &amp; inspect fire fighting equipment. Including ad-hoc checks and monthly inspections with records kept.</td>
</tr>
<tr>
<td>B23</td>
<td>Construction vehicles &amp; mobile plant supervisor</td>
<td>CR23</td>
<td>A competent person(s) to co-ordinate the safety of all construction vehicles &amp; mobile plant. Ensuring that daily inspections are done and records kept, that safety measures are in place, that operators are certified and authorised to operate and that maintenance and services are carried out when required.</td>
</tr>
<tr>
<td>B24</td>
<td>Construction safety officer</td>
<td>CR6(6)</td>
<td>A competent person to fulfill the functions as set out in these HSS</td>
</tr>
</tbody>
</table>
The Principal Contractor and Contractors must comply with but not be limited to the requirements tabled below: Prove compliance with annexure ‘C’ at audits conducted by the safety agent.

<table>
<thead>
<tr>
<th>Item no.</th>
<th>What</th>
<th>When</th>
<th>Output</th>
<th>Reviewed by Client</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Construction – phase Health &amp; Safety Plan</td>
<td>Monthly review</td>
<td>Principal Contractor to indicate the status of Contractors health &amp; safety plans</td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>Health &amp; Safety File(s)</td>
<td>Open file when construction begins and maintain throughout</td>
<td>Have file on hand at audits. Contractors to report on their file at monthly health &amp; safety audits by the Principal Contractor.</td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>OHS Act and relevant Regulations</td>
<td>Monthly review</td>
<td>To be kept in the health &amp; safety file on site.</td>
<td></td>
</tr>
<tr>
<td>C4</td>
<td>Health &amp; Safety Induction training, PTW Procedures &amp; SKM Passport System</td>
<td>Every worker before he/she starts work</td>
<td>Attendance registers to be kept</td>
<td></td>
</tr>
<tr>
<td>C5</td>
<td>Awareness Training (Tool Box Talks)</td>
<td>At least once a week</td>
<td>Attendance registers to be kept</td>
<td></td>
</tr>
<tr>
<td>C6</td>
<td>Health &amp; Safety Meetings</td>
<td>Monthly</td>
<td>Meeting minutes to be kept</td>
<td></td>
</tr>
<tr>
<td>C7</td>
<td>Health &amp; Safety Reports &amp; PI / NM</td>
<td>Monthly</td>
<td><strong>Report covering:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Incidents / injuries and investigations</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Non conformances by employees &amp; Contractors – reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Internal H&amp;S audit reports</td>
<td></td>
</tr>
<tr>
<td>C8</td>
<td>Audits on contractors</td>
<td>Monthly</td>
<td><strong>Report covering:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• H&amp;S File / Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• WCA status</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Appointment letters</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Section 37(2) agreements</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Risk assessment &amp; safe work procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Physical site inspection</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Any other contractor specific requirements</td>
<td></td>
</tr>
<tr>
<td>C9</td>
<td>Emergency procedure</td>
<td>Monthly</td>
<td>Compile written procedure as well as tel. Numbers</td>
<td></td>
</tr>
<tr>
<td>C10</td>
<td>Risk assessments &amp; fall protection plan</td>
<td>Updated and signed off</td>
<td>Documented risk assessments to be available</td>
<td></td>
</tr>
<tr>
<td>C11</td>
<td>Method statements</td>
<td>Drawn up and distributed before workers are exposed to the risks</td>
<td>Documented set of method statements reviewed and signed off.</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>------------------</td>
<td>---------------------------------------------------------------</td>
<td>-----------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| C12 | General Inspections | Daily | Report OHS Act compliance:  
  - Excavations  
  - Portable electrical tools  
  - Formwork & support work  
  - Explosive powered tools |
| C13 | General Inspections | Daily | • Scaffolding  
  • Temporary Electrical Installations |
| C14 | General Inspections | Monthly | • Fire fighting equipment  
  • Ladders |
| C15 | General Inspections | Monthly | • Lifting tackle  
  • Oxy-acetylene cutting & welding sets  
  • Fall prevention and arrest equipment |
| C16 | General Inspections | 6-Monthly | • Lifting machines |
| C17 | Load tests / performance tests | Annually / once erected, before use | • Lifting machines |
| C18 | List of Contractors | List to be updated weekly | Compile a list of contractors: Name, supervisor, company tel. Numbers and trade. |
| C19 | Workman’s Compensation | Ongoing | Compile a list of Contractors workman’s Compensation proof of good standing. |
| C20 | Construction site rules & Section 37(2) Mandatory Agreements | Ongoing | Compile a list of all signed up Mandataries. Proof of agreement documents to be kept in H&S file. |
OCCUPATIONAL HEALTH & SAFETY – HEALTH & SAFETY COSTS TO BE INCLUDED IN THE PRINCIPAL CONTRACTOR’S / CONTRACTORS’ PRICE

Project: Polokwane Municipality

ANNEXURE D

In terms of the Construction Regulations (2014), it is the Client’s duty to ensure that the cost for health & safety has been provided for by the Principal Contractor, before appointment. Acting on behalf of our Client, we require the following health & safety costs to be included by the Principal Contractor. It must be made very clear that these are just some of the health & safety costs to be included in your tender price. It is the duty of the Principal Contractor and Contractors to ensure that all aspects of the Occupational Health & safety Act 85/1993 and Construction Regulations are catered for.

Pricing for Occupational Health and Safety measures should include the following if applicable:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supply of all items of Personal Protective Clothing/Equipment &amp; ensure use thereof for full compliance</td>
</tr>
<tr>
<td>1.1</td>
<td>Steel toe capped safety boots</td>
</tr>
<tr>
<td>1.2</td>
<td>Overalls</td>
</tr>
<tr>
<td>1.3</td>
<td>Reflective vests (high visibility)</td>
</tr>
<tr>
<td>1.4</td>
<td>Hard hats</td>
</tr>
<tr>
<td>1.5</td>
<td>Dust masks</td>
</tr>
<tr>
<td>1.6</td>
<td>Hearing protection</td>
</tr>
<tr>
<td>1.7</td>
<td>Hand gloves</td>
</tr>
<tr>
<td>1.8</td>
<td>Any other: Principal Contractor to specify</td>
</tr>
<tr>
<td>2.</td>
<td>Supply and provision of Equipment for working at Heights &amp; ensure use thereof for full compliance</td>
</tr>
<tr>
<td>2.1</td>
<td>Fall protection equipment (Safety Harness)</td>
</tr>
<tr>
<td>2.2</td>
<td>Double lanyard harness</td>
</tr>
<tr>
<td>2.3</td>
<td>Fall protection plan</td>
</tr>
<tr>
<td>2.4</td>
<td>Scaffolding access ladders/toe boards/hand rails</td>
</tr>
<tr>
<td>2.5</td>
<td>Portable Ladders</td>
</tr>
<tr>
<td>2.6</td>
<td>Any other: Principal Contractor to specify</td>
</tr>
<tr>
<td>3.</td>
<td>Barricading: Supply &amp; install, including removal upon completion to ensure full compliance to legislation</td>
</tr>
<tr>
<td>3.1</td>
<td>Rigid type barricading</td>
</tr>
<tr>
<td>3.2</td>
<td>Temporary fence barricading along perimeter of excavated area</td>
</tr>
<tr>
<td>3.3</td>
<td>Danger tape pre-warning tape</td>
</tr>
<tr>
<td>3.4</td>
<td>Any other: Principal Contractor to specify</td>
</tr>
<tr>
<td>4.</td>
<td>Related Training</td>
</tr>
<tr>
<td>4.1</td>
<td>First Aid Training</td>
</tr>
<tr>
<td>4.2</td>
<td>Health and Safety Representative training</td>
</tr>
<tr>
<td>4.3</td>
<td>Emergency Rescue training (Height)</td>
</tr>
<tr>
<td>4.4</td>
<td>Hazard Identification Training</td>
</tr>
<tr>
<td>4.5</td>
<td>Training of Personnel working at heights</td>
</tr>
<tr>
<td>4.6</td>
<td>Construction Plant Training</td>
</tr>
<tr>
<td>4.7</td>
<td>Legal Liability (OHSACT) Training</td>
</tr>
<tr>
<td>4.8</td>
<td>COID ACT Training</td>
</tr>
<tr>
<td>4.9</td>
<td>Scaffold Erector and Inspector Training</td>
</tr>
<tr>
<td>4.10</td>
<td>Any other: Contractor to specify: Working at elevated</td>
</tr>
<tr>
<td>5.</td>
<td>Occupational Health and Safety Administration</td>
</tr>
<tr>
<td>5.1</td>
<td>Develop of a Site Specific Health and Safety Plan and Hazard and Risk Assessment by Competent person.</td>
</tr>
<tr>
<td>5.2</td>
<td>Develop of Fall Protection and Rescue Plan by a Competent Fall Protection Plan Developer.</td>
</tr>
<tr>
<td>5.3</td>
<td>Competent Occupational Health and Safety Officer/Consultant.</td>
</tr>
<tr>
<td></td>
<td>Medical Surveillance</td>
</tr>
<tr>
<td>---</td>
<td>----------------------</td>
</tr>
<tr>
<td>6.1</td>
<td>Medical Certificates of fitness for all Employees by an Occupational Health Practitioner.</td>
</tr>
<tr>
<td>6.2</td>
<td>Medical Certificates of fitness for all EPWP Employees by an Occupational Practitioner during the duration of the Construction Project.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Facilities and Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>Sanitary facility for each sex and for every 30 workers.</td>
</tr>
<tr>
<td>7.2</td>
<td>Changing facilities for each sex.</td>
</tr>
<tr>
<td>7.3</td>
<td>Sheltered eating areas</td>
</tr>
<tr>
<td>7.4</td>
<td>First aid boxes</td>
</tr>
<tr>
<td>7.5</td>
<td>Fire extinguishers</td>
</tr>
<tr>
<td>7.6</td>
<td>Waste bins</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Safety Signage</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Sufficient and adequate safety signage on constructions site and at all flammable stores.</td>
</tr>
</tbody>
</table>
ANNEXURE E

The Occupational health and Safety File must consist out of the following documentation:

INDEX

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appointment Letter from Polokwane Municipality.</td>
</tr>
<tr>
<td>2</td>
<td>Notification of Construction work.</td>
</tr>
<tr>
<td>3</td>
<td>Letter of Good standing - COID</td>
</tr>
<tr>
<td>4</td>
<td>Copy of Public Liability Insurance Policy and UIF Registration</td>
</tr>
<tr>
<td>5</td>
<td>Health and Safety Specifications</td>
</tr>
<tr>
<td>6</td>
<td>Scope of Work</td>
</tr>
<tr>
<td>7</td>
<td>Tool and Machinery list</td>
</tr>
<tr>
<td>8</td>
<td>Method Statement of all work that will be conducted.</td>
</tr>
<tr>
<td>9</td>
<td>Risk Assessment Guide / Procedure</td>
</tr>
<tr>
<td>10</td>
<td>Baseline Risk Assessments</td>
</tr>
<tr>
<td>11</td>
<td>Safe Work Procedures for all Risks</td>
</tr>
<tr>
<td>12</td>
<td>Health and Safety Information from Designer</td>
</tr>
<tr>
<td>13</td>
<td>Medical Certificates</td>
</tr>
<tr>
<td>14</td>
<td>All Health and Safety Related Policies</td>
</tr>
<tr>
<td>15</td>
<td>Section 37.2 Agreements</td>
</tr>
<tr>
<td>16</td>
<td>Induction Training Information</td>
</tr>
<tr>
<td>17</td>
<td>Site Specific Emergency numbers and Emergency Plan</td>
</tr>
<tr>
<td>18</td>
<td>Site Specific Fall Protection and Rescue Plan</td>
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<tr>
<td>19</td>
<td>Site Specific Health and Safety Plan</td>
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<td>20</td>
<td>Incident / Accident Management Control</td>
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<td>21</td>
<td>Traffic Management Plan</td>
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<td>22</td>
<td>Contractor Control Procedures</td>
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<td>23</td>
<td>Environmental Management</td>
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<tr>
<td>24</td>
<td>Hazardous Chemical Substance Register and MSDS</td>
</tr>
<tr>
<td>25</td>
<td>Example of Monthly Health and Safety Report</td>
</tr>
<tr>
<td>26</td>
<td>Health and Safety Organogram</td>
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<tr>
<td>27</td>
<td>Occupational Health and Safety ( Construction ) Appointments – With Competencies</td>
</tr>
<tr>
<td>28</td>
<td>Certificates for all lifting equipment</td>
</tr>
<tr>
<td>29</td>
<td>Sample of all registers that will be used on site.</td>
</tr>
<tr>
<td>30</td>
<td>Copy of Construction Building Plans ( A4)</td>
</tr>
<tr>
<td>31</td>
<td>Copy of the Occupational Health and Safety Act and Construction Regulations 2014</td>
</tr>
</tbody>
</table>
NOTIFICATION OF CONSTRUCTION WORK

1. (a) Name and postal address of principal contractor:

_________________________________________________________________________

(b) Name and tel. No of principal contractor’s contact person:

_________________________________________________________________________

2. Principal contractor’s compensation registration number:

_________________________________________________________________________

3. (a) Name and postal address of client:

_________________________________________________________________________

(b) Name and tel. No of client’s contact person or agent:

_________________________________________________________________________

4. (a) Name and postal address of designer(s) for the project:

_________________________________________________________________________

(b) Name and tel. No of designer(s) contact person:

_________________________________________________________________________

5. Name and telephone number of principal contractor’s construction supervisor on site appointed in terms of regulation 8(1).

_________________________________________________________________________

6. Name/s of principal contractor’s sub-ordinate supervisors on site appointed in terms of regulation 8(2).

_________________________________________________________________________

7. Exact physical address of the construction site or site office:

_________________________________________________________________________

8. Nature of the construction work:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

9. Expected commencement date: ________________________________

10. Expected completion date: ________________________________

11. Estimated maximum number of persons on the construction site.
    Total: ________________ Male: ________________ Female: ________________
12. Planned number of contractors on the construction site accountable to principal contractor:
   Contractor: ____________________

13. Name(s) of contractors already selected.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   Principal Contractor: ______________________________________ Date: __________________
   Client’s Agent (where applicable): ____________________________ Date: __________________
   __________________________: ____________________________ Date: __________________

➤ THIS DOCUMENT IS TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR PRIOR TO COMMENCEMENT OF WORK ON SITE.

Copies:
1. Original to Department of Labour
C4  Site Information

1.  GENERAL

1.1  Documentation

The documentation included in this section describes the site as at the time of tender to enable the Tenderer to price his tender, furthermore to decide upon his method of working and programming and to evaluate his risks.

1.2  Information

Only actual information about physical conditions of the site and its surroundings (if any available) is included in this Site Information and interpretation thereof is a matter for the Tenderer.

1.3  Site Location

2.  SITE INFORMATION

2.1  Records and Test Results

2.1.1  Subsoil records

No information available.

2.1.2  Borehole records

No information available.

2.2  Reports on Physical Conditions

2.2.1  Mapping

No information available.

2.2.2  Hydrographic data

No information available.
2.2.3 Hydrological information
No information available.

2.3 Publicly available Information
2.3.1 Published papers and interpretation of geotechnical information
No information available

2.4 Information about services below the surface of the site
2.4.1 Water
No information available.
2.4.2 Sewage
No information available.
2.4.3 Electricity
Not available on site.
2.4.4 Gas
Not available on site.
2.4.5 Communications
No information available.

2.5 Information about adjacent main infrastructure
2.5.1 Buildings
Houses and Shacks
2.5.2 Structures
MV and LV Eskom reticulation.
2.5.3 Internal Roads
Dirt and Tar roads.
2.5.4 Restrictions for Heavy Loads
No information available.

2.6 Atmospheric criteria
No information available.

2.7 Environmental criteria
No information available