

PROVINCIAL ADMINISTRATION OF KWAZULU-NATAL  
DEPARTMENT OF PUBLIC WORKS



**KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

**BILLS OF QUANTITIES**

with GCC for Construction Works - Second Edition 2010

**RETURNABLE DOCUMENT**  
ONE VOLUME APPROACH

**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC:  
PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT  
SYSTEM**

**Engineer/Principal Agent**

KZN Department of Public Works  
Private Bag X 42  
Ulundi  
Ulundi  
3838  
035-874 3233 - Tel Number  
N/A - Fax Number  
[Email Address]

**Employer:**

Head: Public Works  
KZN Department of Public Works  
Private Bag X 9041  
**PIETERMARITZBURG**  
3200

Tel Number: 033 - 8971300  
Fax Number: N/A

Tender Number: ZNTU 04291 W  
CIDB Grading: 3CE OR HIGHER  
ECDP Number: N/A

**Quantity Surveyor**

KZN Department of Public Works  
Private Bag X 42  
Ulundi  
3838  
035-874 3349 - Tel Number  
[Fax Number including Area Code] - Fax Number  
[Email Address]

**Region:**

Regional Manager  
KZN Department of Public Works  
Private Bag X 42  
**Ulundi**  
3838

Tel Number: 035-874 3349  
Fax Number: 035-874 2519

Project Code: 057604  
Document Date: As Per Tender Advert  
**Contract Period: 6 Calendar Months**

Contracting Party: \_\_\_\_\_  
CIDB Registration number: \_\_\_\_\_  
Central Suppliers Database Registration Number: \_\_\_\_\_



**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC:  
PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

## **THE TENDER**

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### IMPORTANT NOTICE TO TENDERERS

1. Requirements for sealing, addressing, delivering, opening and assessment of the tender are contained in the tender document.
2. Under no circumstances whatsoever may the tender document be re-typed, or re-drafted and only tenders submitted on the tender document issued by the Department will be accepted.
3. The Department reserves the right not to award the lowest bidder.
4. In addition, the Department may conduct a detailed risk assessment prior to the award of tender.
5. Tender documents must be downloaded or purchased and collected prior to the starting time of pre-tender briefing meeting.
6. No tender documents will be issued at the pre-tender briefing meeting and a site inspection meeting certificate will be issued at the pre-tender briefing meeting.
7. No late arrivals will be accepted to the pre-tender briefing meeting.
8. Late submissions will not be accepted.
9. Faxed or e-mailed tenders are not accepted.
10. Only Tenderers registered on the Central Supplier Database and within the applicable CIDB grading or higher as listed in the above-mentioned table of tenders will be legible to submit tenders.
11. Tenderers' attention is drawn to the mandatory criteria as listed in the tender document as well as phased sequence of the tender evaluation process.
12. The tender will be evaluated on the 80/20 where 80 points is for price and 20 points is for specific goals.
13. The tender document is structured as follows:
  - Section 1: The Tender and Returnable
  - Section 2: The Contract

#### Note

- 1) Section 1 returnable to be submitted completely with the flash drive which will include the excel priced Bills of Quantities at tender closing.
- 2) Bidders who elected to download the tender document at no cost from the E-tender Portal must also download the electronic Bills of Quantities and must submit the complete original completed tender document Section 1, together with all supporting documents and must submit the fully completed electronic Bills of Quantities on their own Flash Drive with their tender at close of tender.
- 14 Section 1 is returnable to be submitted completely with the flash drive which will include the excel priced Bills of Quantities at tender closing.
- 15 Tenderers who elected to download the tender document at no cost from the E-tender Portal must also download the electronic Bills of Quantities and must submit the complete original completed tender document Volume 1, together with all supporting documents and must submit the fully completed electronic Bills of Quantities on their own Flash Drive with their tender at close of tender.
- 16 NB: Failure to adhere to the below instructions and notice will lead to disqualification.
  - Each page of the tender document must be initialled.
- 17 The bid document can be downloaded from e-Tender Portal at no cost. However, should any bidder require a printed/hard copy of the bid document, a non-refundable payment in the amount R 270.00 must be made for collection thereof as per the banking details indicated below.  
Proof of payment must be produced upon collection of the bid document.  
BANKING DETAILS: NAME: KZN PROV GOV- WORKS,  
BANK: ABSA BANK,  
ACCOUNT NO: 4121941044:  
ACCOUNT TYPE: BUSINESS CHEQUE ACCOUNT,  
BRANCH: 632005,  
REFERENCE NUMBER: 14074061.



**KWAZULU-NATAL PROVINCE**  
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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION  
OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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**THE TENDER**



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**PART T1. - TENDER PROCEDURES**



**KWAZULU-NATAL PROVINCE**  
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## **T1.1 - TENDER NOTICE AND INVITATION TO TENDER**

<b>T1.1 TENDER NOTICE AND INVITATION TO TENDER</b>			
<b>THE KZN DEPARTMENT OF PUBLIC WORKS INVITES TENDERS FOR THE PROVISION OF:</b>			
<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>
<b>Advertisement date:</b>	<b>To be determined</b>	<b>Closing date:</b>	<b>03 August 2026</b>
<b>Closing time:</b>	<b>11:00</b>	<b>Validity period:</b>	<b>84 Calendar days</b>

It is estimated that tenderers must have a CIDB contractor grading designation of 3CE OR HIGHER or higher. No alternative Class of work, as referred to in Clause 25(3)(a)(i) of the CIDB Regulations, as amended, is anticipated for this project.

	<p>It is estimated that Potentially Emerging enterprises should have a CIDB contractor grading of <b>(N/A)</b> and satisfy the criterion stated in the Tender Data. (<i>Only applicable if Client has an Official Mentorship programme in place to assist potentially emerging enterprises</i>)</p> <p>All Tenderer's should have a CIDB Class of Construction Contractor Grading Designation as indicated above. No Tenderer with a PE status can be considered if <b>"N/A"</b> is indicated above because the Department does not have an Official Mentorship Programme in place to assist a Potentially Emerging Enterprise.</p>
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**Only Tenderder's who are responsive to the following responsiveness criteria are eligible to submit Tenders:**

<input checked="" type="checkbox"/>	<p>Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations for a : 3CE OR HIGHER or higher, class of construction work, are eligible to have their Tenders evaluated.</p>
<input checked="" type="checkbox"/>	<p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> <li>1 every member of the joint venture is registered with the CIDB;</li> <li>2 the lead partner has a contractor grading designation in the 3CE OR HIGHER or higher, class of construction work; or not lower than one level below the required the required grading designation in the class of works construction works under considerations and possess the required recognition status</li> <li>3 the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a : <b>3CE OR HIGHER</b> or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations.</li> </ol>
<input checked="" type="checkbox"/>	Tender document must be properly received on or before the tender closing date and time specified on the invitation, fully completed and signed in ink (All as per Standard Conditions of Tender).
<input checked="" type="checkbox"/>	Submission of Compulsory Returnable Schedules documents as per List of returnable documents.
<input checked="" type="checkbox"/>	Tax Compliance Status (TCS) PIN number and Tenderder's or entity tax reference number.
<input checked="" type="checkbox"/>	Contractor's Safety, Health and Environmental Declaration.
<input checked="" type="checkbox"/>	Complete priced Bill of Quantities to be submitted on the day of the Tender closing date.
<input checked="" type="checkbox"/>	Proof of good standing with the Compensation Commissioner - In terms of Section 84(1)(b) of the Compensation for Occupation Injuries and Disease Act, 1993, a Tenderder may not be awarded a contract if he/she is not registered and in good standing with the Compensation Commissioner.
<input checked="" type="checkbox"/>	Certified Proof of Paid Municipal Rates and Taxes (Attach) (T2.23)
<input checked="" type="checkbox"/>	Certified Proof of UIF Registration (Attach) (T2.24)
<input checked="" type="checkbox"/>	Financial Standing and other resources of Business Declaration (T2.8)
<input checked="" type="checkbox"/>	Compulsory Enterprise Questionnaire (T2.18)
<input type="checkbox"/>	Submission of declaration of interest
<input type="checkbox"/>	Submission of authority to sign authorizing a dedicated person to sign documents on behalf of firm/ consortium/ joint venture
<input checked="" type="checkbox"/>	<b>Tenderers must meet the Mandatory criteria and preference by means of specific goals</b>
<input checked="" type="checkbox"/>	<b>The bidder must be registered on CSD</b>

<input checked="" type="checkbox"/>	Invitation to Tender - SBD 1
<p><b>Please note the following for POPIA:</b>                  By submitting this tender, I hereby acknowledge consent that the KZN Department of Public Works, may, from time to time, collect/store/use/destroy/delete/share or otherwise process my Company and Director's/Shareholders personal information as the context or circumstances may require and as contemplated in terms of POPIA. <input type="checkbox"/> (TICK)</p>	

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR TENDER BEING DISQUALIFIED)

Name of Tenderer: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone Number: CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Facsimile Number: CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

E-mail Address: \_\_\_\_\_

VAT Registration Number: \_\_\_\_\_

TAX COMPLIANCE STATUS (TCS) PIN TO VERIFY ON LINE COMPLIANCE SUPPLIER STATUS VIA SARS e-FILING (T2.19) YES  or NO

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [If yes, enclose proof] YES  or NO

This tender will be evaluated according to the preferential procurement model in the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022:

80/20 Preference point scoring system       90/10 Preference point scoring system

**NOTE** Refer to T2.34 - Mandatory Requirements

Specific goals	20 Points
Price:	80 points

**1. The Specific Goal/s Allocated Points in terms of this tender:**

**Preference points system:**  
 Preferences are offered to Tenderer's who have attained points for the specific goals in accordance with the table below; Documentary Proof required to satisfy the points claimed are also indicated in the table below:

No	Specific Goal	Number of Points Allocated
1	Ownership by Black People Documentary Proof Required:  a) Original EME or QSE Sworn affidavit signed and dated by commissioner of Oaths. b) Certified copies of Identity Documents of Owners / Shareholders/ Directors of the bidding Entity	10

2	<p>Promotion of Enterprises located within a specific municipal area for work done or services rendered (King Cetshwayo/ uMkhanyakude District/ or Zululand District, KwaZulu-Natal).</p> <p>Documentary proof required:</p> <ol style="list-style-type: none"><li>1) Proof of municipal account depicting physical address of business which is not older than 03 months</li><li>2) Lease Agreement</li><li>3) Letter or proof of residence from the councilor</li></ol>	10

<b>2. Other specific goals (according to the PPPFA):</b>			
(a)	Contract participation goal by awarding contracts to targeted enterprises	0	Points
(b)	[insert specific goal]	0	Points
(c)	[insert specific goal]	0	Points
(d)	[insert specific goal]	0	Points
<b>Total must equal 10 or 20 points</b>		<b>20</b>	Points

**Notes:**

- 1 The successful Tenderer will be required to fill in and sign a written GCC 2010 2nd Edition Contract.
- 2 Tenderers should ensure that Tenders are delivered timeously to the correct address. If the Tender is late, it will not be accepted for consideration.
- 3 The requirements in respect of the application of either 80/20 and 90/10 preference points scoring system, will apply and the points reflected above for preferences will be adjusted accordingly on a pro-rata basis if required.
- 4 The Tender box is generally open during official working hours.
- 5 All Tenders must be submitted on the official forms – (Not to be re-typed)
- 6 This Tender is subject to the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT FOR CONSTRUCTION WORKS (GCC2010) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT
- 7 **The documentary proof required to satisfy the points claimed for specific goals in terms of this tender, are duly indicated on the table (1) above.**

- 8 Where stated in the tender data that a two-envelope system has been followed, open only the non-financial proposal of valid tenders in the presence of tenderer's agents, who choose to attend, at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

Evaluate that non-financial proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals are to be opened.

Open only the financial proposals of tenderers who, in the mandatory evaluation score, have more than the minimum number of points for Functionality stated in the tender data, and announce the score obtained for the non-financial proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose non-financial proposals failed to achieve the minimum number of points for Functionality.

**THE PHYSICAL ADDRESS FOR COLLECTION OF TENDER DOCUMENTS:**

Tender documents may be collected during working hours at the following address :

**KZN Department Public of Works  
 North Coast Region  
 709 Wombe Street unit "A" Ulundi**

A non-refundable tender deposit of R270 is payable as per the tender advertisement , on collection of the Tender

Account Name: KZN PROV GOV-WORKS  
 Bank Name: ABSA  
 Account Number: 41-2194-1044  
 Bank Code: 632005  
 Reference No: 14074061

The Tenderer must attach the account statement with above reference, to this Tender as proof of payment of the deposit.

**COMPULSORY CLARIFICATION MEETING**

A Compulsory clarification Meeting with representatives of the Employer will take place as follows:

**As per Tender Advertisement**

on: **As per Tender Advertisement**

**QUERIES REGARDING THE TENDERING PROCEDURE OR TECHNICAL INFORMATION MAY**

DOPW Project Manager:	Ms. S.T. Magwaza	Telephone no:	035-874 3349
Cell no:	072 261 7276	Fax no:	035-874 2519
E-mail:	silondiwe.magwaza@kznworks.gov.za		

**DEPOSIT / RETURN OF TENDER DOCUMENTS:**

Telegraphic, telephonic, telex, facsimile, electronic, posted and / or late tenders will **not** be accepted.

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

All tenders must be submitted on the official forms – (not to be re-typed)

**TENDER  
DOCUMENTS MAY  
BE:**

**DEPOSITED IN THE TENDER  
BOX AT:**

Northern Region

KZN Department Public of Works  
North Coast Region  
709 Wombe Street unit "A" Ulundi

Ulundi  
3838



**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF  
BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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**T1.2 - TENDER DATA**

<b>T1.2 TENDER DATA</b>			
<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Project Code:</b>	<b>057604</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Closing date:</b>	<b>As Per Tender Advert</b>
<b>Closing time:</b>	<b>11:00</b>	<b>Validity period:</b>	<b>84 Calendar days</b>
<b>Clause number:</b>			
	<p>The conditions of Tender are the Standard Conditions of Tender as contained in Annexure C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts as per Board Notice <b>423 of 2019</b> in Government Gazette <b>42622 of 8 August 2019</b> as amended from time to time. (see <a href="http://www.cidb.org.za">www.cidb.org.za</a>) Refer to Conditions of Tender as bound into this document.</p> <p>The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.</p> <p>Each item of data given below is cross-referenced to the clause marked "C" in the above mentioned Standard Conditions of Tender.</p>		
C.1.1	<p>The Employer is the Head: Public Works (KZN Department of Public Works-Province of KwaZulu-Natal)</p> <p>For this contract the <u>single volume</u> approach is adopted.</p> <p>This procurement document has been formatted and compiled under the headings for a single volume approach as contained in table 5 of the CIDB's "Standard for Uniformity in Engineering and Construction Works Contracts."</p> <p>The list of Returnable Documents identifies which of the documents a Tenderder must complete when submitting a Tender. The Tenderder must submit his Tender by completing the Returnable Documents including the priced Final Summary of the Bills of Quantities, signing the "Offer" section in the "Form of Offer and Acceptance" and delivering the whole of the procurement document back to the Department bound up as it was when it was received.</p>		
C.1.2	<p>The single volume procurement document issued by the Employer comprises the following:</p> <p><b>TENDER</b></p> <p><b>Part T1: Tendering procedures</b></p> <p>T1.1 - Tender Notice and Invitation to Tender</p> <p>T1.2 - Tender Data</p> <p>T1.3 - Annexure C - Standard Conditions of Tender</p> <p><b>Part T2: Returnable documents</b></p> <p>T2.1 - List of returnable documents</p> <p>T2.2 - Returnable schedules (See different forms listed in <b>T2.1 - Returnable Schedule</b>)</p> <p><b>CONTRACT</b></p> <p><b>Part C1: Agreements and Contract Data</b></p> <p>C1.1 - Form of Offer and Acceptance</p> <p>C1.2 - Contract Data</p> <p>C1.3 - Form of Guarantee (C1.3)</p> <p><b>Part C2: Pricing data</b></p> <p>C2.1 - Pricing Instructions</p> <p>C2.2 - Bills of Quantities</p> <p><b>Part C3: Scope of works</b></p> <p>C3.1 - Scope of Works</p> <p>C3.2 - Specification for HIV/AIDS awareness</p> <p>C3.3 - HIV/STI Compliance report</p> <p>C3.4 - Project Specific Construction Safety, Health and Environmental Specification</p> <p>C3.5 - Supplementary Preambles</p>		



If a tenderer wishes to submit an own alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements. A tenderer may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. Provided that the tenderer's main tender offer is according to specification and would under normal circumstances be recommended for acceptance, his alternative tender offer may also be considered for the purpose of the award of the contract.

Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.

Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.

The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs of confirming the acceptability of the detailed design before it is constructed.

**Only the complete Service as per the Bills of Quantities**

C.2.13.2	Tenderers are to ensure that their company details appear on the entire relevant Tender documentation and must be legible.
C.2.13.3	Part of each tender offer communicated on paper shall be submitted as an original, plus ONE copy of the tender document including supporting documents and priced Bill of Quantities where applicable, scanned onto a readable compact disk (CD) in pdf format, at the Tenderers own cost. The CD must be clearly marked with the tender information and company details.
C.2.13.4	The second sentence shall read as follows "The Employer will hold all authorised signatories jointly and severally liable on behalf of the tenderer". Tenderers proposing to contract as a Joint Venture shall submit a valid Joint Venture Agreement before the Joint Venture's offer could be accepted. Individuals, Partnerships and Companies proposing to contract as a party to a Joint Venture shall be jointly and severally liable on behalf of the Joint Venture.
C.2.13.5	The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are as per <b>T1.1 Tender Notice and Invitation to Tender</b> .
	A Open Procedure will be followed
C.2.15	The closing time for submission of tender offers is as per <b>T1.1 Tender Notice and Invitation to Tender</b> .
C.2.16	The tender offer validity period is as per <b>T1.1 Tender Notice and Invitation to Tender</b> .
C.2.17	Sub-clause C2.17 does not preclude the negotiation of the final terms of the contract with the preferred tenderer, following a competitive selection process, should the Employer elect to do so and provided that the competitive position of the preferred tenderer is not affected.
	The tenderer is to submit the Priced Bills of Quantities with the Returnable's at the closing of the tender.
	This is not an EPWP project
C.2.19	Access shall be provided for inspections, tests and analysis as may be required by the Employer.
C.2.22	Tenderers <b>do not</b> have to return all retained tender documents within 28 days after expiry of the Tender validity period.
	Tenderers are to refer to <b>List of Returnable Schedules and Scope of Works</b> to establish what is required to be submitted with this tender.
C.3.4	The location for opening of the tender offers, immediately after the closing time thereof shall be at: <b>KZN Department Public of Works, North Coast Region, 709 Wombe Street unit "A" Ulundi ULUNDI, 3838</b>
C.3.8	The employer must determine, on opening and before detailed valuation, whether each Tender offer properly received: a) complies with the requirements of the Conditions of Tender. b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the Tender documents.  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 or b) significantly change the Employers or the Tenderers risks and responsibilities under the contract, or c) affect the competitive position of other Tenderers 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.
C.3.13	<b>Tender offers will only be accepted if:</b> (a) Tenderers must be registered on Government's Central Supplier Database (CSD) and include their master registration number (MAAA number) on the cover page of the tender document in order to enable the institution to verify the tenderers tax status on the CSD (b) the Tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation is required for this tender and the Tenderer has submitted a CIDB certificate of registration which clearly indicates the status "Active" (c) the Tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal services charges. (d) the Tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Tenderer's ability to perform to the contract in the best interests of the employer or potentially compromise the Tender process. (e) the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) as a person prohibited from doing business with the public sector; and (f) the Tenderer has not:

	<ul style="list-style-type: none"> <li>i) abused the Employer's Supply Chain Management System; or</li> <li>ii) failed to perform on any previous contract and has been given a written notice to this effect.</li> </ul> <p>(g) the Tenderder is registered with:</p> <ul style="list-style-type: none"> <li>i) the Unemployment Insurance Fund (UIF); and</li> <li>ii) the Workmen's Compensation Fund</li> </ul> <p>(h) the Tenderder submitted Authority to Sign the tender.</p> <p>(i) the Tenderder submitted Financial standing &amp; other resources of Business Declaration.</p> <p>(j) the Tenderder submitted Equipment Schedules, if applicable.</p> <p>(k) the Tenderder signed the Form of Offer that is part of the Form of Offer and Acceptance.</p> <p>(l) the Tenderder submitted Preference Certificate, if applicable.</p> <p>(m) the Tenderder submit Final Summary of Bill of Quantities at tender closing.</p> <p>(n) the Tenderder submitted Bidder's Disclosure.</p> <p>(o) the Tenderder submitted Site Inspection Certificate from the Compulsory Briefing Meeting</p> <p>(p) All information required to assess 'Functionality' as per Tender Data scheduled requirements</p> <p>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 Tenderder as described in the form of offer and acceptance.</p>
C.3.15	Tenderders are informed that any formal dispute shall be resolved by being referred to Arbitration only.
C.3.17	Provide to the successful Tenderder one copy of the signed contract document and one copy of an unpriced bills of quantities



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BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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**T1.3 - Annexure C - Standard Conditions of Tender**

## T1.3 - Annexure C - Standard Conditions of Tender

Note: Where this document refers to Bid or Bidder it shall be read as tender or tenderer

### C.1 General

#### C.1.1 Actions

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

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

- Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.
- 2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

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

#### C.1.2 Tender Documents

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

#### C.1.3 Interpretation

C.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.

C.1.3.2 These conditions of tender, the **tender data** and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

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

- a) **conflict of interest** means any situation in which:
- someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially;
  - an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
  - incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.

#### C.1.4 Communication and employer's agent

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

#### C.1.5 Cancellation and Re-Invitation of Tenders

- C.1.5.1 An employer may, prior to the award of the tender, cancel a tender if-
- due to changed circumstances, there is no longer a need for the engineering construction works specified in the invitation;
  - funds are no longer available to cover the total envisaged expenditure; or

- c) no acceptable tenders are received.
- d) there is a material irregularity in the tender process.

**C.1.5.2** The decision to cancel a tender invitation must be published in the same manner as the original tender invitation was advertised.

**C.1.5.3** An Employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

**C.1.6 Procurement procedures**

**C.1.6.1 General**

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

**C.1.6.2 Competitive negotiation procedure**

**C.1.6.2.1** Where the **tender data** requires that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

**C.1.6.2.2** All responsive tenderers, or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the **tender data**, shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a *discriminatory effect*.

**C.1.6.2.3** At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

**C.1.6.2.4** The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.

**C.1.6.3 Proposal procedure using the two stage-system**

**C.1.6.3.1**

**Option 1**

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the **tender data**, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

**F.1.6.3.2**

**Option 2**

**C.1.6.3.2.1** Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement

**C.1.6.3.2.2** The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the **tender data**, and award the contract in terms of these conditions of tender.

**C.2 Tenderer's obligations**

**C.2.1 Eligibility**

**C.2.1.1** Submit a tender offer only if the tenderer satisfies the criteria stated in the **tender data** and the tenderer, or any of his principals, is not under any restriction to do business with employer.

**C.2.1.2** Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

**C.2.2 Cost of tendering**

**C.2.2.1** Accept that, unless otherwise stated in the **tender data**, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

**C.2.2.2** The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

**C.2.3 Check documents**

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

**C.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.

**C.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.

**C.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.

**C.2.7 Clarification meeting**

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

**C.2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the **tender data**.

**C.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 tenderer is advised to seek qualified advice regarding insurance.

**C.2.10 Pricing the tender offer**

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

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

**C.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**.

**C.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.

**C.2.11 Alterations to documents**

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

**C.2.12 Alternative tender offers**

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

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

**C.2.12.3** An alternative tender offer must only be considered if the main tender offer is the winning tender.

**C.2.13 Submitting a tender offer**

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

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

**C.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.

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

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

**C.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 tenderer's name and contact address.

**C.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**.

**C.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.

**C.2.13.9** Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the **tender data**.

**C.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.

**C.2.15 Closing time**

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

**C.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.

**C.2.16 Tender offer validity**

**C.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**.

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

**C.2.16.3** Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period lapses before the employer evaluating the tender offer(s), the contractor reserves the right to review the price based on Consumer Price Index (CPI)

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

**C.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 competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

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

**C.2.18 Provide other material**

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

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

**C.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**.

**C.2.20 Submit securities, bonds and policies**

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**.

**C.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.

**C.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**.

**C.2.23 Certificates**

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

**C.3 The employer's undertakings**

**C.3.1 Respond to request from the tenderer**

**C.3.1.1** Unless otherwise stated in the **tender data**, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the **tender data** and notify all tenderers who collected tender documents.

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

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

**C.3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three (3) days before the tender closing time stated in the **tender data**. If, as a result a tenderer applies for an extension to the closing time stated in the **tender data**, the Employer may grant such extension and, shall then notify all tenderers who collected tender documents.

**C.3.3 Return late tender offers**

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

**C.3.4 Opening of tender submissions**

- C.3.4.1** Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the **tender data**. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.
- C.3.4.2** Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the **tender data**, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.
- C.3.4.3** Make available the record outlined in C.3.4.2 to all interested persons upon request.

**C.3.5 Two-envelope system**

- C.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 tenderer's agents who choose to attend at the time and place stated in the **tender data** and announce the name of each tenderer whose technical proposal is opened.
- C.3.5.2** Evaluate the functionality of the technical proposals offered by tenderers, then advise tenderers 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 tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the **tender data**, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

**C.3.6 Non-disclosure**

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

**C.3.7 Grounds for rejection and disqualification**

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

**C.3.8 Test for responsiveness**

- C.3.8.1** Determine, after opening and before detailed evaluation, whether each tender offer properly received:
  - a) complies with the requirements of these Conditions of Tender,
  - b) has been properly and fully completed and signed, and
  - c) is responsive to the other requirements of the tender documents.
- C.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) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
  - c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

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.

**C.3.9 Arithmetical errors, omissions and discrepancies**

- C.3.9.1** Check Responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.
- C.3.9.2** Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:
- a) the gross misplacement of the decimal point in any unit rate;
  - b) omissions made in completing the pricing schedule or bills of quantities; or
  - c) arithmetic errors in:
    - i) line items totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
    - ii) the summation of the prices.
- C.3.9.3** Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices
- C.3.9.4** Where the tenderer elects to confirm the tender offer as tendered, correct the errors as
- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
  - b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

**C.3.10 Clarification of a tender offer**

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

**C.3.11 Evaluation of tender offers**

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a tenderer's obligations in submitting a tender and the employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

<b>The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following requirements:</b>	
<b>Requirement</b>	<b>Qualitative interpretation of goal</b>
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a tenderer who satisfies all requirements are not from doing business with the employer, lack of capability or capacity, legal impediments and conflict of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value.
Cost effective	The processes, procedures and methods are standardized with sufficient flexibility to attain best outcomes in respect of quality, timing and price, and least resources to effectively manage and procure procurement processes.

**The activities associated with evaluating tender offers are as follows:**

- a) Open and record tender offers received
- b) Determine whether or not tender offers are complete
- c) Determine whether or not tender offers are responsive
- d) Evaluate tender offers
- e) Determine if there are any grounds for disqualification
- f) Determine acceptability of preferred tenderer
- g) Prepare a tender evaluation report
- h) Confirm the recommendation contained in the tender evaluation report

**C.3.11.1 General**

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.





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BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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## **PART T2 - RETURNABLE DOCUMENTS**

## T2.1 LIST OF RETURNABLE DOCUMENTS

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Project Manager:</b>	<b>Ms. S.T. Magwaza</b>	<b>Tender no:</b>	<b>ZNTU 04291 W</b>

### 1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES

*(Tenderer to insert a tick (✓) in the "Returnable document" column to check which documents he/she returned with the tender)*

Tender document name	Returnable document
Bidder's Disclosure - SBD 4 (T2.11)	Yes
Authority to Sign Tender (T2.2)	Yes
Authority for Consortia or Joint Venture's to Sign Tender (T2.3)	Yes
Special Resolution of Consortia or Joint Venture's (T2.4)	Yes
Schedule of Proposed Sub-Contractors (T2.6)	Yes
Joint Venture Involvement Declaration (T2.5)	Yes
Capacity of Tenderer (T2.7)	Yes
Annual Financial Statement for past financial year (2.15)	Yes
Site Inspection Certificate as proof for attendance of compulsory briefing meeting (T2.10)	Yes
Preference Points Claim Form (T2.9)	Yes
Compulsory Enterprise Questionnaire (T2.18)	Yes
Financial Standing and other resources of Business Declaration (T2.8)	Yes
Contractor's Safety, Health and Environmental Declaration (T2.17)	Yes
Complete Priced Bill of Quantities (T2.22)	Yes
Certified Proof of CIDB Registration Number (T2.27)	Yes
Contract Form - Purchase of Goods/Works - Part 1 (T2.29)	Yes
Contract Form - Purchase of Goods/Works - Part 2 (T2.30)	Yes
Functionality Criteria (T2.34)	Yes
Invitation to Tender - SBD 1 (T2.35)	Yes

### 2. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES BUT TO BE SUPPLIED BY THE TENDERER

*(Tenderer to insert a tick (✓) in the "Returnable document" column to check which documents he/she returned with the tender)*

Tender document name	Returnable document
Tax Compliance Status (TCS) PIN to verify on line Compliance Supplier Status via e-Filing (T2.19)	Yes
Certified Proof of Good Standing with the Compensation Commissioner (Attach) (T2.20)	Yes
Proof of payment of Tender deposit (T2.28)	Yes
Certified Proof of Paid Municipal Rates and Taxes (Attach) (T2.23)	Yes
Certified Proof of UIF Registration (Attach) (T2.24)	Yes
Certified Proof of Registration Number on the Central Suppliers Database (T2.26)	Yes
Annual Financial Statement for past financial year (2.15)	Yes
Entire tender document including returnable and supporting documents, scanned as PDF onto a CD, clearly marked with the Tender information.	Yes

### 3. Additional information that may be required during the bid evaluation

Certified copy of Founding Statement (CK1), if the firm is a close corporation	Yes
Articles of Agreement (CM1) and shareholding certificates endorsed by an auditor if the firm is a Company.	Yes
Articles of Association and shareholding certificate, endorsed by an auditor, if the firm is a private Company PTY LTD	Yes
In the event of the bidder being a public company, a letter from their auditor, certifying their status as a public company and attached thereto, a certified copy of the bidder's Articles of Agreement	

#### 4. RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT

(Tenderer to Insert a tick (✓) in the "Returnable document" column to check which documents he/she returned with the Tender)

Tender document name	Returnable document
Form of Offer and Acceptance (Bound into Section 1 of 2) (T2.21)	Yes
Record of Addenda to Tender Documents (T2.12)	Yes
Particulars of Electrical Contractor (T2.13)	Yes
Equipment Schedules-Mechanical / Electrical / Security Material (T2.16)	Yes
Schedule of Imported Materials and Equipment (T2.14)	Yes
Confirm Receipt of Offer and Acceptance (T2.21a)	Yes

#### 5. OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

(Tenderer to Insert a tick (✓) in the "Returnable document" column to check which documents he/she returned with the Tender)

Tender document name	Returnable document
Bill of Quantities (T2.22)	Yes
Form of Guarantee (C1.3)	Yes
List of Drawings/Annexure's (C5.1)	Yes
The National Industrial Participation Programme (T2.25)	Yes
Required Structure of Contractor's detailed OHSE Plan (T2.31)	Yes
Client's specific requirements for the Contractor's detailed OHSE Plan (T2.32)	Yes
Base line Risk Assessment (T2.33)	Yes

#### 6. DOCUMENTS REQUIRED FOR THE EVALUATION OF MANDATORY

(Tenderer to Insert a tick (✓) in the "Returnable document" column to check which documents he/she returned with the Tender)

Tender document name	Returnable
Proof of working capital at least 1.5% of the project value in the form of original or copy of bank statement with bank stamp from a registered financial institution not older than 3 months or original/ certified copy of signed letter on a letterhead from registered financial institution indicating willingness to finance the contractor at a value of 1.5% of the contract value not older than 3 months. (T2.36)	Yes
Final summary of Bills of quantities (T2.22). The Bills of Quantities must be fully priced on the flash drive and submitted with the returnable section of this tender document. Hand-written completion of the Bills of Quantities will only be required at award stage from the successful Tenderer.	Yes
Scheduled previously completed Civil engineering projects involving drilling of boreholes (2) to the value of 2CE contractor higher is required in the last (5 years) - Letters of award, practical completion or completion certificates and reference letters for the projects completed (T2.38)	Yes
Proof of two original or certified copy of the original letters of credit references not older than 6 months with a combined minimum of R500 000.00 to be submitted. The letters must be dated, signed, and on the letterhead of the supplier. (T2.37).	Yes
Letter of intent to provide a construction guarantee to a value of 5% of the project value from registered financial institution.	Yes
Detailed schedule of resources at all levels	N/A
Schedule of years of experience on similar projects	N/A
Schedule of experience on projects of similar value and duration (Past 3 years) – letters of award to be attached and practical completion certificate for all work completed in the preceding 3 years	N/A
Demonstrated ability to work on an accelerated programme	N/A
Experience in projects that have operational challenges i.e. public interface	N/A
Submission of a detailed organogram	N/A
All key project resources have more than (5) years' experience in the construction industry. All key project resources have experience in projects of a similar value and nature	N/A
Detailed CV. Traceable reference. Certificates of qualified professionals in their full employment to be attached.	N/A
Detailed CV of each team member (Category) and Traceable references to be detailed	N/A
All key project resources are dedicated full time for the duration of the project including proof of UIF contributions	N/A
Tenderer to demonstrate key/resource deployment over the various work package	N/A

Letter from a registered financial institution confirming intention to issue a provision of a guarantee	N/A	N/A
Site establishment indicating proposed layout for all prescribed facilities, hoarding, etc.	N/A	N/A
Resourcing strategy for the various work breakdown structures including resource deployment plan (PS)	N/A	N/A
Material storage, handling and distribution	N/A	N/A
Productivity, programming, resource investment, progress tracking, corrective action plans, etc.	N/A	N/A
Programme and progress reporting, including tracking of long lead procurement items	N/A	N/A
OHS Management, compliance and reporting	N/A	N/A
Site documentation control, filing and archiving	N/A	N/A
Queries and information required approach	N/A	N/A
Procurement of outsourced resources e.g. sub-contractors	N/A	N/A
	No	N/A
	No	N/A
	No	N/A
	No	N/A
	No	N/A
	No	N/A

## T2.2 AUTHORITY TO SIGN TENDER

The bidder must indicate the enterprise status by ticking the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO- OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative)

NAME	ADDRESS	SIGNATURE	DATE

*(If the space provided is not enough, a separate list should be attached)*

**Note: In a case of a Sole proprietor, a director may appoint himself/herself if they will be the one signing all documents**

## T2.3 AUTHORITY FOR CONSORTIA OR JOINT VENTURES TO SIGN TENDER

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

\_\_\_\_\_

(Legally correct full name and registration number, if applicable, of the Enterprise)

held at (town): \_\_\_\_\_ on (date): \_\_\_\_\_

**RESOLVED that:**

1. The Enterprise submits a Tender, in consortium/Joint Venture with the following Enterprises:

\_\_\_\_\_

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the KZN Department of Public Works in respect of the following project:

**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

Tender Number: **ZNTU 04291 W**

2. \* Mr. / Mrs. / Ms.: \_\_\_\_\_ in

\*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows:

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Postal Code)

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Postal Code)

Telephone number: (Dialling Code followed by number) \_\_\_\_\_

Fax number: (Dialling Code followed by number) \_\_\_\_\_

Email Address : \_\_\_\_\_

**\*BOARD OF DIRECTORS / MEMBERS / PARTNERS in Consortium of Joint Venture**

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Note:**

- \* Delete which is not applicable.
- NB. This resolution / Power of Attorney must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
- Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP (If Any)**

--

**Deemed to satisfy joint venture arrangements**

Grading 2 + Grading 2 + Grading 2
Grading 3 + Grading 3 + Grading 3
Grading 4 + Grading 4
Grading 4 + Grading 3 + Grading 3
Grading 5 + Grading 5
Grading 5 + Grading 4 + Grading 4
Grading 6 + Grading 6
Grading 6 + Grading 5 + Grading 5
Grading 7 + Grading 7 + Grading 7
Grading 8 + Grading 8 + Grading 8

**Designation**

= 3
= 4
= 5
= 5
= 6
= 6
= 7
= 7
= 8
= 8
= 9

Tenderers who envisage entering into a Joint Venture shall complete a submit a Joint Venture Agreement (see copy of CIDB's agreement elsewhere in this document) with this Tender.

THE CIDB JOINT VENTURE GRADING DESIGNATION CALCULATOR sums the capacity of all joint venture partners and calculates a grading designation for the joint venture

**T2.4 SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES**

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, of the Enterprises forming a Consortium/Joint Venture)*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

held at: \_\_\_\_\_ (place) on \_\_\_\_\_ (date)

**RESOLVED that:**

A. The above-mentioned Enterprises submits a Tender in Consortium/Joint Venture to the KZN Department of Public Works in respect of the following project:

**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

---

Tender Number: **ZNTU 04291 W**

Project Code: **057604**

B. Mr/Mrs/Ms: \_\_\_\_\_ in

\*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Postal Code)

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Postal Code)

Telephone number: (Dialling Code followed by number) \_\_\_\_\_

Fax number: (Dialling Code followed by number) \_\_\_\_\_

Email Address : \_\_\_\_\_

**\*BOARD OF DIRECTORS / MEMBERS / PARTNERS in Consortium of Joint Venture**

	<b>Name</b>	<b>Capacity</b>	<b>Signature</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Note:**

1. \*Delete which is not applicable.
2. **NB.** This resolution / Power of Attorney must be signed by all the Duly Authorised Representatives of the Legal Entities to the Consortium/Joint Venture submitting this Tender.
3. Should the number of Duly Authorised Representatives of the Legal Entities joining forces in this Tender exceed the space available above, additional names and signatures must be supplied on a separate page.
4. Resolutions, duly completed and signed, from the separate Enterprises who participate in this Consortium/Joint Venture must be attached to the Special Resolution.



**T2.6 SCHEDULE OF PROPOSED SUBCONTRACTORS**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>	
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code: 057604</b>

We notify you that it is our intention to employ the following Subcontractors for work in this contract. The Subcontractors will all be CIDB registered and their CIDB Registration number shall be submitted below.

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.**

No	Name and address of proposed Subcontractor	Nature and extent of work	Year Completed	Value (R):	Contact Tel No:	Previous experience with Subcontractor
1	CIDB Registration Number:					
2	CIDB Registration Number:					
3	CIDB Registration Number:					
4	CIDB Registration Number:					
5	CIDB Registration Number:					
<b>Name of authorised representative</b>		<b>Signature</b>			<b>Capacity</b>	<b>Date</b>
<b>Name of Enterprise:</b>						

T2.7 CAPACITY OF TENDERER			
Project title:	ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM		
Tender no:	ZNTU 04291 W	Project Code:	057604

1. **WORK CAPACITY:** (The Tenderer is requested to furnish the following capacity particulars and to attach additional pages if more space is required. Failure to furnish the particulars may result in the Tender being disregarded.)

1.1. **Artisans and Employees:** (*Artisans and Employees to be, or are, employed for this project*)

Categories of Employee - Key Personnel (part of Business Enterprise)	Professional Registration No.	Date of Employment	Number
Site Agent			
Project Manager			
Foreman			
Quality Control & Safety Officer-Construction Supervisor			
Artisans			
Unskilled employees			
Others			

1.2. **Provide full particulars of the following Assets:** (*Assets owned and to be hired - Indicate owned assets*)

Machinery	Plant	Equipment	Vehicles



**2.2. Current Government sector projects: (List the 5 projects closest to the contractor grading designation of this project)**

1	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	
2	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	
3	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	
4	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	
5	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	

**T2.8 FINANCIAL STANDING AND OTHER RESOURCES OF BUSINESS  
 DECLARATION**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

- (a) Based on the track record determined on the Minimum Average Annual Turnover coupled to the assessed Works Capabilities of Contracting Enterprises, the Construction Industry Development Board (CIDB) awards Grading Designations and accordingly registers it on the system.
- (b) However, it regularly occurs that a Contractor will at the same time submit tenders for a number of projects that are advertised during an overlapping period. Moreover, the Contractor may be busy with a Contract that is of the registered CIDB Grading Designation (value) or is even attending to a number of smaller valued Contracts.
- (c) It therefore becomes the prerogative of a Tenderer in such instances to prove to the Department that the Enterprise has the capacity in every respect to attend to more than one (1) contract at a time.
- (d) A Tenderer who wishes to be considered for this tender Contract award, over and above other tenders that they have submitted, shall submit when requested by the DoPW the necessary proof that:
  - (i) he/she has access to additional finance (inclusive of a PERFORMANCE GUARANTEE BY A REGISTERED FINANCIAL INSTITUTION),
  - (ii) he/she has additional Human Resources available to successfully complete this project.
  - (iii) he/she has adequate Equipment, Plant and Machinery that all of the above can, undoubtedly, be sourced for this tender. (Please submit to the DoPW the name and contact details of the supplier if the Tenderer is going to hire Equipment, Plant or Machinery, when requested.)
- (e) Tenderer to submit their latest 12 months audited financial statements with the returnable documents.

I, the undersigned,

*(name of person authorized to sign on behalf of the Tenderer)*

understand that it is the responsibility of the Tenderer to prove and provide when requested by the DoPW, evidence of the good Financial Standing of the Business to complete the Contract successfully.

Furthermore, it is understood that failure to provide when requested by DoPW, at least the information as stated in paragraphs (d)(i)(ii) AND (iii) above will not enable the Evaluation Team to assess the CURRENT financial standing of the Business and the failure to provide said information when requested will, therefore, invalidate the Tender.

I accept and understand that the KZN Department of Public Works, as representative of the Provincial Administration of KwaZulu-Natal in this tender, may act against me and the Tenderer, jointly and severally, should this declaration and/or any information provided be found to be false.

Duly signed at..... on this the..... day of..... 20..

Full Name of Signatory

Name of Enterprise

Capacity of Signatory

Signature of authorised representative

## T2.5 JOINT VENTURES INVOLVEMENT DECLARATION

<b>Project title:</b>	ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM		
<b>Tender no:</b>	ZNTU 04291 W	<b>Project Code:</b>	057604

**DECLARATION RELATING TO A TENDER SUBMITTED BY A JOINT VENTURE :**

I/We the undersigned parties do hereby declare that our respective involvement in the Works, of which I/we tender by Joint Venture, would be as follows :-

<b>Party No. 1</b>	
<b>CENTRAL SUPPLIERS DATABASE REGISTRATION NO:</b>	
<b>TenderDERS CIDB REGISTRATION NUMBER:</b>	
Name	
Address	
Percentage involvement	%

<b>Party No. 2</b>	
<b>CENTRAL SUPPLIERS DATABASE REGISTRATION NO:</b>	
<b>TENDERERS CIDB REGISTRATION NUMBER:</b>	
Name	
Address	
Percentage involvement	%

<b>Party No. 3</b>	
<b>CENTRAL SUPPLIERS DATABASE REGISTRATION NO:</b>	
<b>TenderDERS CIDB REGISTRATION NUMBER:</b>	
Name	
Address	
Percentage involvement	%

---

---

**Signed - Party No. 1**

I/We (Full Name) \_\_\_\_\_

duly authorised in my capacity as \_\_\_\_\_

Of (Enterprise name): \_\_\_\_\_

do jointly and severally accept responsibility for the due performance of the Works contained in the above project should such Tender submitted by the Joint Venture be accepted.

\_\_\_\_\_  
Signed by Authorised Representative

\_\_\_\_\_  
Date

---

---

**Signed - Party No. 2**

I/We (Full Name) \_\_\_\_\_

duly authorised in my capacity as \_\_\_\_\_

Of (Enterprise name): \_\_\_\_\_

do jointly and severally accept responsibility for the due performance of the Works contained in the above project should such tender submitted by the Joint Venture be accepted.

\_\_\_\_\_  
Signed by Authorised Representative

\_\_\_\_\_  
Date

---

---

**Signed - Party No. 3**

I/We (Full Name) \_\_\_\_\_

duly authorised in my capacity as \_\_\_\_\_

Of (Enterprise name): \_\_\_\_\_

do jointly and severally accept responsibility for the due performance of the Works contained in the above project should such tender submitted by the Joint Venture be accepted.

\_\_\_\_\_  
Signed by Authorised Representative

\_\_\_\_\_  
Date

.....  
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....

T2.10 SITE INSPECTION MEETING CERTIFICATE			
Project title:	ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM		
Tender no:	ZNTU 04291 W	Project Code:	057604
Site Inspection Date:		N/A	

This is to certify that I, \_\_\_\_\_  
(Name of authorised Representative)  
 representing \_\_\_\_\_  
(Name of Enterprise)  
 visited the site on: \_\_\_\_\_  
(Date)

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

I declare that the representative, named above, is my authorised representative and **not** a third party agent and that my representative's attending of this site meeting, shall be deemed conclusive proof that my Enterprise are fully aware of what was said and discussed at this meeting.

Name of Tenderer	Signature	Date

Name of DOPW Representative	Signature	Date

**This form is only to be completed when applicable to the tender and if a Compulsory Briefing meeting has been called.**



Departmental Stamp:

**T2.11 BIDDER'S DISCLOSURE - SBD 4**

## BIDDER'S DISCLOSURE

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

---

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

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

<b>T2.12 RECORD OF ADDENDA TO TENDER DOCUMENTS</b>			
<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

The undersigned 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:

	Date	Title or Details	No. of Pages
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Attach Additional Pages if more space is required

**Tenderer to attach proof of receipt of above listed addenda**

<b>Signed</b>		<b>Date</b>	
<b>Name</b>		<b>Position</b>	
<b>Tenderer</b>			

**T2.13 PARTICULARS OF ELECTRICAL CONTRACTOR**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

**Name of Electrical Contractor:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_  
*(Area Code)(Number)*

**Fax Number:** \_\_\_\_\_  
*(Area Code)(Number)*

<b>Registration number at the Department of Labour:</b>	
---	--

<b>Name of authorised representative</b>	<b>Signature</b>	<b>Date</b>

**T2.14 SCHEDULE FOR IMPORTED MATERIALS AND EQUIPMENT**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

This schedule should be completed by the tenderer. (Attach additional page(s) if more space is required)

Item	Material / Equipment	Quotation (Excluding VAT)
1		R
2		R
3		R
4		R
5		R
6		R

The Contractor shall list imported items, materials and/or equipment which shall be excluded from the Contract Price Adjustment Provisions (if applicable) and shall be adjusted in terms of currency fluctuations only. Copies of the supplier's quotations for the items, materials or equipment (provided that such costs shall not be higher than the relevant contract rate as listed above) should be lodged with the Principal Agent / Engineer of the Department of Public Works within 60 (sixty) days from the date of acceptance of the tender. No adjustment of the local VAT amount, nor the contractor's profit, discount, mark-up, handling costs, etc. shall be allowed. (See P&G E16)

These net amounts will be adjusted as follows:

**FORMULA:**

The net amount to be added to or deducted from the contract sum:

$$A = V \left( \frac{Z}{Y} - 1 \right)$$

A = the amount (R) of adjustment

V = the net amount (supplier's quotation) (R) of the imported item

Y = exchange rate 14 days prior to closing date of tender submission

Z = exchange rate on the date of the Bill of Lading\* of exporters invoice.

*\* A bill of lading (sometimes abbreviated as B/L or BoL) is a document issued by a carrier which details a shipment of merchandise and gives title of that shipment to a specified party. Bills of lading are one of three important documents used in international trade to help guarantee that exporters receive payment and importers receive merchandise. A straight bill of lading, which is referred to above, is used when payment has been made in advance of shipment and requires a carrier to deliver the merchandise to the appropriate party. It is therefore the date of the paid up invoice when the shipment leaves the exporter's location.  
 [http://en.wikipedia.org/wiki/Bill\_of\_lading]*

Name of authorised representative	Signature	Date

**T2.15a LATEST 12 MONTH ANNUAL FINANCIAL STATEMENT**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

**ATTACH A CERTIFIED COPY OF THE ANNUAL FINANCIAL STATEMENT OF THE COMPANY FOR THE PAST FINANCIAL YEAR TO THIS PAGE FOR ADJUDICATION PURPOSES**

**NOTE**

In the case of a Tender by a Joint Venture, certified copies of the annual financial statements of the past financial year in respect of each party to the Joint Venture must be attached to this page

**ATTACH COMPANY LATEST 12 MONTHS ANNUAL FINANCIAL STATEMENTS TO THIS PAGE**

**T2.9 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

Project Title:	ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM
Tender Number:	ZNTU 04291 W
Project Code:	057604

**SBD 6.1  
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

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

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

**1. GENERAL CONDITIONS**

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

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

**1.2 To be completed by the organ of state**

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

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

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

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

**2. DEFINITIONS**

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

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

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

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

$$80/20 \quad \text{or} \quad 90/10$$

$$Ps=80(1-(Pt-P \text{ min })/(P \text{ min })) \text{ or } Ps=90(1-(Pt-P \text{ min })/(P \text{ min }))$$

Where

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

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

**3.2.1. POINTS AWARDED FOR PRICE**

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

80/20 or 90/10  

$$Ps=80(1+(Pt-P \max )/(P \max )) \text{ or } Ps=90(1+(Pt-P \max )/P \max )$$

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

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of Points allocated (90/10 system) (to be completed by the Organ of State)	Number of Points allocated (80/20 system) (to be completed by the Organ of State)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Ownership by Black People		10		
Promotion of enterprises located in a specific municipal area for work to be done or services to be rendered		10		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company Registration Number .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]


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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

## T2.16 EQUIPMENT SCHEDULES

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

The Tenderer shall complete the following schedules giving details of the various items of materials or equipment that he includes in his offer.

**TECHNICAL DATA: STANDBY GENERATOR**

Manufacturer:	
Model number:	
Serial number:	
Voltage	
KVA	
Frequency	
RPM	
Cylinder/stroke	
Fuel capacity and consumption	
Sound pressure level	
Condenser air flow rate	
Attenuation type	
Battery Type	
AMF Change Over Panel Type	
Starter Motor Type and Voltage	
Standard Compliance	

**Project Code: 057604**

## EQUIPMENT SCHEDULES

**TECHNICAL DATA: UNINTERRUPTABLE POWER SUPPLY UPS**

Manufacturer	
Model	
Frequency	
Harmonic Distortion Reduction	
Operating Temperature	
Range of Protection – Lightning Strike	
KVA	
Maximum current, cooling mode	
Agent	
Telephone number of Agent	
Brochure enclosed	Yes/No

**TECHNICAL DATA: PARCEL X-RAY UNITS**

Manufacturer	
Model	
Dimension /Size	
Resolution	
Zoom ranges	
External Radiation Levels	
Standard Compliance	
Electrical nominal voltage	Volts
Monitor Type and size	
Agent	
Telephone no of Agent	
Brochure enclosed	Yes/No

Project Code: 057604

## EQUIPMENT SCHEDULES

TECHNICAL DATA: WALK THROUGH DETECTOR

Manufacturer	
Model	
Timer mode	
No of sequential settings per time switch	
No of N/O and N/C contacts per setting	
Adjustable time lapse between settings	
Operating voltage	
Operating current	
Agent	
Telephone number	
Brochure enclosed	Yes/No

TECHNICAL DATA: TURNSTILE

Manufacturer	
Size	
Range	
Voltage	
Battery Back Up Time	
Finish	
Agent	
Telephone number	
Brochure enclosed	Yes/No

Project Code: 057604

## EQUIPMENT SCHEDULES

TECHNICAL DATA: PARAPLEGIC LIFT

Manufacturer	
Panel thickness	
Load	
Stops	
Car Size	
Door Opening	
Door Type	
Speed	
Type of Drive	
Speed Control	
Type of Car and Landing Buttons	
Type of Landing Door Frames	
Type of Door	
Internal Finishes	
Pit	
Head Room	
Battery Type	
Method of joining panels	
Floor construction	
Standard Compliance	
Agent	
Telephone number of Agent	
Brochure enclosed	Yes/No

**Project Code: 057604**

## EQUIPMENT SCHEDULES

**TECHNICAL DATA: AIR-CONDITIONING AND VENTILATION INSTALLATION**

Area:		
Manufacturer:		
Model number:	WCPU	
	Cooling Tower	
Serial number:	WCPU	
	Cooling Tower	
Voltage		V
Starting amps		A
Running amps		A
System supply gauge pressure		kPA
System return gauge pressure		kPA
Condenser water inlet temperature		°C
Condenser water outlet temperature		°C
Condenser water flow rate		l/s
Blower unit air inlet temperature		°C
Blower unit air outlet temperature		°C
Blower unit air flow rate		m³/s
Conditioned room air temperature after 1 hour, Design		°C
Conditioned room air temperature after 1 hour, Actual		°C



**T2.17 CONTRACTOR'S SAFETY, HEALTH AND ENVIRONMENTAL  
 DECLARATION**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604:          MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER          PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

In terms of Regulation 5(1)(h) of the Construction Regulations of February 2014 a Contractor may only be appointed to perform construction work if the Client is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act, Act 85 of 1993 and the Construction Regulations of February 2014. In line with this requirement the Contractor is required to read through this document carefully, sign it and submit it with his/her Tender.

**DECLARATION**

1. I, the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act, Act 85 of 1993 and the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specifications attached to this document.
2. I hereby declare that my company and its employees has the necessary competency and resources to safely carry out the construction works under this contract in compliance with the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specifications.
3. I hereby confirm that adequate provisions has been made in my Tender to cover the cost of all Safety, Health and Environmental duties and responsibilities imposed on me by the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specifications.
4. I hereby undertake that if my Tender is accepted, to provide before commencement of the Works under the contract or as required by the Conditions of the Contract, a suitable and sufficiently documented Construction Safety, Health and Environmental Management Plan in accordance with Regulation 7(1)(a) of the Construction Regulations of February 2014, which shall be subject for approval by the Client.
5. I confirm that I may not commence with any part of construction work under the contract until my Construction Safety Health and Environmental Management Plan has been approved in writing by the Client.
6. I hereby confirm that copies of the following documentation will be kept on site for viewing and inspection purposes for the duration of the construction work:
  - a) Client's Construction Safety, Health and Environmental Specification.
  - b) Approved Construction Safety, Health and Environmental Plan.
  - c) Occupational Health and Safety Act, Act 85 of 1993.
  - d) Construction Regulations of February 2014.
7. I agree that my failure to complete and execute this declaration to the satisfaction of the Client will mean that I am unable to comply with the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and the Construction Regulations of February 2014, and accept that my Tender will be rejected.

Duly signed at ..... on this the ..... day of ..... 20.....

Full Name of Signatory \_\_\_\_\_

Name of Enterprise \_\_\_\_\_

Capacity of Signatory \_\_\_\_\_

Signature of authorised representative of Tenderer \_\_\_\_\_

**T2.18 Compulsory Enterprise Questionnaire**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

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.

<b>Section 1: Name of enterprise:</b>	
<b>Section 2: VAT registration number, if any:</b>	
<b>Section 3: CIDB registration number, if any:</b>	
<b>Section 4: CSD Number:</b>	

**Section 5: Particulars of sole proprietors and partners in partnerships**

<b>Name*</b>	<b>Identity number*</b>	<b>Personal income tax number*</b>

\* Complete only if sole proprietor or partnership and attach separate page if more than 6 partners

**Section 6: Particulars of companies and close corporations**

Company registration number	
Close corporation number	
Tax reference number	

**Section 7: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement**

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

- i) authorizes the Employer to verify the tenderers tax clearance status from the South African Revenue Services that it is in order;
- ii) confirms that 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.

<b>Signed</b>		<b>Date</b>	
<b>Name</b>			
<b>Position</b>			
<b>Enterprise name</b>			

**T2.19 TAX COMPLIANCE STATUS (TCS) PIN TO VERIFY ON LINE  
 COMPLIANCE SUPPLIER STATUS VIA SARS e-FILING**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

**TAX CLEARANCE REQUIREMENTS**

It is a condition of Tender that the taxes of the successful tenderer must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the tenderer's tax obligations. It is a condition of this Offer of Commission that your practice remains in good standing with SARS (South African Revenue Services) in terms of its tax clearance.

1. In order to meet this requirement Tenderers are required to apply via e-filing at any SARS branch office nationally. The Tax Compliance Status (TCS) requirements are also applicable to foreign Tenderers / individuals who wish to submit tenders.
2. SARS will then furnish the tenderer with a Tax Compliance Status (TCS) PIN that will be valid for a period of 1 (one) year from the date of approval.
3. In tenders where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Compliance Status (TCS) PIN.
4. Application for Tax Compliance Status (TCS) PIN can be done via e-filing at any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
5. Tax Clearance Certificates may be printed via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**IMPORTANT NOTICE**

1. The South African Revenue Services (SARS) has phased out the issuing of paper Tax Clearance Certificates.
2. From 18 April 2016 SARS introduced an enhanced Tax Compliance (TCS) system.
3. The new system allows taxpayers to obtain a Tax Compliance Status (PIN), which can be utilised by authorised third parties to verify taxpayers compliance status online via SARS e-filing.
4. Tenderers are required to fill in clearly, legibly, in bold print and black ink the SARS (TCS) PIN number and Tax Reference number in the space hereunder:

<b>Tax Compliance Status(TCS) PIN Number</b>	
<b>Company / Tendering Entity Tax Reference Number</b>	

**Name of Tenderer:** .....

**Signature of tenderer:** .....

**Date:** .....

**T2.20 CERTIFIED PROOF OF GOOD STANDING WITH THE  
COMPENSATION COMMISSIONER**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

**ATTACH A CERTIFIED COPY OF PROOF, THAT THE  
TENDERER IS IN GOOD STANDING WITH THE  
COMPENSATION COMMISSIONER, TO THIS PAGE FOR  
ADJUDICATION PURPOSES**

**NOTE**

In the case of a Tender by a Joint Venture, certified copies of proof of Good Standing with the Compensation Commissioner in respect of each party to the Joint Venture must be attached to this page

**T2.21 - FORM OF OFFER AND ACCEPTANCE**

Tender no: ZNTU 04291 W

**OFFER**

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

**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the Contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

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

<b>Amount (in words):</b>	
<b>Amount in figures:</b>	R

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

<b>Signature (s)</b>			
<b>Name (s)</b>			
<b>Capacity</b>			
<b>For the tenderer</b>			
	(Name and address of tenderer)		
<b>Name and signature of witness</b>		<b>Date</b>	

**ACCEPTANCE**

By signing this part of this Form of Offer and Acceptance, the Employer identified below, accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the contract that is the subject of this Agreement.

The terms of the contract, are contained in:

- Part C1 Agreement and Contract Data, (which includes this agreement)
- Part C2 Pricing data
- Part C3 Scope of work.

**Part C4**                      **Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.**

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

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

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five (5) working days of the date of such receipt notifies the employer in writing of any reason why he/she cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

<b>Signature (s)</b>			
<b>Name (s)</b>			
<b>Capacity</b>			
<b>For the employer</b>			
	<i>(Name and address of employer)</i>		
<b>Name and signature of witness</b>			

## Schedule of Deviations

Notes:

1. 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.
2. A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and
3. 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
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

<b>1.1.1. Subject:</b>
<b>Details:</b>

<b>1.1.2. Subject:</b>
<b>Details:</b>

<b>1.1.3. Subject:</b>
<b>Details:</b>

<b>1.1.4. Subject:</b>
<b>Details:</b>

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

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



## T2.21a CONFIRMATION OF RECEIPT

**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC:  
PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

<b>Tender no.:</b>	ZNTU 04291 W	<b>Project Code:</b>	057604
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The Tenderer (now Contractor), identified in the Offer part of this Agreement hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

the \_\_\_\_\_ (day)

of \_\_\_\_\_ (month)

\_\_\_\_\_ (year)

at \_\_\_\_\_ (Place)

For the Contractor:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Capacity*

Signature and name of witness:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

**T2.22 - FINAL BILL OF QUANTITY SUMMARY**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

**ATTACH SUMMARY PAGE OF THE BILL OF QUANTITIES**

**T2.23 - PROOF OF PAID MUNICIPAL RATES & TAXES**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

**ATTACH PROOF OF PAID MUNICIPAL RATES & TAXES TO  
THIS PAGE FOR ADJUDICATION PURPOSES**

**NOTE**

In the case of a Quotation by a Joint Venture, proof of paid municipal rates and taxes for each member of the Joint Venture should be attached to this form.

**T2.24 - CERTIFIED PROOF OF VALID UIF REGISTRATION**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

**ATTACH A CERTIFIED COPY OF PROOF, THAT THE  
TENDERER IS IN GOOD STANDING WITH THE UIF TO THIS  
PAGE FOR ADJUDICATION PURPOSES**

**NOTE**

In the case of a Tender by a Joint Venture, certified copies of proof of Good Standing with the **UIF** in respect of each party to the Joint Venture must be attached to this page

The contractor must submit proof of UIF Contributions made to the fund to the Principal Agent on a monthly basis for the duration of the contract.

Should the contractor default on his monthly payments, the Employer will pay the outstanding payments due and the contractor will be liable for payments made by the Employer on behalf of the contractor, plus any additional cost associated with this process.

## T2.25 THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

This document must be signed and submitted together with your tender

### 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.  
or
  - (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.  
or
  - (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.  
or
  - (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.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

### 2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful tenderers (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 provided for in paragraphs 1.1.(b) to 1.1.(d) above.

### 3 Tender SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF TenderDERS AND SUCCESSFUL TenderDERS (CONTRACTORS)

- 3.1 Tenderders are required to sign and submit this Standard Tendering Document (SBD 5) together with the Tender 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 Tenderders (contractors) are required, immediately after being officially notified about any successful Tender with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Tender / 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](mailto:Elias@thedti.gov.za) for further details about the programme.

**4 PROCESS TO SATISFY THE NIP OBLIGATION**

4.1 Once the successful Tenderder (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 Tenderder (contractor) and, therefore, does not involve the purchasing institution.

Tender number:	_____	Closing date:	_____
Name of tenderer:	_____		
Postal address:	_____ _____		
Signature:	_____	Name (in print):	_____
Date:	_____		

**T2.26 - CERTIFIED PROOF OF REGISTRATION ON CENTRAL SUPPLIERS  
DATABASE**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Bid no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

**ATTACH A CERTIFIED COPY OF PROOF, THAT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIERS DATABASE TO THIS PAGE FOR ADJUDICATION PURPOSES**

**NOTE**

In the case of a Tender by a Joint Venture, certified copies of proof of registration on the Central Suppliers Data Base in respect of each party to the Joint Venture must be attached to this page

**T2.27 - CERTIFIED PROOF OF CIDB REGISTRATION NUMBER**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

**ATTACH A CERTIFIED COPY OF PROOF, THAT THE TENDERER IS REGISTERED WITH THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB) TO THIS PAGE FOR ADJUDICATION PURPOSES**

**NOTE**

In the case of a Tender by a Joint Venture, certified copies of proof of registration with the CIDB in respect of each party to the Joint Venture must be attached to this page

Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations for a :

**T2.28 - PROOF OF PAYMENT OF TENDER DEPOSIT**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no.</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

**ATTACH A COPY OF PROOF OF PAYMENT WHERE AVAILABLE OF THE TENDER DEPOSIT BY THE TENDERER, TO THIS PAGE FOR ADJUDICATION PURPOSES**

**NOTE**

In the case of a Tender by a Joint Venture a certified copy of proof of payment where available of the tender deposit is only necessary in respect of any one party to the Joint Venture and must be attached to this page

## T2.29 CONTRACT FORM - PURCHASE OF GOODS/WORKS-Part 1

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL TENDERER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL TENDERER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

### PART 1 (TO BE FILLED IN BY THE TENDERER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached tendering documents to Head: Public Works (Department of Public Works: Province of KwaZulu-Natal) in accordance with the requirements and specifications stipulated in tender number ZNTU 04291 W at the price/s quoted.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Tendering documents, viz
    - Invitation to tender;
    - Tax Compliance Status (TCS) PIN;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for SPECIFIC GOAL/S, for this tender in terms of the Preferential Procurement Regulations 2022;
    - Bidder's Disclosure;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract for construction works Edition 2 - GCC2010; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my Tender; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the Tendering documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any Tenderer or any other person regarding this or any other Tender.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT): \_\_\_\_\_  
CAPACITY: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
NAME OF FIRM: \_\_\_\_\_  
DATE: \_\_\_\_\_

<b>Witnesses:</b>	
1.	_____
2.	_____
Date:	_____

## T2.30 CONTRACT FORM - PURCHASE OF GOODS/WORKS-Part 2

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I \_\_\_\_\_ in my capacity as \_\_\_\_\_

accepts your tender under reference ZNTU 04291 W dated \_\_\_\_\_ for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_  
[Place] [Date]

NAME (PRINT): \_\_\_\_\_

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

OFFICIAL STAMP:

**Witnesses:**

1. \_\_\_\_\_

2. \_\_\_\_\_

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

## T2.31 - OHSE PLAN STRUCTURE

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

A detailed OHSE Plan is to be submitted by the successful tenderer as per Construction Regulation 7(1)(a). The following are the minimum standard legal documentation that must form part of the OHSE Plan based on the risks attached in executing this project titled;

**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

**T2.32 - OHSE CLIENT SPECIFIC REQUIREMENTS**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>
<b>Tender no:</b>	<b>ZNTU 04291 W</b>
<b>Project Code:</b>	<b>057604</b>

<b>T2.33 - BASELINE RISK ASSESSMENT</b>			
<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

**T2.34 - MANDATORY REQUIREMENTS**

Failure to submit any of the following documentation in the prescribed format will lead to **immediate disqualification** of the tender:

No.	REQUIREMENTS
1	Proof of working capital at least 1.5% of the project value in the form of original or copy of bank statement with bank stamp from a registered financial institution not older than 3 months or original/ certified copy of signed letter on a letterhead from registered financial institution indicating willingness to finance the contractor at a value of 1.5% of the contract value not older than 3 months. (T2.36)
2	Final summary of Bills of quantities (T2.22). The Bills of Quantities must be fully priced on the flash drive and submitted with the returnable section of this tender document. Hand-written completion of the Bills of Quantities will only be required at award stage from the successful Tenderer.
3	Schedule of previously completed borehole projects (2) to the value of 2CE contract or Higher is required in the past (5 years) - Letters of award, practical completion or completion certificates and reference letters for the projects completed (T2.38)
4	Proof of two original or certified copy of the original letters of credit references not older than 6 months with a combined minimum of R500 000.00 to be submitted. The letters must be dated, signed, and on the letterhead of the supplier. (T2.37).
5	Signed letter of intent to provide a construction guarantee to a value of 5% of the project value (T2.39)

## **T2.36 - PROOF OF WORKING CAPITAL**



**KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI  
CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER  
TREATMENT SYSTEM**

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**T2.36 - Proof of working capital at least 1.5% of the project value in the form of original or copy of bank statement with bank stamp from a registered financial institution not older than 3 months or original/ certified copy of signed letter on a letterhead from registered financial institution indicating willingness to finance the contractor at a value of 1.5% of the contract value not older than 3 months.**

## **T2.37 - PROOF OF CREDIT REFERENCE**



**KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS**  
**REPUBLIC OF SOUTH AFRICA**

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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI  
CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER  
TREATMENT SYSTEM**

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**T2.37 - Proof of two original or certified copy of the original letters of credit references not older than 6 months with a combined minimum of R500 000.00 to be submitted. The letters must be dated, signed, and on the letterhead of the supplier**

## **T2.38 - SCHEDULE OF COMPLETED PROJECTS**



**KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI  
CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER  
TREATMENT SYSTEM**

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**T2.38 - Schedule of previously completed borehole projects  
(2) to the value of 2CE contract or Higher is required in the  
past (5 years) - Letters of award, practical completion or  
completion certificates and reference letters for the projects  
completed**

**T2.39 - LETTER OF INTENT**



**KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI  
CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER  
TREATMENT SYSTEM**

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**T2.39 - Signed letter of intent to provide a construction  
guarantee to a value of 5% of the project value**

**PART A  
 INVITATION TO TENDER - SBD 1**

**YOU ARE HEREBY INVITED TO TENDER FOR REQUIREMENTS OF THE KWA-ZULU NATAL DEPARTMENT OF WORKS**

<b>TENDER NUMBER:</b>	ZNTU 04291 W	<b>CLOSING DATE:</b>	As Per Tender Advert	<b>CLOSING TIME:</b>	11:00
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**DESCRIPTION**

**THE SUCCESSFUL TENDERER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT**

TENDER RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE TENDER BOX SITUATED AT (STREET ADDRESS)

**KZN Department of Public Works and Infrastructure, North Coast Region, 709 Wombe Street unit "A" Ulundi, ULUNDI, 3838**

**SUPPLIER INFORMATION**

NAME OF TENDERER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER	CODE		NUMBER	
------------------	------	--	--------	--

CELLPHONE NUMBER

FACSIMILE NUMBER	CODE		NUMBER	
------------------	------	--	--------	--

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

TCS PIN:		CSD No:	
----------	--	---------	--

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (Tick YES or NO)	Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT (Tick YES or NO)	Yes
	No		No

If YES, State the name of the verification agency accredited by SANAS

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes	NO	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES	YES	NO
	[IF YES ENCLOSE PROOF]			(IF YES ANSWER PART B:3 BELOW)	

SIGNATURE OF TENDERER	DATE
-----------------------	------

**CAPACITY UNDER WHICH THIS TENDER IS SIGNED**  
 (Attach proof of authority to sign this tender; e.g. resolution of directors, etc.)

TOTAL NUMBER OF ITEMS OFFERED	TOTAL TENDER PRICE (ALL INCLUSIVE)
-------------------------------	------------------------------------

<b>TENDERING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>	<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>
--	--

DEPARTMENT/ PUBLIC ENTITY	CONTACT PERSON
CONTACT PERSON	TELEPHONE NUMBER
TELEPHONE NUMBER	FACSIMILE NUMBER
FACSIMILE NUMBER	E-MAIL ADDRESS
E-MAIL ADDRESS	

**PART B**  
**TERMS AND CONDITIONS FOR TENDERING - SBD 1**

**1. TENDER SUBMISSION:**

- 1.1. TENDERS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE TENDERS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL TENDERS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. TENDERERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO TENDERING INSTITUTION.
- 1.4. WHERE A TENDERER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE TENDER DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO TENDERING INSTITUTION.
- 1.5. THIS TENDER IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT ARE THE CLAUSES CONTAINED IN THE GENERAL CONDITIONS OF CONTRACT (2010) (SECOND EDITION) PUBLISHED BY THE SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING. COPIES OF THESE CONDITIONS OF CONTRACT MAY BE OBTAINED THROUGH MOST REGIONAL OFFICES OF THE SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING, OR BY VISITING THEIR WEBSITE AT [WWW.SAICE.ORG.ZA](http://WWW.SAICE.ORG.ZA); AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 TENDERERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 TENDERERS 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 TAX COMPLIANCE STATUS (TCS) 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](http://WWW.SARS.GOV.ZA).
- 2.4 TENDERERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE TENDER.
- 2.5 IN TENDERS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE TENDERER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

**3. QUESTIONNAIRE TO TENDERING FOREIGN SUPPLIERS**

3.1. IS THE TENDERER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES		NO	
3.2. DOES THE TENDERER HAVE A BRANCH IN THE RSA?	YES		NO	
3.3. DOES THE TENDERER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES		NO	
3.4. DOES THE TENDERER HAVE ANY SOURCE OF INCOME IN THE RSA?	YES		NO	

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE 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 TENDER INVALID.**

# PROVINCIAL ADMINISTRATION OF KWAZULU-NATAL DEPARTMENT OF PUBLIC WORKS



**KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

## **BILLS OF QUANTITIES**

with GCC for Construction Works - Second Edition 2010

### **CONTRACTUAL SECTION**

**ONE VOLUME APPROACH**

## **ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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#### **Engineer/Principal Agent**

KZN Department of Public Works  
Private Bag X 42  
Ulundi  
Ulundi  
3838  
035-874 3233 - Tel Number  
N/A - Fax Number  
[Email Address]

#### **Quantity Surveyor**

KZN Department of Public Works  
Private Bag X 42  
Ulundi  
3838  
035-874 3349 - Tel Number  
[Fax Number including Area Code] - Fax Number  
[Email Address]

#### **Employer:**

Head: Public Works  
KZN Department of Public Works  
Private Bag X 9041  
**PIETERMARITZBURG**  
3200  
Tel Number: 033 - 8971300  
Fax Number: N/A

#### **Region:**

Regional Manager  
KZN Department of Public Works  
Private Bag X 42  
**Ulundi**  
3838  
Tel Number: 035-874 3349  
Fax Number: 035-874 2519

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**Tender Number: ZNTU 04291 W**  
**CIDB Grading: 3CE OR HIGHER**  
**ECDP Number: N/A**

**Project Code: 057604**  
**Document Date: As Per Tender Advert**

**Contracting Party:** \_\_\_\_\_

**CIDB Registration number:** \_\_\_\_\_

**Central Suppliers Database Registration Number:** \_\_\_\_\_



**KWAZULU-NATAL PROVINCE**  
**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC:  
PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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## **THE CONTRACT**



**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC:  
PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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**C1 - AGREEMENT AND CONTRACT DATA**



**KWAZULU-NATAL PROVINCE**  
**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC:  
PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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## **FORM OF OFFER AND ACCEPTANCE**

## FORM OF OFFER AND ACCEPTANCE

Tender No - ZNTU 04291 W



**KWAZULU-NATAL PROVINCE**  
PUBLIC WORKS  
REPUBLIC OF SOUTH AFRICA

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ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION  
OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM

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### C.1.1 - FORM OF OFFER AND ACCEPTANCE

THE OFFER AND ACCEPTANCE FORM IS BOUND INTO **SECTION 1** (See end of Returnable Documents) OF THIS DOCUMENT AS PART OF THE RETURNABLE DOCUMENTS. ONCE A CONTRACT IS CONCLUDED WITH A SUCCESSFUL TENDERER, THIS PAGE WILL BE REPLACED WITH THE FILLED AND SIGNED OFFER AND SIGN ACCEPTANCE BY THE EMPLOYER AND IT WILL BECOME PART OF THE CONTRACT.

PLEASE SUBMIT THE OFFER AND ACCEPTANCE FORM WITH THE OTHER  
RETURNABLE DOCUMENTS.



**KWAZULU-NATAL PROVINCE**  
**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION  
OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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## **C1.2 - CONTRACT DATA**



<b>C 1.2 CONTRACT DATA:</b> with GCC for Construction Works - Second Edition 2010	
<b>CONTRACT DATA FOR:</b>	
<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>	
<b>Tender no:</b>	<b>ZNTU 04291 W</b>
	The General Conditions of Contract are the clauses contained in the General Conditions of Contract (2010) (Second Edition) published by the South African Institution of Civil Engineering. Copies of these conditions of contract may be obtained through most regional offices of the South African Institution of Civil Engineering, telephone number 011 805 5947 or by visiting their website at www.saice.org.za.
	<b>CONTRACT SPECIFIC DATA</b> The following contract specific data are applicable to this contract:
	<b>CONTRACT VARIABLES</b>  This schedule contains all variables specific to this document and is divided into pre-tender and post-tender categories. The pre-tender category must be completed in full and included in the tender documents. Both the pre-tender and post-tender categories form part of this <b>agreement</b> .  Spaces requiring information must be filled in, shown as 'not applicable' or deleted <u>but not left blank</u> . Where choices are offered, the non-applicable items are to be deleted. Where insufficient space is provided the information should be annexed hereto and cross referenced to the applicable clause of the schedule. Key cross reference clauses are italicised in [ ] brackets. <b>The Engineer/Principal Agent, in accordance with Clause 1.1.1.16, shall obtain the specific approval from the Employer before executing any of his functions according to the "Conditions under which Consultants are appointed", or in the event where an employee of the Employer represents the Employer, the relevant General Delegations applicable at the time of executing his/her duties as described in Clause 3.1.2.</b>
<b>Part 1: CONTRACT DATA PROVIDED BY THE EMPLOYER:</b>	
	<b>PRE-TENDER INFORMATION</b>
	<b>CONTRACTING AND OTHER PARTIES</b>
[1.1.1.15]	<b>Employer:</b> <b>Head: Public Works (KZN Department of Public Works: Province of KwaZulu-Natal)</b>  Postal address: <b>Private Bag X 9041</b> <b>PIETERMARITZBURG</b> <b>3200</b>  Tel: <b>N/A</b> Fax: <b>033 - 8971300</b>
[1.2.1.2]	Physical address: <b>191 Prince Alfred Street</b> <b>PIETERMARITZBURG</b> <b>3200</b>
[1.1.1.16]	<b>Employers Agent 1</b> <b>KZN Department of Public Works</b>  <b>Agent's service:</b> <b>Quantity Surveyor</b>  Postal address: <b>Private Bag X 42</b> <b>Ulundi</b> <b>3838</b>  Tel: <b>035-874 3349</b> Fax: <b>[Fax Number including Area Code]</b>
	<b>Employers Agent 2</b> <b>[Agents Name]</b>  <b>Agent's service:</b> <b>[Identify Agent's Service, eg. Engineer]</b>  Postal address: <b>[P.O. Box number]</b> <b>[Name of town]</b> <b>[Code]</b>  Tel: <b>[Tel Number including Area Code]</b> Fax: <b>[Fax Number including Area Code]</b>
	<b>Employers Agent 3</b> <b>[Agents Name]</b>  <b>Agent's service:</b> <b>[Identify Agent's Service, eg. Engineer]</b>  Postal address: <b>[P.O. Box number]</b> <b>[Name of town]</b> <b>[Code]</b>  Tel: <b>[Tel Number including Area Code]</b> Fax: <b>[Fax Number including Area Code]</b>
	<b>Employers Agent 4</b> <b>[Agents Name]</b>  <b>Agent's service:</b> <b>[Identify Agent's Service, eg. Engineer]</b>  Postal address: <b>[P.O. Box number]</b> <b>[Name of town]</b> <b>[Code]</b>  Tel: <b>[Tel Number including Area Code]</b> Fax: <b>[Fax Number including Area Code]</b>

Tender no: ZNTU 04291 W	
	<b>Employers Agent 5</b> <b>[Agents Name]</b>  <b>Agent's service:</b> <b>[Identify Agent's Service, eg. Engineer]</b>  Postal address: <b>[P.O. Box number]</b> <b>[Name of town]</b> <b>[Code]</b>  Tel: insert <b>[Tel Number including Area Code]</b> Fax: <b>[Fax Number including Area Code]</b>
	<b>Employers Agent 6</b> <b>[Agents Name]</b>  <b>Agent's service:</b> <b>[Identify Agent's Service, eg. Engineer]</b>  Postal address: <b>[P.O. Box number]</b> <b>[Name of town]</b> <b>[Code]</b>  Tel: insert <b>[Tel Number including Area Code]</b> Fax: <b>[Fax Number including Area Code]</b>
	<b>Employers Agent 7</b> <b>[Agents Name]</b>  <b>Agent's service:</b> <b>[Identify Agent's Service, eg. Engineer]</b>  Postal address: <b>[P.O. Box number]</b> <b>[Name of town]</b> <b>[Code]</b>  Tel: insert <b>[Tel Number including Area Code]</b> Fax: <b>[Fax Number including Area Code]</b>
	<b>Employers Agent 8</b> <b>[Agents Name]</b>  <b>Agent's service:</b> <b>[Identify Agent's Service, eg. Engineer]</b>  Postal address: <b>[P.O. Box number]</b> <b>[Name of town]</b> <b>[Code]</b>  Tel: insert <b>[Tel Number including Area Code]</b> Fax: <b>[Fax Number including Area Code]</b>
<b>PART 1: DATA PROVIDED BY THE EMPLOYER</b>	
[1.1.1.13]	<b>Defects Liability Period</b> The defects liability period is: <b>A time measured from the date of the Certificate of Completion.</b> Defects Liability Period is 12 Months for the whole of the Works
<b>Latent Defect Period</b>	
[5.16.3]	The latent defect period is: <input type="text" value="5 years after the Final Approval Certificate"/>
<b>Documentation required before Commencement of the Works:</b>	
[5.3.1]	The documentation required before commencement with the Works execution are;
[4.3]	Health and Safety Plan <input type="text" value="The Contractor shall deliver his Health and Safety Plan of the Works within 14 calendar days after notice from the Employer, prior to the Commencement Date."/>
[5.6]	Initial Programme <input type="text" value="The Contractor shall deliver his programme of work within 10 calendar days after notice from the Employer, prior to the Commencement Date."/>
[6.2]	Guarantee <input type="text" value="The Contractor shall deliver his chosen Guarantee (security) for this Works within 14 calendar days after notice from the Employer, prior to the Commencement Date."/>
[8.6]	Insurance <input type="text" value="The Contractor shall deliver his insurance for the Works within 14 calendar days after notice from the Employer, prior to the Commencement Date."/>
	Cash flow by contractor <input type="text" value="The Contractor shall deliver his Cash flow for the Works within 14 calendar days after notice from the Employer, prior to the Commencement Date."/>
	Priced Bill of Quantity <input type="text" value="The Contractor shall deliver his Priced Bill of Quantity within 14 calendar days after notice from the Employer, prior to the Commencement Date."/>
	Programme <input type="text" value="The Contractor is required to submit his Programme of Works in terms of Clause 5.6.1 and 5.3.1 and the Principal Agent is required to approve this within 7 days in terms of Clause 5.6.3"/>
	Other requirements <input type="text"/>
[5.3.2]	The time to submit the documentation required before commencement with Works execution is: <input type="text" value="14"/> calendar days

	<b>Non-Working days</b>	
[5.8.1]	Non-Working days	<b>Sundays</b>
	Special non- working days	<b>All Nationally Recognized Public Holidays and the year end break</b>
[5.8.1]	First Year end break - commences	<b>16-Dec-26</b>
	ends on	<b>9-Jan-27</b>
	Second Year end break - commences	<b>16-Dec-27</b>
	ends on	<b>9-Jan-28</b>
	Third Year end break - commences	<b>N/A</b>
	ends on	<b>N/A</b>
	Fourth Year end break - commences	<b>N/A</b>
	ends on	<b>N/A</b>
[3.1.3]	<b>Engineer/Principal Agent to consult with Employer</b>	
	The Engineer shall obtain the specific approval from the Employer before executing any of his functions according to the "Conditions under which Consultants are appointed", or in the event where an employee of the Employer represents the Employer, the relevant General Delegations applicable at the time of executing his/her duties.	
[6.2.1]	<b>Security</b>	
	The time to deliver the deed of guarantee is Prior to site hand over in terms of clause 5.3.1 and 5.3.2.	
[6.2.1]	Please see CONTRACT DATA - below to select Guarantee Option	
	<b>Commencement Date</b>	
	Commencement date means the date of Site Hand over that should not occur prior to the tenderer receiving one fully signed copy of the Offer and Acceptance in terms of the Form of Offer and Acceptance.	
	<p><i>The <b>Agreement comes into effect</b> on the date when;</i>  <i>The tenderer receives one fully completed original copy of this document , including the Schedule of Deviations (if any)</i></p> <p><i>The agreement ("this document") consists of;</i>                      1. Agreement and Conditions of Contract.                      2. Form of Offer and Acceptance.                      3. Contract Data.                      4. Scope of Works.                      5. Site Information.                      6. Drawings &amp; documents referred to in the 1 to 4 above.</p> <p><i>(See Form of Offer and Acceptance)</i></p>	
[5.3.1]	The contractor shall commence executing the Works within 7 calendar days from the Commencement Date.	
[5.4.1]	<b>Possession of the site</b> will be given within 10 calendar days after the contractor has fulfilled the conditions (4.3, 5.6, 6.2, 8.6) and received the notification from the Employer of Site Hand Over where the contractor will receive one <u>fully signed</u> copy of the Form of Offer and Acceptance from the employer.	
[5.6.1]	The Contractor shall deliver his programme of work within 10 calendar days after notice from the Employer, prior to the Commencement Date.	
	<b>CONTRACT DETAILS</b>	
[1.1.1.33]	<b>Works</b> description: Refer to document C3 – Scope of Work.	
[1.1.1.30]	<b>Site</b> description: Refer to document C4 – Site Information.	
	Specific options that are applicable to a <b>State</b> organ only Where so :	
[6.10.6.2]	<p>1) Interest rate legislation:</p> <p>(a) in respect of interest owed <u>by</u> the employer, the interest rate as determined by the Minister of Justice and Constitutional Development from time to time, in terms of section 1(2) of the Prescribed Rate of Interest Act, 1975 (Act No. 55 of 1975), will apply; and</p> <p>(b) in respect of interest owed <u>to</u> the employer, the interest rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No. 1 of 1999), will apply</p>	
	2) Lateral support insurance to be effected by the contractor:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	3) Payment will be made for materials and goods	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	4) Dispute resolution by litigation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	5) Extended defects liability period applicable to the following elements:	<b>Electrical, Mechanical and Civil work</b>
[8.6.1.1.2]	The Value of material, supplied by the Employer, and not included in the Contract Price, is:	<b>R0.00</b>
[8.6.1.1.3]	The amount to cover Professional Fees, not included in the Contract Price, for repairing damage and loss to be included in the insurance: <b>30% of the Contract Price</b>	
[8.6.1.3]	The limit for indemnity for liable insurance is:	<b>Unlimited</b>
[6.5.1.2.3]	The percentage allowance to cover overhead charges for contractor and subcontractors, is:	<b>33.30%</b>
[1.1.1.14]	<b>Practical Completion Date</b>	
	The Practical Completion date is: <b>A time measured from the Commencement date.</b>	
[5.5.1]	For the works as a whole: The whole of the works shall be completed within:	<b>6 Months</b> (which shall be deemed to include all Non – Working Days, Special Non – Working Days and the year-end Builders Annual Industry Holiday Periods).
	The date for practical completion shall be	<b>To be determined</b>

[5.13.1] The penalty per calendar day shall be : **0.04% of the Contract Price, rounded to the nearest R10**

	<b>For the works in sections:</b>
	<b>The date for practical completion from the commencement date and the penalty per calendar day:</b>
	Portion 1:
[5.5.1]	<b>3 Calendar Months</b>
[5.13.1]	<b>0.04% of the Contract Price, rounded to the nearest R10</b>
	Portion 2:
[5.5.1]	<b>N/A</b>
[5.13.1]	<b>0.04% of the Contract Price, rounded to the nearest R10</b>
	Portion 3:
[5.5.1]	<b>N/A</b>
[5.13.1]	<b>0.04% of the Contract Price, rounded to the nearest R10</b>
	Portion 4:
[5.5.1]	<b>N/A</b>
[5.13.1]	<b>0.04% of the Contract Price, rounded to the nearest R10</b>
	Portion 5:
[5.5.1]	<b>N/A</b>
[5.13.1]	<b>0.04% of the Contract Price, rounded to the nearest R10</b>
	Portion 6:
[5.5.1]	<b>N/A</b>
[5.13.1]	<b>0.04% of the Contract Price, rounded to the nearest R10</b>
[1.3.2]	<b>The law applicable to this agreement shall be that of the: Republic of South Africa</b>
[6.10.1.5]	The percentage advance on materials not yet built into the Permanent Works is: <input type="text" value="80.00%"/>
[6.10.3]	Percentage retention on amounts due to contractor is: <input type="text" value="0.00%"/> of the Contract Price <b>The Percentage retention is nil. The only security required by the Employer will be such as selected by the Contractor on the Form of Offer and Acceptance and Part 2: CONTRACT DATA PROVIDED BY THE CONTRACTOR, point 2 - Documents, of the Contract Data.</b>
[6.8.1]	Notwithstanding anything to the contrary contained in the General conditions of Contract and Preliminaries, this contract could only, when the <u>construction period exceeds 6 months and the contract exceeds R1,000,000.00</u> , be subject to a Contract Price Adjustment Factor.
[6.8.2]	Clause 6.8.2 the last part of the sentence saying "calculated according to the formula and the conditions set out in the Contract Price Adjustment Schedule."
[6.8.3]	must be replaced by "calculated according to the Contract Price Adjustment Provisions (CPAP) Indices Application Manual for use with P0151 indices (Revised 1 January 2013)" as published by Statistics South Africa. The Contract Price Adjustment Provision (CPAP) will be subject to the most recently released indices by Statistic South Africa. Tenderers are advised that with reference to Clause 3.4.6 of the Contract Price Adjustment Provisions (CPAP) Indices Applications Manual, the Head: Public Works will not accept the submission by Tenderers of lists of additional items."
[6.8.2]	Where this contract is a Lump Sum contract, the contract will only be subject to Contract Price Adjustment Provisions (CPAP)(Revised 1 January 2013) where
[6.8.3]	the contract period equals or exceeds 6 calendar months. The applicable work group shall be WG 180 for domestic buildings or WG 181 for commercial and industrial buildings only.
[5.14.5]	<b>The following clause must be added to clause 5.14.5:</b>  [5.14.5.6] The employers agent shall submit the <b>final account</b> within 3 calendar months to the principal agent.
[10.5]	The determinations of disputes shall be by ARBITRATION ONLY.
[10.5.3]	The number of Adjudication Board Members to be appointed is: <input type="text" value="One"/>
[10.9.1]	Replace the last part of the clause with the following: "...on the application of either party, by the Chairman, or his nominee of the Association of Arbitrators."
	<b>Where CPAP is applicable, the contract sum will be adjusted in accordance with the Contract Price Adjustment Provisions (CPAP) as set out in the CPAP Indices Application Manual as published by Statistics South Africa, dated 1 January 2013 and any amendments thereto:</b>  1) Glass etc. measured in specialist section Metalwork, will be adjusted in terms of the index for that work group unless specifically stated otherwise in the bills of quantities.  2) In case of uninterruptible power supplies, elevators, escalators and hoists, generating sets, motor-alternator sets and intercommunication systems shall be adjusted in accordance with Work Group 170.  3) Further to clause 3.4.6 of the CPAP Indices Application Manual, the listing of additional items for exclusion by Tenderer's, will not be permitted. <b>Alternative Indices: Not Applicable</b>  Details of changes made to the General Conditions of Contract for construction works (2010) Second Edition
[1.1]	<b>Clause</b> [1.1.1.5] <b>COMMENCEMENT DATE</b> – means the actual date of Site Hand over that should not occur prior to the Tenderer receiving one fully signed copy of the Offer and Acceptance in terms of the Form of Offer and Acceptance. [5.12.2.2] <b>ABNORMAL CLIMATIC CONDITIONS</b> - means conditions over and above what could reasonably be expected for the specific locality where the Works are being executed and include inter alia excessive rain, heat, cold, wind and any other climatic condition that would not normally be experienced during the season that the Works are executed in that area. The South African Weather Service's ( <a href="http://www.weathersa.co.za">http://www.weathersa.co.za</a> ) 10 year average climatic conditions statistics would be what could be reasonably expected for the specific locality where the Works are executed. [6.2.1] <b>CONSTRUCTION GUARANTEE</b> – means an on demand guarantee at call obtained by the contractor from an institution approved by the employer in terms of the employer's construction guarantee form as selected in the Offer and Acceptance Form and the contract data. <b>CONSTRUCTION PERIOD</b> – means the period commencing on the commencement date and ending on the date of due completion date. This period will be deemed to commence on actual site hand over date to the contractor and end on the date of practical completion and shall include all annual industrial holiday periods, Sundays and public holidays.  <b>CORRUPT PRACTICE</b> – means the offer, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. <b>FINAL ACCOUNT</b> - The document prepared by the principal agent, which reflects the contract value of the works at final approval or termination.

**FRAUDULENT PRACTICE** – means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any tenderer and includes collusive practise among tenderers (prior to or after the tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the tenderer of the benefits of free and open competition.

**INTEREST** – the interest rates applicable on this contract, whether specifically indicated in the relevant clauses or not, will be in terms of the legislation of the Republic of South Africa, and in particular:

- (a) in respect of interest owed by the **employer**, the interest rate as determined by the Minister of Justice and Constitutional Development from time to time, in terms of section 1(2) of the Prescribed Rate of Interest Act, 1975 (Act No. 55 of 1975), will apply; and
- (b) in respect of interest owed to the employer, the interest rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No. 1 of 1999), will apply

	<p>[1.1.1.16] <b>ENGINEER/PRINCIPAL AGENT</b> – means the person or entity appointed by the <b>Employer</b> and named in the <b>Contract Data</b> as the <b>Engineer /Principal Agent</b> to act as agent of the <b>Employer</b>. In the event of an <b>Engineer/Principal Agent</b> not being appointed, then all the duties and obligations of an <b>Engineer/Principal Agent</b> as detailed in the <b>Contract</b> shall be fulfilled by a representative of the <b>Employer</b> as named in the <b>Contract Data. (Hereafter referred to as Engineer)</b></p> <p>[1.1.1.21] <b>GENERAL ITEMS</b> - or preliminaries means items stipulated in the Pricing Data relating to general obligations, site services, facilities and/or items that cover elements of the cost of the work which are not considered as proportional to the quantities of the Permanent Works.</p>
	<p>[4.4.1] Add the following to the clause 4.4.1: "The Contract shall only use subcontractors who are duly registered with the CIDB and who has an ACTIVE status at the time of submitting the tender"</p> <p>[6.2.1] Refer to Offer and Acceptance form for the various options that the contractor may choose from in providing a form of <b>Guarantee</b> under "GUARATEE OPTIONS".</p> <p>[6.10.6.2] Replace "at the prime overdraft rate, as charged by the Contractor's Bank," with "...at the interest rate as determined by the Minister of Justice and Constitutional Development from time to time, in terms of section 1(2) of the Prescribed Rate of Interest Act, 1975 (Act No. 55 of 1975)." Omit ",on all overdue payments from the date on which the same should have been paid..." and replace with " only after 30 calendar days from receiving written notice from the Contractor that the amount is overdue..."</p>
<p>[5.12.3]</p> <p>[5.14.5.1]</p> <p>[5.16.4]</p> <p>[6.2.2]</p> <p>[6.2.3]</p> <p>[9.3.2.2]</p>	<p><b>SPECIAL CONDITIONS OF CONTRACT</b></p> <p>Omit clause 5.12.3 and add the following:</p> <p>"5.12.3. If an extension of time is granted, the Contractor shall be paid such additional time-related General Items, including for special non-working days, if applicable as are appropriate regarding to any other compensation which may already have been granted in respect of the circumstances concerned. The reasons for extension of time that would invoke payment of time related General Items are inter alia;</p> <p>5.12.3.1 Failure to give possession of the site to the contractor.</p> <p>5.12.3.2 Making good physical loss and repairing damage to the works where the contractor is not at risk.</p> <p>5.12.3.3 Contract instructions not occasioned by default by the contractor.</p> <p>5.12.3.4 Failure to issue construction information timeously or the late issue of a contract instruction following a request from the contractor.</p> <p>5.12.3.5 Late acceptance by the principal agent of a design undertaken by a selected subcontractor where the contractor's obligations have been met.</p> <p>5.12.3.6 Suspension or cancellation termination invoked by a nominated or selected n/s subcontractor due to default by the employer or the principal agent.</p> <p>5.12.3.7 Insolvency of a nominated subcontractor.</p> <p>5.12.3.8 A direct contractor.</p> <p>5.12.3.9 Opening up and testing of work and materials and goods where such work is according to in accordance with the contract documents.</p> <p>5.12.3.10 The execution of additional work for which the quantity included in the bills of quantities is not sufficiently accurate.</p> <p>5.12.3.11 Late or failure to supply materials and goods for which the employer is responsible.</p> <p>5.12.3.12 Suspension of the works."</p> <p>Omit entire clause 5.14.5.1</p> <p>Add the following new clause "5.16.4. Upon the issue of a Final Approval Certificate, unless otherwise provided in the Contract:</p> <p>5.16.4.1. The performance Guarantee (if any) shall be returned within 14 days to the guarantor in terms of Clause 7."</p> <p>Replace the following "...it shall be deemed that the Contractor has selected a security of ten percent retention of the value of the Works." with "...it shall be deemed that the Contractor has selected a security of a bank or insurance guarantee of 5% of the value of the Works and a payment reduction of 5% of the value certified in the payment certificate excluding value added tax."</p> <p>Add to clause 6.2.3 the following "The Contractor shall provide proof of paid-up premium payments to accompany his payment certificate as proof that his performance guarantee has not expired yet. The Contractor will not receive payment without proof of the validity of their performance</p> <p>Omit "without prejudice to the exercise of any lien the Contractor may have acquired over the Employer's property."</p> <p>Duties and functions of the <b>Engineer</b> requiring the specific approval of the <b>Employer</b> BEFORE execution of any part of these duties are as</p> <p>(a) Determinations of contractors claims for extension of time (revision of the contract completion date). All claims for extension of time shall be submitted by the <b>Engineer</b>, together with the <b>Engineer's</b> recommendations, to the <b>Employer</b> for determination. Omit "Engineer" in clause 42.2</p> <p>(b) Drawings, instructions or communications of any kind requiring variations of the works and involving EXTRA's shall NOT be given effect by the <b>Contractor</b> UNTIL BOTH the "Official Variation Order" and the "Financial Request for Variation Order and Additional Funds" form, as issued by the Department of Public Works, have been approved and signed by the <b>Employer</b>.</p> <p>(c) Insurance policies to be approved by the <b>Employer</b> within 21 days of the date of the <b>Commencement</b> of the Works.</p> <p>(d) Any notice of disagreement raised by the <b>Contractor</b> or written Dispute Notice given by the <b>Contractor</b> to the <b>Engineer</b> shall be submitted by the <b>Engineer</b>, together with the <b>Engineer's</b> recommendations, to the <b>Employer</b> for determination.</p> <p>(e) The issue of the certificate of practical completion, certificate of completion and the final approval certificate shall be signed and submitted by the <b>Engineer</b>, to the <b>Employer</b> for final approval and signature. The certificates shall not be considered as officially issued until signed by the</p> <p>(f) The employer shall pay the amount due to the contractor within 30days of receipt of payment certificate signed bt the <b>Engineer</b>.</p> <p><b>MANAGING PROJECT DURATION</b></p> <p>(a) The Contractor shall co-ordinate his programme with all other contractors whose work may precede or be executed simultaneously to his own. The Contractor will be called upon to plan and control the project using the Project Evaluation and Review Technique (PERT) or other approved Critical Path Method (CPM) network analysis of his events and activities and those of the sub-contractors in his employ and must co-ordinate his planning with any other contractor employed on the project. A fortnightly project control report will be expected from the Contractor in writing, evaluating any gains or delays against the critical path and he should allow for all costs involved in planning reviewing and updating the programme to the satisfaction of the Principal Agent against this item.</p> <p>(b) Activity-and total float shall belong to the Employer.</p> <p>(c) The Contractor shall deliver his programme of work within 10 calendar days after notice from the Employer, prior to the Commencement Date. It is a condition of this contact that, the contractor submit to the Engineer/principal agent a detailed CPM Programme which shall be to the approval of the Engineer/principal agent. In this regard tenderers are advised to consult with the Engineer/Principal Agent as to the format and requirements of the programme as no claim whatsoever will entertained should the programme fail to meet the requirements of the Engineer/Principal Agent. Failure to submit the programme within the stipulated time may result in the contractor being held in breach of contract.</p> <p>The approved programme will form the basis of time management of the project and extension of time will not be guaranteed unless the Contractor has strictly complied with this provision.</p> <p>The programme shall make allowance for rain and the number of rain days allowed within the critical path shall be on the provisions of the clause dealing with inclement weather and claiming for delays in performance in this bill.</p> <p>Allowance for the above must be made under this item as no claims for failing to comply with this precondition will later be entertained.</p> <p><b>INCLEMENT WEATHER AND CLAIMS FOR DELAYS IN PERFORMANCE</b></p> <p>(a) The Contract Sum includes a monthly allowance of 3 working days inclement weather during which rainfall exceeds 10mm per day for months as indicated in the Scope of Works. These days shall be reflected on the critical path of the Contractor's programme as specified in MANAGING PROJECT DURATION above.</p> <p>(b) Claims for delays in performance due to inclement weather shall be calculated separately for each calendar month and for the project as a whole. Delays or gains to the critical path shall be reflected in all revisions of the programme. An extension of time will only be granted where the following conditions are met:</p> <p>(i) The criteria to be used for WORK stoppages shall be for safety hazards or poor quality of work.</p>

- (ii) The Employer's site representative or the Employer's Principal Agent, if the site representative is not available shall be notified when the Contractor stops the work and intends to claim performance delays. The Employer representative shall inspect the situation together with the Contractor and give an immediate decision.

1. The stoppage claimed must cause a delay in the Completion Date of work. If the critical activities can proceed and a non-critical activity is delayed due to inclement weather no claims for delay shall be granted.
2. No claims for stoppages less than 2(two) hours per day shall be considered.
3. Claims granted for more than 2 (two) hours, but less than 10 (ten) hour (lunch included) day, shall be added together and expressed as full days.
4. All claims shall be submitted in writing to the Principal Agent within one working day of the actual stoppage.
5. The total delay in performance granted to the Contractor expressed in days shall be added to the contractual Completion Date of each section of the Works. The contractual penalty clause shall only come into effect after this newly arrived date.
6. Total delays (in hours) will be rounded up or down to the nearest integer for the calculation of Working Days. The total hours (including lunch) per Working Day shall be 10 unless otherwise indicated on the Contractor's programme.
7. Where the programmed delays for inclement weather exceed the actual delays incurred the Completion Date(s) will not be adjusted.
8. Where the project includes builder's holidays the programmed durations for inclement weather shall be adjusted pro-rate to the actual Working Days.

9. The total of all monthly delays due to inclement weather shall be calculated in accordance with the example given below:

Description	Months					Total
	Sept	Oct	Nov	Dec	Jan	
	Hours	Hours	Hours	Hours	Hours	Hours
Programmed Rain days	0	30	30	15	15	90
Actual Rain days	16	22	35	15	18	106
Difference	-16	8	-5	0	-3	-16
Estimated Extension of time - in working days						2

8 hrs/day\*

See point 5.2 in the Scope of Works for the specific days the tenderer must allow for in this contract.

Tender no: ZNTU 04291 W Part 2: CONTRACT DATA PROVIDED BY THE CONTRACTOR:

**POST-TENDER INFORMATION**

**Note:** All information for this section requires consultation with the Contractor. The Engineer/Principal Agent shall not pre-select any of the alternatives available to the Contractor.

**1 CONTRACT DETAILS**

[1.1.1.9] Contractor Name: .....

[1.2.1.2] Postal address: .....

Tel no ..... Fax no .....

Tax / VAT Registration No: ..... e-mail .....

Physical address: .....

[1.1.1.10] The accepted contract price inclusive of tax is R :  
[Amount in words]

**Payment Of Preliminaries (Clause 6.7, 6.8, 6.10 and 6.11)**

The preliminaries amounts shall be paid in terms of:

*Alternative A	Yes
**Alternative B	N/A

\* Assessed by the Engineer/Principal Agent as an amount prorated to the value of the Work duly executed in the same ratio as the Preliminaries bears to the Contract Price excluding VAT, Preliminary amount, Contingencies and any CPAP.

\*\* Calculated from the priced Bill of Quantity/Lump Sum document. The Contractor and the Engineer/Principal Agent shall agree on a division of the priced Preliminaries items into: initial establishment charge, monthly charge and final disestablishment charge.

If the Contractor and the Engineer/Principal Agent can not agree, within 10 Working Days from the Commencement Date, on such a division then the Engineer/Principal Agent shall make a division of the Preliminaries to be incorporated in the valuations for each monthly payment certificate as follows;

- 10% of the General Items/Preliminaries amount shall not be varied
- 15% of the General Items/Preliminaries shall only be varied in proportion of the Contract Price to the Contract Sum
- 75% of the General Items/Preliminaries shall be varied in proportion to the revised Construction Period compared with the initial Construction Period.

**Adjustment of Preliminaries (Clause 6.7, 6.8, 6.10 and 6.11)**

**Alternative A**

For the adjustment of Preliminaries both the Contract Sum and the Contract Value (including tax) shall exclude the amount of Preliminaries, all Contingency Sum(s) and any provision for Cost Price Adjustment Provisions:-

- An amount which shall not be varied.

- An amount varied in proportion to the contract value as compared to the Contract Sum.

- An amount varied in proportion to the Construction Period as compared to the initial Construction Period (excluding revisions to the Construction Period to which the Contractor is not entitled) to adjustment of the Contract Value in terms of the agreement.

The Contractor shall provide a breakdown of charges (including tax) within 15 working days of the date of acceptance of tender and, where applicable, an apportionment of Preliminaries per section

If the Contractor and the Principal Agent cannot agree, within ten (10) Working Days from the Commencement Date, on such a division then the Principal Agent shall make a division of the Preliminaries to be incorporated in the valuations for each monthly payment certificate as follows;

10% of the amount shall not be varied

15% varied in proportion of the Contract Value to the Contract Sum

75% varied in proportion to the revised Construction period compared with the initial Construction Period

Sectional Completion : Subdivision of Preliminaries Costs

For the adjustment of preliminaries for sections of the work the value of fixed, value, and time related amounts of the preliminaries for each section is required. The contractor is to provide such information within fifteen (15) working days of taking possession of the site, failing which the categorised preliminaries amounts shall be prorated to the value of each section.

The above shall apply equally for projects where sectional completion was not contemplated at tender stage but subsequently occurred on an adhoc basis during construction of the works as agreed between the client and the employer. The original priced categorised amounts for fixed, value, and time related amounts shall be prorated to the value of each section.

When an extension of time has been granted in terms of the GCC and the preliminaries require to be adjusted accordingly, the pertinent sectional (subdivided) categorised preliminaries amounts shall be utilised, where applicable and not the overall preliminary amounts.

Where sectional completion is required in terms of the agreement, the Contractor shall provide the Principal Agent with the division of the above categorized amounts into sections. Should the Contractor fail to provide such information within the period stipulated the categorized amounts shall be prorated to the value of each section.

YES *yes / no*

or

**Alternative B**

The Contractor shall within 15 working days of the date of possession of the site provide the Principal Agent with a detailed breakdown of Preliminaries amounts for the works as a whole, or per section where applicable, including administrative and supervisory staff charges and for the use of construction equipment in terms of the programme.

NO *yes / no*

**The contractor is informed that only option 'A' shall apply**

**2 DOCUMENTS**

Contract documents marked and annexed hereto:

Priced Bills of Quantities:

Yes  No

Lump Sum document :

Yes  No

Guarantee Options:

Not applicable

**2.2 DESIGN BRIEF**

Not applicable

YES or NO

**2.3 DRAWINGS**

YES or NO

See list of drawings/Annexure's attached to this document.

YES or NO

**2.4 DESIGN PROCEDURES**

YES or NO

Not applicable

Contract drawings:

Yes

No

Other documents:

Waiver of the Contractors lien or right of continuing possession is required.

YES

**GUARANTEE OPTIONS**

The Tenderer agrees to provide a bank or insurance guarantee in accordance with clause 6.2.3 of the Conditions of the GCC2010 Contract within the period stated in the Contract Data. This guarantee shall be for a sum equal to an amount stated in the Contract Data.

**Guarantees submitted must be issued by either an insurance company duly registered in terms of the Insurance Act (Long Term Insurance Act No 52 of 1998 or Short Term Insurance Act No 53 of 1998) or by a bank duly registered in terms of the Banks Act No 94 of 1990, on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.**

(a) the tenderer accepts that in respect of contracts up to R1 million, a payment reduction of 5% of the contact value will be applicable and will be reduced by the Employer in terms of the applicable conditions of contract.

(b) in respect of contracts above R1 million, the Tenderer offers to provide security as indicated below: select one option

(i) cash deposit of 10 % of the Contract Price

(ii) bank or insurance Performance Guarantee of 10 % of the Contract Price

(iii) cash deposit of 5% of the Contract Price and a payment reduction of 5% of the value certified in the payment certificate (excluding VAT)

(iv) bank or insurance guarantee of 5% of the Contract Price and a payment reduction of 5% of the value certified in the payment certificate (excluding VAT)

**NOTE:** Where the Tenderer has not selected one of the guarantee options above, the default option will be as if the Tenderer has selected a security of a bank or insurance guarantee of 5% of the value of the Works and a payment reduction of 5% of the value certified in the payment certificate excluding value added tax. - See GCC2010 clause 6.2.2 as amended in Contract Data.

**3 SIGNATURES OF THE CONTRACTING PARTIES**

Thus done and signed at.....on .....of.....20.....

Name of signatory

for and behalf of the **Employer** who by signature hereof

Capacity  
of signatory

as Witness.

Thus done and signed at.....on .....of.....20.....

Name of signatory

for and behalf of the **Contractor** who by signature hereof

Capacity of signatory

as Witness.



**KWAZULU-NATAL PROVINCE**  
**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION  
OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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## **C1.3 - FORM OF GUARANTEE**



**C1.3 PERFORMANCE GUARANTEE -  
GCC FOR CONSTRUCTION WORKS (2nd Edition - 2010)**

Head: Public Works  
KZN Department of Public Works:  
Private Bag X 9041  
PIETERMARITZBURG  
3200  
Sir,

**ON DEMAND PERFORMANCE GUARANTEE**

**Tender Number ZNTU 04291 W**

**Project Code 057604**

For use with the General Conditions of Contract for Construction Works, Second Edition, 2010.

**GUARANTOR DETAILS AND DEFINITIONS**

"Guarantor" means: \_\_\_\_\_

Physical Address: \_\_\_\_\_

"Employer" means: The Provincial Administration of KwaZulu-Natal in its Department of Public Works

"Contractor" means: \_\_\_\_\_

"Engineer" means: \_\_\_\_\_

"Works" means:

**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604:  
MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER  
PUMP AND WATER TREATMENT SYSTEM**

"Site" means: \_\_\_\_\_

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

"Contract Sum" means: The accepted amount inclusive of tax of: \_\_\_\_\_

Amount in Words:

\_\_\_\_\_

"Guaranteed Sum" means: The maximum aggregate amount of: **10%** \_\_\_\_\_  
Of Contract Sum

Amount in Words: \_\_\_\_\_

"Expiry Date" means: \_\_\_\_\_

## CONTRACT DETAILS

Engineer Issues: Interim Payment Certificates, Final Payment Certificates and the Certificate Completion of the Works 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 Engineer of the Certificate of Completion of the Works or the date of payment in full of the Guaranteed Sum, whichever occurs first. The Engineer 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 the 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 issued by the Employer to the Contractor stating that payment of a sum certified by the Engineer 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 with a copy to the Contractor stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum certified has still not been paid;
  - 4.3 A copy of the aforesaid payment certificate which entitles the Employer to receive payment in terms of the Contract of the sum Certified 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 calling up this Performance Guarantee, such demand stating that:
  - 5.1 the Contract has been terminated due to the Contractor's default and that 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 payments 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 Payment 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 with seven (7) calendar days upon receipt of the first written demand to the Guarantor.
- 9 Payment by the 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 this Performance Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
- 11 The Guarantor chooses the physical 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 no 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 this 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)

\_\_\_\_\_





**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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**PART C2 - PRICING DATA**



**C2.1 PRICING INSTRUCTIONS**  
**GCC FOR CONSTRUCTION WORKS (Second Edition 2010)**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>

**C2.1 Pricing Instructions**

	<p>Where any item is not relevant to this specific contract, such item is marked N/A (signifying "not applicable")</p> <p>The adjustment of the preliminaries each item priced is to be allocated to one or more of the three categories by insertion of "F", "V", "T" as the case may be against the price in the "rate" column immediately preceding the "amount" column, where "F" denotes a fixed amount (amount not varied), "V" denotes an amount variable in proportion to value and "T" denotes an amount variable in proportion to time.</p>
<b>1</b>	<p><b>MASSES AND MEASURING UNITS</b></p> <p>These shall be in accordance with the Measuring Units and National Measuring Standards Act No. 76 of 1973 and amendments thereto.</p> <p>The pages of each of these documents are numbered consecutively and before the Tenderer submits his tender he should check the number of pages, and if any are found missing or duplicated, or the figures or writing indistinct, or the documents contain any obvious error, he should apply to the Head : Public Works AT ONCE and have same rectified as no liability whatsoever will be admitted by the Administration in respect of errors in Tender due to the foregoing.</p>
<b>2</b>	<p><b>PRICES FOR VARIATIONS</b></p> <p>Where prices or quotations for variations are submitted by the Contractor during the currency of the Contract, it is to be clearly understood that these are for the purpose of consideration by the Head : Public Works and that there is no assumption of acceptance. The Contractor will be notified of acceptance of prices or quotations either by insertion of the amount on the variation order or by written intimation.</p>
<b>3</b>	<p><b>SCALE</b></p> <p>The scale to which the Drawings are made is only to be made use of when no figured dimensions are given either on the Drawings or in the tender documents and the figured dimensions are always to be followed though they may not coincide with the scale of the Drawings, but dimensions where possible are to be taken from the buildings.</p>
<b>4</b>	<p><b>PROVISIONAL ITEMS</b></p> <p>All items described as "Provisional" shall be used as directed by the Employer and measured and valued or paid for.</p> <p>No work for which "Provisional" items are allowed shall be commenced without written instructions from the Head : Public Works.</p>

**5** **TIMELY ORDERING OF MATERIALS**  
The Contractor is warned to place all orders for materials or special articles as early as possible, as he will be held solely responsible for any delay in the delivery of such goods.  
Nevertheless this tender is conditional upon no liability being attached to the Contractor if delivery of materials is rendered impossible by reason of any act of the Government.

**6** **ELECTRICAL LIGHTING, POWER AND WATER**  
The Contractor shall provide any artificial lighting which may be necessary or required for the proper execution of the works, and provide electric power and water required by all Sub-Contractors, Nominated Sub-Contractors and Sub-Contractors appointed directly by the Employer.  
The Contractor shall give all notices and pay all fees in connection with temporary electrical and water connections and shall connect temporary Electrical and Water meters for and pay for all current and water consumed.  
Tenderers are advised that the permanent light fittings and water points of any kind installed in the Works are not to be used to provide temporary lighting and supplement water requirements for construction purposes.

**7** **IMPORT PERMITS, DUTIES AND SURCHARGES.**  
All tenders by means of which imported products are being called for, must use the rate of exchange 14 days prior to the closing date indicated in the tender documents. If this day falls on a weekend or public holiday, the next working day must be used.  
Furthermore, Tenderers must submit documentary proof (in the form of a certified copy) from their bank or legally recognised financial institution, clearly indicating what the rate of exchange was 14 days prior to the closing date, as mentioned above.  
Together with this, the Tenderer must confirm that the tender price relating to an imported product, was based on the rate of exchange 14 days prior to the closing date as mentioned above.

**8** **STANDARD SYSTEM OF MEASUREMENT WHERE BILLS OF QUANTITIES FORM PART OF THE TENDER DOCUMENTS**

The work executed under this Contract has been measured in accordance with the;

**Standard System of Measuring Builders Work (7th Edition)**

including all amendments unless descriptions of items indicate a deviation and it shall be understood that the system of measurement which is herein adopted is the only system of measurement which will be recognised in connection with this contract. Any contradictions to this system of measurement contained in the "Model Preambles for Trades 2008" shall be disregarded (unless same have been accommodated in the system of measurement) but applicable rates shall be included for all requirements stated and not measured separately in compliance with this system.

**9** **PRICING OF ROCK EXCAVATIONS**

It is a condition of this tender that should the tenderer elect to price the Rock Excavation included in this tender, the rates must be market related and should be identically priced for the same classification of excavations and not vary for similar billed items in the different sections.

**10 BROAD BASED BLACK ECONOMIC EMPOWERMENT**

1. It is the deliberate policy of the Provincial Administration of KwaZulu-Natal to foster and to encourage the economic empowerment of Black South Africans. This policy will be implemented without prescription and without prejudicing the principles and the integrity of the Provincial Administration of KwaZulu-Natal. Subject to these constraints and also subject to good business practise and commercial consideration, it is therefore considered appropriate that the Provincial Administration of KwaZulu-Natal should encourage business relationships with companies which actively pursue Affirmative Action and Black Economic Empowerment Programmes.
2. In responding to this tender you are therefore encouraged to devote attention to these two subjects of Affirmative Action and Economic Empowerment. In addition, in considering the appointment of sub-contractors, you are requested to extend the spirit of these policies.
3. The foregoing enunciations of this policy are not intended to be prescriptive nor to preclude any individual or operation from responding to this tender.

**11 REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE**

1. In terms of the Public Finance Management Act (PFMA), 1999 (Act No 1 of 1999) Section 38 (1) (a) (iii) and 51 (1) (iii) and Section 76 (4) of PFMA National Treasury developed a single platform, The Central Supplier Database (CSD) for the registration of prospective suppliers including the verification functionality of key supplier information.
2. Prospective suppliers will be able to self - register on the CSD website: [www.csd.gov.za](http://www.csd.gov.za)
3. Once the supplier information has been verified with external data sources by National Treasury a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be required to keep their data updated regularly and should confirm at least once a year that their data is still current and updated.
4. Suppliers can provide their CSD supplier number and unique security code to organs of state to view their verified CSD information.
5. Tenderers are required to fill in clearly, legibly, in bold print and black ink their CSD supplier number in the space hereunder:

<b>Name of Supplier</b>	
<b>Central Supplier Database (CSD) Supplier Number:</b>	

**12 TAX CLEARANCE REQUIREMENTS**

**It is a condition of tender that the taxes of the successful tenderer must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Tenderder's tax obligations. It is a condition of this Offer of Commission that your practice remains in good standing with SARS (South African Revenue Services) in terms of its tax clearance, during the project, which is required to process your payment certificates.**

1. In order to meet this requirement tenderers are required to apply via e-filing at any SARS branch office nationally. The Tax Compliance Status (TCS) requirements are also applicable to foreign Tenderders / individuals who wish to submit Tenders.
2. SARS will then furnish the Tenderder with a Tax Compliance Status (TCS) PIN that will be valid for a period of 1 (one) year from the date of approval.
3. In tenders where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Compliance Status (TCS) PIN.
4. Application for Tax Compliance Status (TCS) PIN can be done via e-filing at any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
5. Tax Clearance Certificates may be printed via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).
6. Tax Clearance Certificates may be printed via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

	<b>Security PIN Number</b>	
	<b>Company / Entity Tax Reference Number</b>	
13	<b>BILLS OF QUANTITIES/LUMP SUM DOCUMENT</b>  The Bills of Quantities document forms part of and must be read and priced in conjunction with all the other documents forming part of the contract documents, the Standard Conditions of Tender, Conditions of Contract, Standard Preambles to all Trades, Specifications, Drawings and all other relevant documentation.	
14	<b>VALUE ADDED TAX</b>  The tender price must include for Value Added Tax (VAT). All rates, provisional sums, etc. in the Bills of Quantities must however be net (exclusive of VAT) with VAT calculated and added to the Total Value thereof in the Final Summary.	
15	<b>FIXED PRICE CONTRACT</b>  Should the Bills of Quantities/Lump Sum Document be a fixed price contract, the following clause must be inserted in the Pricing Instructions:  Tenderders are to take note that the contract price adjustments are not applicable to this contract. Tenderders should therefore make provision in the Contract Sum, schedule of rates, etc. for possible price increases during the contract period, as no claims in this regard shall be entertained.	



**KWAZULU-NATAL PROVINCE**  
**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF  
BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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**C2.2 - Preliminaries for GCC for Construction works - 2nd Edition  
2010**



**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

**BILL NO. 1  
 C2.2 PRELIMINARY AND GENERAL**

	NOTES	UNIT	QUANTITY	RATE	AMOUNT
i)	The agreement is to be the General Conditions of Contract for Works of Civil Engineering Construction (2010) (Second Edition) , published by the S. A. Institution Of Civil Engineering.				
ii)	The Preliminaries are to be the Construction and management requirements for works contracts - Part 1: General engineering and construction works (SANS 1921-1: 2004 Edition 1) prepared by Standards South Africa and shall be deemed to be incorporated herein.				
iii)	Tenderers are referred to the abovementioned documents for the full intent and meaning of each clause thereof (hereinafter referred to by heading and clause number only) for which such allowance must be made as may be considered necessary.				
iv)	Where standard clauses or alternatives are not entirely applicable to this contract such modifications, corrections or supplements as will apply are given under each relevant clause heading.				
v)	Where any item is not relevant to this specific contract such item is marked N/A (signifying "not applicable").				
vi)	Adjustment of the preliminaries: each item priced, is to be allocated to one or more of the three categories, where "F" denotes a fixed amount (amount not to be varied), "V" denotes an amount variable in proportion to value and "T" denotes an amount in proportion to time.				
vii)	Time (T) related Preliminaries will only be adjusted for omissions or additions, issued by the Employer, or delays caused by the Employer, for which variation and extension of time has been granted. <b>See Contract Data</b> .				
<b>SECTION A: GENERAL CONDITIONS OF CONTRACT</b>					
A1	General (clause 1)  F:..... V:..... T:.....	Item			
A2	Basis of Contract (clause 2)  F:..... V:..... T:.....	Item			
A3	Engineer (clause 3)  F:..... V:..... T:.....	Item			
A4	Contractor's General Obligation (clause 4)  F:..... V:..... T:.....	Item			
A5	Time and Related Matters (clause 5) - As referred to in the Contract Data under Special Condition of Contract. The Contract Period shall be deemed to include all Non – Working Days, Special Non – Working Days and the year-end Builders Annual Industry Holiday Periods.  F:..... V:..... T:.....	Item			
Carried forward to collection				R	

		UNIT	QUANTITY	RATE	AMOUNT
A6	Payment and Related Matters (clause 6) F:..... V:..... T:.....	Item			
A7	Quality and Related Matters (clause 7) F:..... V:..... T:.....	Item			
A8	Risk and Related Matters (clause 8) F:..... V:..... T:.....	Item			
A9	Termination of Contract (clause 9) F:..... V:..... T:.....	Item			
A10	Claims and Disputes (clause 10) F:..... V:..... T:.....	Item			
<b>SECTION B: SANS 1921-1:2004 (Edition 1): CONSTRUCTION AND MANAGEMENT REQUIREMENTS FOR WORKS CONTRACTS: PART 1</b> Refer to the SCOPE OF WORK for detail requirements:					
B1	Scope F:..... V:..... T:.....	Item			
B2	Normative references F:..... V:..... T:.....	Item			
B3	Definitions F:..... V:..... T:.....	Item			
B4	Requirements for construction and management F:..... V:..... T:.....	Item			
B4.1	General F:..... V:..... T:.....	Item			
B4.2	Responsibilities for design and construction F:..... V:..... T:.....	Item			
B4.3	Planning, programme and method statements F:..... V:..... T:.....	Item			
Carried forward to collection				R	

		UNIT	QUANTITY	RATE	AMOUNT
B4.4	Quality assurance F:..... V:..... T:.....	Item			
B4.5	Setting out F:..... V:..... T:.....	Item			
B4.6	Management and disposal of water F:..... V:..... T:.....	Item			
B4.7	Blasting F:..... V:..... T:.....	Item			
B4.8	Works adjacent to services and structures F:..... V:..... T:.....	Item			
B4.9	Management of the Works and site F:..... V:..... T:.....	Item			
B4.10	Earthworks F:..... V:..... T:.....	Item			
B4.11	Testing F:..... V:..... T:.....	Item			
B4.12	Materials, samples and fabrication drawings F:..... V:..... T:.....	Item			
B4.13	Equipment F:..... V:..... T:.....	Item			
B4.14	Site establishment F:..... V:..... T:.....	Item			
B4.15	Survey control F:..... V:..... T:.....	Item			
B4.16	Temporary works F:..... V:..... T:.....	Item			
	Carried forward to collection			R	

		UNIT	QUANTITY	RATE	AMOUNT
B4.17	Existing services F:..... V:..... T:.....	Item			
B4.18	Health and safety F:..... V:..... T:.....	Item			
B4.19	Environmental requirements F:..... V:..... T:.....	Item			
B4.20	Alterations, additions, extensions and modifications to existing works F:..... V:..... T:.....	Item			
B4.21	Inspection of adjoining structures, services, buildings and property F:..... V:..... T:.....	Item			
B4.22	Attendance on nominated and selected subcontractors F:..... V:..... T:.....	Item			
<b>SECTION C: SCOPE OF WORK in accordance with SANS 10403</b> (The reference to Clauses refer to Table B.1 of SANS 1921-1:2004)					
C1	Certification by recognised bodies - CLAUSE 4.4 F:..... V:..... T:.....	Item			
C2	Agrément certificates - CLAUSE 4.5 F:..... V:..... T:.....	N/A			
C3	Other services and facilities - CLAUSE 4.8 F:..... V:..... T:.....	Item			
C4	Recording of weather - CLAUSE 5.2 F:..... V:..... T:.....	Item			
C5	Management meetings - CLAUSE 5.3 F:..... V:..... T:.....	Item			
C6	Daily records CLAUSE 5.6 F:..... V:..... T:.....	Item			
C7	Bond and guarantees - CLAUSE 5.7 F:..... V:..... T:.....	Item			
Carried forward to collection				R	

		UNIT	QUANTITY	RATE	AMOUNT
C8	Permits - CLAUSE 5.9 F:..... V:..... T:.....	Item			
C9	Proof of compliance with the law - CLAUSE 5.10 F:..... V:..... T:.....	Item			
<b>SECTION D: SPECIFICATION DATA ASSOCIATED WITH SANS 1921-1:2004 (Table A.1)</b>					
D1	Requirements for drawings, information and calculations for which the contractor is responsible CLAUSE 4.1.7 F:..... V:..... T:.....	Item			
D2	The responsibility strategy assigned to the contractor for the works CLAUSE 4.2.1 F:..... V:..... T:.....	Item			
D3	The planning, programme and method statements - CLAUSE 4.3 F:..... V:..... T:.....	Item			
D4	Samples of materials, workmanship and finishes - CLAUSE 4.12.1 F:..... V:..... T:.....	Item			
D5	Fabrication drawings that the contractor is to provide and deliver to the employer - CLAUSE 4.12.2 F:..... V:..... T:.....	Item			
D6	Office for the foreman CLAUSE 4.14.3 F:..... V:..... T:.....	Item			
D7	Telephone - CLAUSE 4.14.3 F:..... V:..... T:.....	Item			
D8	Office for inspector of works - CLAUSE 4.14.3 F:..... V:..... T:.....	Item			
D9	Telephone in office for inspector of works - CLAUSE 4.14.3 F:..... V:..... T:.....	Item			
D10	Sheds - CLAUSE 4.14.3 F:..... V:..... T:.....	Item			
Carried forward to collection				R	

		UNIT	QUANTITY	RATE	AMOUNT
D11	Provision and erection of signboards - CLAUSE 4.14.6 F:..... V:..... T:.....	Item			
D12	Termination, diversion or maintenance of existing services - CLAUSE 4.17.1 F:..... V:..... T:.....	Item			
D13	Services which are known to exist - CLAUSE 4.17.3 F:..... V:..... T:.....	Item			
D14	Detection apparatus - CLAUSE 4.17.4 F:..... V:..... T:.....	Item			
D15	Additional health and safety requirements - CLAUSE 4.18 F:..... V:..... T:.....	Item			
<b>SECTION E: SPECIFIC PRELIMINARIES</b>					
<u>Section E contains Specific Preliminary items which apply to this contract except where "N/A" (Not Applicable) appears against the item.</u>					
E1	<b>PROPRIETARY BRANDED PRODUCTS</b>  The contractor shall take delivery of, handle, store, use apply and/or fix all proprietary branded products in strict accordance with the manufacturers' instruction after consultation with the manufacturer's authorised representative.  F:..... V:..... T:.....	Item			
E2	<b>OVERTIME</b>  Should overtime be required to be worked for any reason whatsoever, the costs of such overtime are to be borne by the Contractor unless the Engineer/Principal Agent has specifically authorised in writing, prior to the execution thereof, that costs for such overtime are to be borne by the Employer.  F:..... V:..... T:.....	Item			
E3	<b>AS BUILT DRAWINGS</b>  The position of construction breaks and the extent of individual concrete pours are to be recorded by the Contractor on the Structural Engineer's drawings and are to be submitted to the Engineer/Principal Agent and the Structural Engineer for their records.  F:..... V:..... T:.....	Item			
Carried forward to collection				R	

SECTION E: SPECIFIC PRELIMINARIES		UNIT	QUANTITY	RATE	AMOUNT
E4	<p><b>SITE INSTRUCTIONS</b></p> <p>Site Instructions issued on site are to be recorded in triplicate in a Site Instruction book which is to be maintained on site by the Contractor.</p> <p>F:..... V:..... T:.....</p>	Item			
E5	<p><b>LABOUR RECORD</b></p> <p>At the end of each week the Contractor shall provide the Engineer/Principal Agent with a written record, in schedule form, reflecting the number and description of tradesmen and labourers employed by him and all sub-contractors on the works each day.</p> <p>F:..... V:..... T:.....</p> <p><i>Note : In the event that the contractor fails to satisfy the requirements of this specification, the Employer (Head: Public Works) may apply any of the sanctions provided in the contract. Sanctions may include the application of a financial penalty of .04% of the Contract Sum per calendar day of which the required report has not been submitted.</i></p>	Item			
E6	<p><b>PLANT RECORD</b></p> <p>At the end of each week the Contractor shall provide the Engineer/Principal Agent with a written record, in schedule form, reflecting the number, type and capacity of all plant, excluding hand tools, currently used on the works.</p> <p>F:..... V:..... T:.....</p>	Item			
E7	<p><b>NON CESSION OF MONIES</b></p> <p>The Contractor shall not cede nor assign his rights or claims to any monies due or to become due under this contract.</p> <p>F:..... V:..... T:.....</p>	Item			
E8	<p><b>SECTIONAL COMPLETION</b></p> <p>When it is required that the contract be executed in sections or portions, the tenderer shall allow for all costs in this regard as no claim for additional costs will be entertained.</p> <p>F:..... V:..... T:.....</p>	Item			
E9	<p><b>LOCAL LABOUR</b></p> <p>It is a general requirement of this contract that persons normally resident in the locality of the works (Local Labour) be given preference for employment on the contract. Provided, however, that should adequate and appropriate Labour not be available within the locality, others may be employed subject to satisfactory proof being provided that every reasonable endeavour has been made to employ Local Labour. The Contractor shall identify the local community leaders with the purpose of negotiating with them regarding the utilization of Local Labour in the construction process. In this regard, the Contractor shall furthermore give preference, wherever possible to the employment of single heads of households, women and youth. The Contractor shall, in general, maximize the involvement of the local community.</p> <p>F:..... V:..... T:.....</p>	Item			
Carried forward to collection				R	

		UNIT	QUANTITY	RATE	AMOUNT
E10	<p><b>IMPORT PERMITS AND DUTIES</b></p> <p>The responsibility for obtaining the necessary import permits shall rest with the successful Tenderer. No foreign exchange will be arranged or provided by the Administration.</p> <p>Tenderers are to allow in their tenders and pay the ordinary levy imposed on imported items in terms of item 196.10 of Part 8 of Schedule No. 1 of the Customs and Excise Act, 1964 with effect from 1 October 1989.</p> <p>F:..... V:..... T:.....</p>	Item			
E11	<p><b>CONTRACT PRICE ADJUSTMENT PROVISIONS (CPAP)</b></p> <p>Notwithstanding anything to the contrary contained in the GCC for Construction Works 2010 2nd Edition, this Contract shall only when the Construction Period exceeds 6 months and the Contract sum exceeds R1,000,000,00 be subject to the Contract Price Adjustment Provisions Indices Application Manual for use with P0151 indices (CPAP) (Revised 1 January 2013) as published by Statistics South Africa. Tenderers are advised that with reference to Clause 3.4.6 of the Contract Price Adjustment Provisions (CPAP) Indices Applications Manual, the Head: Public Works <b><u>will not accept the submission by Tenderers of lists of additional items.</u></b></p> <p>Where this contract is a Lump Sum contract, the contract will be subject to Contract Price Adjustment Provisions (CPAP) only where the contract period equals or exceeds 6 calendar months. The applicable work group shall be WG 180 for domestic buildings or WG 181 for commercial and industrial buildings.</p> <p>F:..... V:..... T:.....</p>	Item			
E12	<p><b>EPWP CONDITIONS AND SPECIFICATIONS</b></p> <p><b>12.1 EMPLOYMENT TARGETS</b></p> <p><u>E12.1 a Employment Targets</u></p> <p>The contractor needs to provide a realistic estimate on the number of jobs that the project has the potential to create throughout the project duration as the project will be implemented using labour intensive construction methods on elements where it is economical and feasible for this construction method.</p> <p>No of jobs to be created = ..... [Contractor to fill in an estimated number]</p> <p>F:..... V:..... T:.....</p> <p><u>E12.1 b Employment requirements</u></p> <p>Tenderers are advised that this contract will be subject to the Expanded Public Works Program (EPWP) aimed at alleviating and reducing unemployment.</p> <p>Tenderers must allow for any costs for the employment of unskilled labour as per the requirements of the EPWP program;</p> <ol style="list-style-type: none"> <li>1. 55% of unskilled labour to be women</li> <li>2. 55% of unskilled labour to be youth aged between 18 and 35 years</li> <li>3. 2% of unskilled labour to be people living with disability</li> <li>4. 100% Unskilled labour utilised must reside within the boundaries of the Municipality Ward where this contract is executed, with preference to the local community closest or at the walking distance to the contract site. Wherever possible local skilled tradesmen are to be employed on this contract with the view to maximize utilization of local resources.</li> </ol> <p>F:..... V:..... T:.....</p>	Item			
	Carried forward to collection			R	

	UNIT	QUANTITY	RATE	AMOUNT
<p><b>E12.1 c Labour rate and payment intervals</b>                      The contractor should ensure that labour rate paid to unskilled local labour is commensurate to the daily task. When determining the rate, consideration should be given to that EPWP beneficiaries are mostly bread winners in their families, as the program intends alleviating poverty. There should also be consideration that the labour rate promotes creation of expanded number of jobs created and person days of work.                      Contractors should make endeavours to ensure that labourers, particularly unskilled are remunerated on fortnight basis and prior notification be made should there be a shortfall on their wages.                      The labour rate for local unskilled shall also be determined in consideration of the location of the project, i.e. for projects implemented in urbanized municipalities will not be the same as that for rural municipalities.</p> <p>F:..... V:..... T:.....</p>	Item			
<p><b>12.2 LABOUR INTENSIVE CONSTRUCTION METHOD</b>  <b>E12.2 a Labour Intensive Construction (LIC) method</b>                      On site there must a person(s) having competency in managing and implementing LIC methods.                      *Foreman @ NQF Level 4 the Unit Standard on Implementing LIC methods on site.                      *Site Agent/ Managers @ NQF level 5 the Unit Standard on Manage Labour-Intensive Skills Programme both must be CETA accredited</p> <p>F:..... V:..... T:.....</p>	Item			
<p><b>E12.2 b Labour Intensive Construction Method</b>                      Those parts of the contract to be constructed using Labour Intensive methods will be marked in the BoQ with letter LI (indicating Labour Intensive) against every item so designated. Such works will only be constructed using method so indicated.                       Reference to be made to Guidelines for the implementation of Labour Intensive Infrastructure projects under EPWP. "Scope of Work in Respect of Work Relating to the Expanded Public Works Programme (EPWP)"</p> <p>F:..... V:..... T:.....</p>	Item			
<p><b>E12.3 RECORD KEEPING</b>                      12.3.1 Every employer must keep in the project site office the following minutes of site progress minutes; contractors' monthly site progress reports; accurately recorded attendance register; proof of payment as means to verify authenticity of data in the EPWP Beneficiary form submitted with payment certificates. Copies of submitted EPWP beneficiary data forms should also be kept in the site office.</p> <p>F:..... V:..... T:.....</p> <p>12.3.2 The employer must keep this record for a period of at least three (3) years after the completion of the project in his/her office as the project site office would have been relocated.                       This should be safely kept for job creation data verifications and periodical audits on projects conducted by National and Provincial Department of Public Works after one (1) or two (2) quarters of submitting captured EPWP Data to the National EPWP coordinating Department.</p> <p>F:..... V:..... T:.....</p>	Item			
Carried forward to collection			R	

	UNIT	QUANTITY	RATE	AMOUNT
<p><b>E12.4 EPWP REPORTING as per EPWP DATA FORM</b>                      At the end of each month as part of site progress report and to be attached to every contractors' progress payment certificate; the contractor shall provide the principal agent &amp; Public Works with a written records, as per EPWP data form; which will be reflecting, beneficiaries full name &amp; surname; ID No and job description of labour employed by main contractor and sub-contractors on site. At the end of each month the contractor must submit the following documents to be attached to the Progress payment certificate:                      1. EPWP monthly data collection form                      2. Worker monthly payment upload                      3. Worker monthly proof of payment i.e                      3.1 Acknowledgement of receipt of payment or                      3.2 Payslips                      3.3 Bank statement highlighted the workers paid                      4. Worker monthly training form                      5. Monthly attendance register                      6. Certified copies of ID's (once off)                      7. ID size photos (once off)                      8. Proof of UIF                      9. Proof of COIDA</p> <p>F:..... V:..... T:.....</p>	Item			
<p><b>E12.5 EPWP PROMOTION</b>  <b>12.5.1 EPWP signage board</b>                      EPWP Program at the project level shall always be promoted through have the projects signage board that embrace EPWP logo at the bottom, correct measurement for this signage board will be provided by the project leader during the site handing over meeting. the standard "HELVETIVA MEDUIM " letters are to be used . Professional title to be 10 mm above line . Line thickness to be 8 mm thick . Space between bottom of the line and bottom of the lettering below the line has to be 100 mm. Letter sizes are as follows : Helvetica meduim 100 mm black upper case to be for project name and owner . Helvetica meduim 75mm black upper case only to be used for professional titles.Project name and owner shall be black lettering on white background.board sizes are as follows : Board to be minomum 2000mm from ground level and to be constructed from reinforced formed chromadek panels minimum 0,6mm thick chromadek. The contractor is responsible for ensuring that the project board remains neatly and safely erected for the full duration including maintenance period,after which the project board and post are to be dismantled and handed to the client in good order.</p> <p>F:..... V:..... T:.....</p>	Item			
<p><b>12.5.2 Branding of labour apparel</b>                      Contractor &amp; Sub-contractors' labourers shall be provided with EPWP branded Personal Protective Equipment (PPE), reflector vest with EPWP wording at the back is an ideal and cost effective means of promoting program on site.</p> <p>The contractor is then advised to price for both item 17.5.1 and 17.5.2</p> <p>F:..... V:..... T:.....</p>	Item			
<p><b>E12.6 COMMUNITY LIAISON OFFICER (CLO)</b>  <b>UTILISATION OF A COMMUNITY LIAISON OFFICER</b>                      In addition to the requirements of Clause E9, contained in this document;                      The Contractor shall allow for and pay any and all costs necessary for the engagement of the services of a Community Liaison Officer (CLO) for the full duration of this contract</p> <p>In the interest of providing a sound service to both the community and the Contractor, a CLO may only manage one project at a given time.</p> <p>A CLO will be identified by the local structures of the ward areas and appointed following fair and transparent interviewing process, to be conducted in the presence of local structures and the contractor representative, in order to assist the Contractor in the procurement of any local labour, etc. required for this project. The Contractor is to liaise with the CLO and afford him any assistance needed in ensuring sound working relations with the local community.</p>				

	<p><b>Key Responsibilities of the CLO are envisaged to include and not necessary be limited to:</b></p> <ol style="list-style-type: none"> <li>1. Assisting local leadership in conducting skills and resources audit which facilitates sourcing labour from within the ward or targeted areas for employment, as required by contractor.</li> <li>2. Assisting in sourcing labour-only domestic sub-contractors and the procurement of materials from local resources, as required by the contractor.</li> <li>3. Assisting the contractor by identifying areas of potential conflict and or threats to the project or to stakeholders in the project and recommend appropriate action to the contractor.</li> <li>4. Assisting contractor and stakeholders in the project in the resolution of any conflict which may arise.</li> <li>5. Establishing and ensuring that sufficient and open communication channels between the contractor and the work force are maintained.</li> <li>6. Establish and ensuring that efficient and open communication channels between the contractor and the community are maintained</li> <li>7. Identifying and reporting to the Contractor regarding issues where communication between stakeholder is necessary, recommend courses of action and facilitate such communications</li> </ol>				
	Carried forward to collection			R	

	UNIT	QUANTITY	RATE	AMOUNT
<p>8. Assisting the Contractor and the work force in the establishment of grievance procedures and necessary recommendation to the Contractor regarding the grievances and solution thereto.</p> <p>9. Attending to site meetings and project implementation meetings as required by the Contractor and prepare periodic reports as may be required by the Contractor from time to time.</p> <p>10. Attending to such other duties which are consistent with the functions of a CLO, as may be required by the Contractor from time to time.</p> <p>Tenderers are to price twice the rate of unskilled local labour rate against this item for any and all costs arising out of compliance with the foregoing and in the event of a Tenderer failing to price against this item or making inadequate financial provision against this item for compliance as aforesaid, then no claim for costs or additional cost incurred will be entertained by the Head: Works</p> <p>F:..... V:..... T:.....</p>	Item			
<p><b>E12.7 SKILLS DEVELOPMENT ON SITE</b>                  Contractor in conforming to the object of EPWP that its beneficiaries need to be capacitated with skills that will render them employable in the future. It is then the responsibility of the Contractor that mandatory life skills are provided to 100% of workforce on site and on the job training to labourers from whom the potential for further development has been identified. The latter is not mandatory to all as it covers technical skills.</p> <p>Contractor should also make provision for the possibility that there might be local youth that will need to be placed on the project with an intention to be provided support towards improving their level of competency and productivity.</p> <p>Contractor shall also provide all necessary on-the-job training to targeted labour to enable such labour to master and advance on techniques required to undertake the work in accordance with requirements of the contract in a manner that does not compromise workers health and safety.</p> <p>F:..... V:..... T:.....</p>	Item			
<p><b>E12.8 LABOUR ONLY Sub Contracting for local emerging enterprises</b>                  Tenderer's are advised that this contract is subject to the Expanded Public Works Programme (EPWP) and the following criteria will apply:</p> <p><u>African Equity Ownership</u></p> <p>a) The Tenderer is to allow for 5% of the total value of works to be undertaken by a Priority Population Group. This percentage excludes the costs of employing local unskilled labour. The allocation of this percentage from the Project, the screening of people, the selection of skills, will be for the Contractor to adjudicate.</p> <p>b) The Priority Population Group consists of women, youth and disabled people.</p> <p>c) The Contractor is to give first option for prospective PPG's from the surrounding areas of the Project. Should there be insufficient suitable people fitting the criteria of PPG's, the Contractor may hire people from further afield. This is to be done only after consultation with the Department of Works EPWP Co-ordinator and the Community Liaison Officer (CLO).</p> <p>d) A Mentor is to be employed by the Contractor, in consultation with the Department of Works for the purposes of quality control and liaison between the Contractor and the selected PPG's on site. The mentor will be responsible for ensuring an acceptable level of quality workmanship and that such work carried out by the PPG's is executed within the time frames stipulated.</p> <p>In so far as possible, the Contractor is encouraged to expand the PPG's skills, knowledge and performance levels.</p> <p>F:..... V:..... T:.....</p>	Item			
Carried forward to collection			R	

	UNIT	QUANTITY	RATE	AMOUNT
<p><b><u>TENDERER'S TO NOTE CONDITIONS</u></b></p> <p>a) The contract to be entered into between the Contractor and the PPG's will be a LABOUR ONLY sub-contract.</p> <p>b) The Contractor will be responsible for ensuring that all materials for use by the PPG's in the works are to be on site timeously. The Contractor shall liaise with The Mentor and PPG to determine the nature and extent of materials required and the lead time necessary.</p> <p>c) The Contractor shall be responsible for the overall programming of the Works and he is to allow for monitoring the PPG's programme and progress.</p> <p>d) In conjunction with the Mentor, he is to allow for the supervision and mentoring (where necessary) of the PPG to ensure quality and adherence to standard building practice</p> <p>e) The Contractor is to allow for extra storage facilities on site for the PPG's tools and equipment.</p> <p>f) Basic tools shall be provided by the PPG's and where these are not available; the Contractor will supply him with the necessary tools and equipment and deduct the costs thereof from the interim claims made by the PPG.</p> <p>g) Work requiring specialized tools will be provided free of charge by the Contractor with the provision that these be returned upon completion of the Work.</p> <p><b><u>CO-ORDINATION</u></b></p> <p>The Contractor is to co-ordinate the work of all the PPG's, Sub-Contractors and Nominated Sub- Contractors appointed direct by the Employer in such a manner and at all times as will suit the building programme and he is to allow adequate access, for the PPG's, where required, to carry out their work in an efficient manner as no claims for extras in this connection will be entertained.</p> <p>F:..... V:..... T:.....</p> <p><b><u>ATTENDANCE</u></b></p> <p>The Contractor may allow for attendance upon the PPG's concerned to execute the work. The Contractor is to allow the PPG's the use of any scaffolding belonging to him while it remains so erected on the site.</p> <p>Where scaffolding is necessary for the use by any PPG and the Contractor has not erected any for his own use or has removed same after his own use, the Contractor shall supply sufficient scaffolding to the PPG to be erected and dismantled by the PPG and returned to the Contractor.</p> <p>This attendance upon PPG's to execute the work is to include for the scaffolding provisions as aforesaid and, in addition, is to include for co-operating to the fullest extent with all the parties, attending on off-loading materials, providing suitable storage for tools and materials used by the PPG's, use of general facilities such as latrines, etc., supply and cost of power, lighting, water and the like.</p> <p>F:..... V:..... T:.....</p> <p><b><u>E12.9 EPWP CONTRACT FOR LABOUR</u></b></p> <p>It is compulsory that shortly after the contractor and or sub contractor has appointed local labour, the employment contract should be signed by both parties, prior to commencement with works on site. The employment contract forms part of the Ministerial Determination or from the regional EPWP officials. Each contract will lapse at the end of each financial year therefore requiring the Contractor to do a renewal of each contract should the need of employment still exist for that particular labourer.</p> <p>F:..... V:..... T:.....</p>	Item			
Carried forward to collection			R	

	UNIT	QUANTITY	RATE	AMOUNT
<p><b>E12.10 EPWP SCOPE of WORK</b>  <b>Note:</b>                      Contractors are to price any item on the Bill of Quantities having below, bearing in mind that they are regarded as main sources of job creation, whether sub contracted or undertaken by the main contractor.</p> <p>Elements on the scope of work where application of Labour Intensive Construction methods as will indicated with letters (LI) are regarded feasible are as follows;</p> <p>i) Excavating trenches for foundations and any other civil works with the depth not more than 1.5 m</p> <p>ii) All masonry works which include concrete mixing on site; brickwork; plastering; screed works; jointing; etc.</p> <p>iii) Painting, Plumbing, Ironmongery; roof cladding; glazing; tiling; carpentry; flooring; waterproofing; etc.</p> <p>F:..... V:..... T:.....</p> <p><b>Note:</b>                      It is a general requirement of this contract that persons normally resident in the ward of the works (local labour) be given preference for employment on the contract. Provided, however, that should adequate and appropriate labour not be available within the ward, others may be employed subject to satisfactory proof being provided that every reasonable endeavour has been made to employ local labour (Local Sub-contractor(s); Skilled; Semi-Skilled and Unskilled). The contractor shall in consultation with the local community leaders with the purpose of negotiating with them regarding the utilization of local resources in the construction process. In this regard, the contractor shall furthermore give preference, wherever possible to the employment of single heads of households, women and youth as well as families declared as most indigent by War on Poverty/ Sukuma Sakhe program profiling process. The contractor should aim, in general, to maximise the involvement of the local community, however workers from other communities should not exceed 20% of all persons working on the project, where local employees possess skills at level of competency that meet contractors requirements.</p> <p><u>Payment for the labour-intensive component of the works</u>                      Payment for works identified in the Scope of Work as being labour-intensive shall only be made in accordance with the provisions of the Contract if the works are constructed strictly in accordance with the provisions of the Scope of Work. Any non-payment for such works shall not relieve the Contractor in any way from his obligations either in contract or in delict.</p> <p><u>Linkage of payment for labour-intensive component of works to submission of project data</u>                      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.</p> <p><u>Applicable labour laws</u>                      The current Ministerial Determination (also downloadable at <a href="http://www.edwp.gov.za">www.edwp.gov.za</a>) Expanded Public Works Programmes, issued in terms of the Basic Conditions 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 or semi-skilled workers.</p> <p>F:..... V:..... T:.....</p>	Item			
Carried forward to collection	Item		R	

		UNIT	QUANTITY	RATE	AMOUNT
E13	<b>HIV/AIDS AWARENESS</b> Tenderers are to price against the following items for compliance with the SPECIFICATION FOR HIV/AIDS AWARENESS bound into this document (The clauses referred to are those of the Specification for HIV/AIDS)				
E13.1	Provide and maintain a condom dispenser in terms of Clause 5.1a)  F:..... V:..... T:.....	Item			
E13.2	Provide and maintain HIV/AIDS awareness posters terms of Clause 5.1b)  F:..... V:..... T:.....	Item			
E13.3	HIV /Aids Awareness Programme on Site for not less than 90% of workers inclusive of all direct and indirect costs;  Engage a qualified service provider as described in the scope of works to conduct an HIV Awareness Programme in terms of Clause 5.2.1a)  F:..... V:..... T:.....	Item			
E13.4	Arrange for workers to attend the HIV Awareness Programme in terms of Clause 5.2.1b)  F:..... V:..... T:.....	Item			
E13.5	<b>Reporting</b> Prepare and attach to claims for payment a brief report in terms of Clause 5.3 (see also HIV/STI Compliance Report included with this document).  F:..... V:..... T:..... <i>Note: In the event that the contractor fails to satisfy the requirements of this specification, the employer (Head: Public Works) may apply any of the sanctions provided for in the contract. Sanctions may include the application of a financial penalty of .04% of the Contract Sum per calendar day of which the required reports has not been submitted.</i>	Item			
E14	<b>OCCUPATIONAL HEALTH AND SAFETY ACT NO. 85 OF 1993</b> Tenderers are to allow for costs in providing a project specific ' Construction Phase Safety, Health and Environmental Plan' in accordance with "Section 2 - Specification Data associated with SANS 1921-1:2004" clause C4.18 in "Part C3 - Scope of Work"  F:..... V:..... T:.....	Item			
E15	<b>NOTICE BOARD, SITE OFFICE, ETC.</b> Tenderers are to allow for the provision and removal of a project notice board and a site office in accordance with the Principal Agent's requirements.  F:..... V:..... T:.....	Item			
E16	<b>IMPORTED MATERIALS AND EQUIPMENT</b> Where imported items are listed in the tender documents, the tenderer shall provide all information called for, failing which the price of any such item, material or equipment shall be excluded from currency fluctuations. ( <i>Refer to T2.14 - Schedule of Imported Materials and Equipment .</i> )  F:..... V:..... T:.....	Item			
E17	<b>CONTRACT DOCUMENTS</b> The drawings issues with these Tender documents do not comprise the complete set but serves as a guide only for tendering purposes and for indicating the scope of works to enable the Tenderer to acquaint him with the nature and extent of the works and the manner in which they are to be executed.  Should any part of the drawings not be clearly legible to the Tenderer he shall, before submitting his Tender, obtain clarification in writing from the principal agent.  F:..... V:..... T:.....	Item			
	Carried forward to collection			R	

		UNIT	QUANTITY	RATE	AMOUNT
E18	<p><b>GENERAL PREAMBLES</b>                      The Document Preambles will be the "ASAQS Model Preambles for Trades – 2008" and is obtainable from the various Regional Office's of the Department of Public Works and shall be read in conjunction with the Bills of Quantities and be referred to for the full descriptions of work to be done and materials to be used.</p> <p>F:..... V:..... T:.....</p>	Item			
E19	<p><b>TRADE NAMES</b>                      Wherever a Trade Name for any product has been described in the Bills of Quantities the Tenderer's attention is drawn to the fact that any other product of equal quality may be used subject to the written approval of the Principal Agent being obtained prior to the closing date for submission of Tenders.</p> <p>F:..... V:..... T:.....</p>	Item			
E20	<p><b>EXISTING PREMISES OCCUPIED</b>                      Refer to Scope of Works Part C3 of this Tender Document for information on the occupation of existing buildings.</p> <p>F:..... V:..... T:.....</p>	Item			
E21	<p><b>INACCURATE AND DEFECTIVE WORK EXECUTED UNDER PREVIOUS CONTRACT</b>                      The contractor shall, after taking possession of the site and before commencing the work, check all levels, liners, profiles and the like and satisfy himself as to the dimensional accuracy of all work executed under the previous contract which may affect his work.</p> <p>Should any inaccurate or defective work be found, the contractor shall immediately notify the principal agent in writing requesting his instructions with regard thereto and afford every facility to those rectifying such inaccurate or defective work.</p> <p>F:..... V:..... T:.....</p>	Item			
E22	<p><b>VIEWING THE SITE IN SECURITY AREAS</b>                      If the site is situated in a security area and the Tenderder must arrange with the Authorities to obtain permission to enter the site for Tenderding purposes.</p> <p>F:..... V:..... T:.....</p>	Item			
E23	<p><b>COMMENCEMENT OF WORKS IN SECURITY AREAS</b>                      If the works falls within a security area, the contractor must arrange with the Authorities and give the necessary notices before commencement of the works. Should the contractor fail to make such arrangements, admission to the site may be refused and any additional costs will be for the contractor's account.</p> <p>F:..... V:..... T:.....</p>	Item			
E24	<p><b>ENTRANCE PERMITS TO SECURITY AREAS</b>                      If the works fall within a security area, the contractor shall obtain entrance permits for his personnel and workmen entering the area and shall comply with all regulations and instructions which may be issued from time to time regarding the protection of persons and property under control of the Authority.</p> <p>F:..... V:..... T:.....</p>	Item			
Carried forward to collection				R	

		UNIT	QUANTITY	RATE	AMOUNT
E25	<p><b>SECURITY CHECK OF PERSONNEL</b>            The principal agent may require the contractor to have his personnel and workmen, or a certain number of them, security classified.</p> <p>In the event of the principal agent requesting the removal of a person or persons from the works for security reasons, the contractor shall do so forthwith and shall thereafter ensure that such person or persons are denied access to the works and the site and/or to any document or information relating to the works.</p> <p>F:..... V:..... T:.....</p>	Item			
E26	<p><b>PROHIBITION ON TAKING PHOTOGRAPHS</b>            In terms of article 119 of the Defence Act, 44 of 1957, it is prohibited to sketch or to take photographs of any military site or installation or any building or civil works thereon or to be in possession of a camera or other apparatus used for taking photographs, except when authorised thereto by or on behalf of the Minister.</p> <p>The same prohibition is also applicable to all Correctional Institutions in terms of article 44.1(e) of the Correctional Services Act 8 of 1959.</p> <p>F:..... V:..... T:.....</p>	Item			
E27	<p><b>Management of Water</b> <span style="float: right;">Water for</span>            Construction purposes must be obtained from alternative water sources (i.e. supply other than water that is produced and distributed by a regulated water service authority from a licenced water treatment works for human consumption), eg dams, rivers, boreholes, springs, rainwater harvesting, recycled sewerage water, etc. The alternative water source shall not be of an inferior quality / standard than that required for construction purposes. The client reserves the right through his agents to test such supplies or request certificates confirming the grade and nature of the water supply. Relevant knowledge of the respective area will be an advantage.</p>				
	Carried forward to collection			R	

**SECTION 1**

**SUMMARY – PRELIMINARY & GENERAL**

Collection	Page No.	Amount	
	1	R	
	2	R	
	3	R	
	4	R	
	5	R	
	6	R	
	7	R	
	8	R	
	9	R	
	10	R	
	11	R	
	12	R	
	13	R	
	14	R	
	15	R	
	16	R	
Carried forward to Final Summary		R	

Section No. 1  
 Preliminary & General  
 Summary



**KWAZULU-NATAL PROVINCE**  
**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC:  
PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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## **PART C2.3 BILL OF QUANTITIES**



**BILL OF QUANTITIES FOR BOREHOLE DRILLING**

**Client Name:** Department of Health  
**B/Hole Contract:**

Item	Description	Unit	Qty	Rate	Total
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**SECTION NO.2**

**SECTION NO. 2**  
**BILL NO.1**  
**BOREHOLE INSTALLATION (PROVISIONAL)**

The Tenderer is referred to the "KwaZulu Natal: Department of Health Standard Preambles to all Trades - January 2009 (Rev 3)" for supplementary and comprehensive expansion of descriptions, appropriate provision for which shall be deemed to have been included in all relevant rates

Registration with the Borehole Water Association of South Africa (BWA) AND Ground Water Association of KwaZulu-Natal (GAKZN) is required

Item	Description	Unit	Qty	Rate	Total
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**DRILLING**  
**CONCRETE, FORMWORK AND REINFORCEMENT**

**NOTE:**

For preambles see Standard Preambles to All Trades - WB20 and Supplementary Preambles - pages SUP1 to SUP6.

Tenderers are to allow in the rates tendered for all concrete with a compression strength equal to or greater than 20 MPa, for all concrete testing as specified in TESTS on page SP13 of the Standard Preambles to all Trades.

No separate item against which any allowance for costs, in connection with the tests, has been included in this document.

**VIBRATED REINFORCED CONCRETE**

**25 MPa / 19mm Concrete:**

1	Strip footings, bases, etc., cast against excavated surfaces.	m <sup>3</sup>	3		
	Carried forward				

**DRILLING**

**Drilling with foam from 0 to 100m**

2	Drilling 165mm diameter	m	100		
3	Drilling 203mm diameter	m	50		
4	Drilling exceeding 254m to not exceeding 305 diameter	m	-		Rate Only

**Drilling with foam from 101 to 150m**

5	Drilling 165mm diameter	m	50		
6	Drilling 203mm diameter	m	50		
7	Drilling exceeding 254m to not exceeding 305 diameter	m	-		Rate Only

**Drilling with foam from 151 to 300m**

8	Drilling 165mm diameter	m	-		Rate Only
9	Drilling 203mm diameter	m	-		Rate Only
10	Drilling exceeding 254m to not exceeding 305 diameter	m	-		Rate Only

**Mud Flush up to 100m**

11	Drilling 165mm diameter	m	50		
12	Drilling 203mm diameter	m	-		Rate Only
13	Drilling exceeding 254m to not exceeding 305 diameter	m	-		Rate Only

**Drilling with foams (Highly abrasive rocks)**

**Drilling with foam from 0 to 100m**

14	Drilling 165mm diameter	m	50		
15	Drilling 203mm diameter	m	-		Rate Only
16	Drilling exceeding 254m to not exceeding 305 diameter	m	-		Rate Only

**Drilling with foam from 101 to 150m**



**BILL OF QUANTITIES FOR BOREHOLE DRILLING**

**Client Name:** Department of Health

**B/Hole Contract:**

Item	Description	Unit	Qty	Rate	Total
17	Drilling 165mm diameter	m	-		Rate Only
18	Drilling 203mm diameter	m	-		Rate Only
19	Drilling exceeding 254m to not exceeding 305 diameter	m	-		Rate Only
<b><u>Drilling with foam from 151 to 300m</u></b>					
20	Drilling 165mm diameter	m	-		Rate Only
21	Drilling 203mm diameter	m	-		Rate Only
22	Drilling exceeding 254m to not exceeding 305 diameter	m	-		Rate Only
23	Supply and Install 152mm dia plain steel casings	m	75		
24	Supply and Install 152mm dia plasma cut steel casings	m	40		
25	Supply and Install gravel pack in the borehole	Ton	4		
<b><u>Reaming of Borehole</u></b>					
26	For 165mm diameter	m	-		Rate Only
27	For 203mm diameter	m	-		Rate Only
28	For 254m to not exceeding 305 diameter	m	-		Rate Only
carried forward					
29	Allowance for sanitary seal of the borehole	No	1		
30	Allowance for disinfection of the borehole tanks, water injection systems and useage of drilling foam	No	1		
31	Allowance for data recording and report complete, water chemical report	No	1		
32	Allowance for standing time	Hour	-		Rate Only
33	Allowance for Borehole rehabilitation drilling rig with foam	Hour	-		Rate Only
34	Allow for borehole development work (surging by air of completed well until the water is clean (Approx. 4 hrs)	Hr	2		
35	Allow to the cost of:-				
	(a) Reaming and boring.	M	-		Rate Only
	(b) Insert, remove temporary casing etc.	Hr	-		Rate Only
	(c) Insert 9" of temporary casing permanently.	M	-		Rate Only
	(d) Setting time.	Ls	-		Rate Only
	(e) Bentonite seal.	Ls	-		Rate Only
36	Pump testing completed well. Time taken to install and remove pump, will be charged at same hourly rate	Hr	24		
37	Standby charges for reasons beyond the Contractor's control excluding force majeure conditions	Hr	1		
38	Borehole Completion Data and Water Chemical Analysis Report	Item	1		
<b><u>PUMP TESTING</u></b>					
39	Supply and installation of one submersible pump capable of pumping 3m3/hr at a head of 90m including control panel, electrodes, electrode cable, underground cables float switch and various installation accessories	Item	1		
<b><u>Water treatment plant</u></b>					
40	Allow for water treatment plant including positioning on a 100mm thick 10 x 3m 20 MPa concrete slab casted on a 50mm excavated and compacted surface. Covered with a steel cage which is roofed with corrugated iron and 4 x 2500l storage tank.	Item	1		
	Geohydrological Specialist to assist with all Geohydrological work	Item	1		



**BILL OF QUANTITIES FOR BOREHOLE DRILLING**

<b>Client Name:</b> Department of Health				
<b>B/Hole Contract:</b>				
Item	Description	Unit	Qty	Rate Total
	<b>PUMP INSTALLATION</b>			
	Single phase submersible pump minimum of 1.5kW – 230Volts motor capable of pumping a minimum 2000l/h at a head of 90m	No	1	
	Allow connection to existing Main DB board including 15 Amp isolator, lightning arrestors and labelling	No	1	
	Pump control panel complete with circuit breaker, lightning arrestors, starter, overload protection, low and high level sensor	No	1	
	6mm <sup>2</sup> x 4 core Submersible pump cable	m	50	
	6mm <sup>2</sup> x 4 core 600/1000V VC/SWA/PVC/PVC grade copper cable in ground including 1000mm excavation, back filling, compaction, etc.	m	35	
	Cable termination of 6mm <sup>2</sup> x 4 core cable	No.	4	
	Isolator with enclosure installed in manhole at borehole	Item	1	
	Allow for level control probes (high/low) complete installed in water tank inter phased with level protector of pump installation including all wiring etc	Item	1	
	Allow for earthing installation including 2m earth spike and 3m 16mm PVC wire to minimize lightning attacks.	Item	1	
	Provide certificate of compliance for electrical installation	Item	1	
	<b>WATER PURIFICATION</b>			
	Provide the allowance not exceeding R220 500.00 nett for water purification Treatment inclusive of all required connections. NOTE: These quantities are provisional and all works will be re-measured after completion.	No.	1	
	Allow for profit and attendance if required	No.	1	
	<b>Carried to final summary</b>			





**KWAZULU-NATAL PROVINCE**  
**PUBLIC WORKS**  
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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC:  
PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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## **PART C3. SCOPE OF WORKS**



**C3.1 SCOPE OF WORKS**  
**GCC FOR CONSTRUCTION WORKS (Edition 2 of 2010)**

Scope of Works complied in accordance with SANS 10403 where reference is made to this part of SANS 1921-1:2004

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>
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<b>Tender no:</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>
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	<b><u>SECTION 1</u></b>	
<b>1</b>	<b><u>EXTENT OF THE WORKS</u></b>	
1.1	<b>EMPLOYERS OBJECTIVES</b>	Provision of a borehole with booster pump and water treatment system
1.2	<b>OVERVIEW OF THE WORKS</b>	Provision of a borehole with booster pump and water treatment system
1.3	<b>EXTENT OF THE WORKS</b>	The scope include provision of a borehole with booster pump and water treatment system
1.4	<b>LOCATION OF THE WORKS</b>	The site is situated within the premises of the Mvutshini Clinic in the town of Eshowe within Umlalazi local municipality
1.5	<b>TEMPORARY WORKS</b>	All temporary work to comply with the Occupational Health and safety Act (Act 85 of 1993)
<b>2</b>	<b><u>ENGINEERING</u></b>	
2.1	<b>EMPLOYER'S DESIGN</b>	
2.2	<b>DESIGN BRIEF</b>	completion contract
2.3	<b>DRAWINGS</b>	A1 General arrangement drawing

2.4	<b>DESIGN PROCEDURES</b>  Not applicable
3	<b><u>PROCUREMENT</u></b>
3.1	<b>PREFERENTIAL PROCUREMENT PROCEDURES</b>  This tender will be subject to the implementation of the Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act, Act Number 5 of 2000 and the relevant Supply Chain Management Legislation and the KwaZulu-Natal Supply Chain Management Policy Framework published by the KwaZulu-Natal Provincial Treasury. Tenderders are referred to <a href="http://www.kzntreasury.gov.za">www.kzntreasury.gov.za</a> for access to the relevant documents. Tenderders are advised to familiarize themselves with the contents of the KwaZulu-Natal Supply Chain Management Policy Framework regarding Preference Point Systems, evaluation of tenders appeals and other matters.
3.2	<b>RESOURCE STANDARD PERTAINING TO TARGETED PROCUREMENT</b>  NOTE : This project will be adjudicated as not exceeding R 50,000 000,00
3.3	<b>SCOPE OF MANDATORY SUBCONTRACT WORK</b>  Not applicable
3.4	<b>PREFERRED SUBCONTRACTORS/SUPPLIERS</b>  Not applicable
3.5	<b>SUBCONTRACTING PROCEDURES</b>  Not applicable
4	<b><u>CONSTRUCTION</u></b>
4.1	<b>APPLICABLE SANS 2001 STANDARDS FOR CONSTRUCTION WORKS</b>  The Contractor is referred to the "Model Preambles to Trades - 2008", any "Supplementary Preambles", the Electrical Specifications and Mechanical Specification for full descriptions of materials and methods referred to in these Bills of Quantities/Lump Sum documents, insofar as they apply. The Contractor is advised to study the "Standard Preambles to all Trades", any "Supplementary Preambles", the Electrical Specifications and Mechanical Specification, before pricing Bills of Quantities/Lump Sum documents. Where the description in the Bills of Quantities/Lump Sum documents differ from those in the Standard Electrical Specifications, the descriptions in the Bills of Quantities/Lump Sum documents are to apply. No claim whatsoever will be allowed in respect of errors in pricing due to brevity of description of items in the Bills of Quantities/Lump Sum documents which are fully described when read in conjunction with the relevant Preambles and/or Specifications. Suppliers of materials and the like, whose quality systems apply with one or more of the SABS/SANS ISO 9000 Series should be used whenever possible in the absence of a particular SABS/SANS Specification Standard Mark. Wherever the words "shall be deemed to be included in the description", "shall be stated" or other words having the same effect, appear in the Standard System, it shall be deemed that all descriptions in these Bills of Quantities/Lump Sum documents incorporated such inclusions and statements whether specifically stated or not.  The Contractor is hereby informed that where SABS/SANS Specifications are referred to in these Bills of Quantities/Lump Sums documents and Specifications thereto, then ONLY the Specification of Work Clauses will apply. The method of measurement and payment clauses will NOT apply to this Contract. The Contractor is hereby informed that risk of collapse and keeping excavations free from water (excluding subterranean water) generally are deemed to be included in the descriptions unless accommodated in the system of measurement. Please refer to the Geotechnical Investigation report when included at the end of these tender documents. Whenever reference is made to "Sub-Contractor", "Nominated Sub-Contractor" or the like in the specifications included or referred to in these Bills of Quantities/Lump Sums documents, it shall be deemed to mean "Contractor" as defined.

4.2	<b>APPLICABLE NATIONAL AND INTERNATIONAL STANDARDS</b>												
	See above 4.1												
4.3	<b>PARTICULAR / GENERIC SPECIFICATIONS</b>												
	The Contractor is referred to the following documents whether attached to this document or not:												
	<table border="0"> <thead> <tr> <th data-bbox="236 405 427 439"><u>SPECIFICATION</u></th> <th data-bbox="1034 416 1129 450"><u>PAGES</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="236 439 746 472">Specification for HIV/AIDS Awareness (CIDB)</td> <td data-bbox="1034 450 1193 483">HIV1 TO HIV3</td> </tr> <tr> <td data-bbox="236 472 906 506">Specific Construction, Safety, Health and Environmental Plan</td> <td></td> </tr> <tr> <td data-bbox="236 506 842 539">Standard Preambles for all Trades (Rev 3) - DOH 2009</td> <td data-bbox="1034 517 1114 551">1 to 95</td> </tr> <tr> <td data-bbox="236 539 587 573">General Electrical Specification</td> <td data-bbox="1034 551 1161 584">E/1 to E/20</td> </tr> <tr> <td data-bbox="236 573 587 607">Lightning Protection Installation</td> <td data-bbox="1034 584 1177 618">LP/1 to LP/6</td> </tr> </tbody> </table>	<u>SPECIFICATION</u>	<u>PAGES</u>	Specification for HIV/AIDS Awareness (CIDB)	HIV1 TO HIV3	Specific Construction, Safety, Health and Environmental Plan		Standard Preambles for all Trades (Rev 3) - DOH 2009	1 to 95	General Electrical Specification	E/1 to E/20	Lightning Protection Installation	LP/1 to LP/6
<u>SPECIFICATION</u>	<u>PAGES</u>												
Specification for HIV/AIDS Awareness (CIDB)	HIV1 TO HIV3												
Specific Construction, Safety, Health and Environmental Plan													
Standard Preambles for all Trades (Rev 3) - DOH 2009	1 to 95												
General Electrical Specification	E/1 to E/20												
Lightning Protection Installation	LP/1 to LP/6												
4.4	<b>CERTIFICATION BY RECOGNIZED BODIES</b>												
	Only contractors registered with the Electrical Contracting Board of South Africa in accordance with the Regulations of the Occupational Health and Safety Act will be accepted and permitted to do work under this contract.												
4.5	<b>AGRÉMENT CERTIFICATES</b>												
	Not applicable												
4.6	<b>PLANT AND MATERIAL PROVIDED BY THE EMPLOYER</b>												
	Not applicable												
4.7	<b>SERVICES AND FACILITIES PROVIDED BY THE EMPLOYER</b>												
	Not applicable												
4.8	<b>OTHER SERVICES AND FACILITIES</b>												
	<p>The Contractor shall provide any artificial lighting which may be necessary or required for the proper execution of the works, and provide electric power and water required by all Sub-Contractors, Nominated Sub-Contractors and Sub-Contractors appointed directly by the Administration.</p> <p>The Contractor shall give all notices and pay all fees in connection with temporary electrical and water connections and shall connect temporary Electrical and Water meters for and pay for all current and water consumed.</p> <p>The Contractor is advised that the permanent light fittings and water points of any kind installed in the Works are not to be used to provide temporary lighting and supplement water requirements for construction purposes.</p>												
5	<b><u>MANAGEMENT</u></b>												
5.1	<b>APPLICABLE SANS 1921 STANDARDS</b>												
	Tenderders are referred to SECTION 2 : SPECIFICATION DATA ASSOCIATED WITH SANS 1921-1:2004 IN THIS DOCUMENT												
5.2	<b>RECORDING OF WEATHER</b>												
	The Contractor shall keep record of abnormal climatic conditions to facilitate the adjudication of claims for extension of the contract period.												

The Contractor shall allow in his programme for the following number of days for rain days (rain > 10mm per day) as per the table below:

CURRENT YEAR		YEAR + 1	YEAR + 2
January	w/days	3	3
February	w/days	3	3
March	w/days	3	3
April	w/days	3	3
May	w/days	3	3
June	w/days	3	3
July	w/days	3	3
August	w/days	3	3
September	w/days	3	3
October	w/days	3	3
November	w/days	3	3
December	w/days	3	3

**5.3 MANAGEMENT MEETINGS**

In order to facilitate the smooth functioning of the Works and to ensure the closest co-operation between all the parties concerned, the Employer will call for regular meetings to be held on the site, at which a senior member of the Contracting firm and the General Foreman of the Works will always be required to be present. In addition to the above, other persons will be required to attend these meetings as and when their presence is necessary, e.g., Consultants in all disciplines, representatives of the various Sub-Contractors, etc. Proper minutes of these meetings will be kept by the Employer/Principal Agent and copies will be circulated to all persons attending the meetings and to others who need to be kept informed.

**5.4 FORMS FOR CONTRACT ADMINISTRATION**

The Employer shall provide all necessary forms.

**5.5 ELECTRONIC PAYMENTS**

The Contractor shall provide all required information to the Employer to facilitate electronic payments upon request.

**5.6 DAILY RECORDS**

The Contractor shall keep daily records of people and equipment employed as well as a site diary in respect of work performed on the site.

At the end of each week the Contractor shall provide the Principal Agent with a written record, in schedule form, reflecting the number and description of tradesmen and labourers employed by him and all Sub-Contractors on the works each day.

At the end of each week the Contractor shall provide the Principal Agent with a written record, in schedule form, reflecting the number, type and capacity of all plant, excluding hand tools, currently used on the works.

**5.7 BONDS AND GUARANTEES**

The Contractor shall within 10 calendar days after receiving notice from the Engineer and prior to 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 bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data.

**5.8 PAYMENT CERTIFICATES**

Requirements will be in accordance with the Employers prescriptions.

<p><b>5.9</b></p>	<p><b>PERMITS</b></p> <p>The Contractor is advised that, in the case of an existing building or institution, all security measures in force will remain in operation and he must acquaint himself and his Employees with them as he and his Employees will at all times be subject to these measures.</p> <p>The Contractor will on no account extend his operations beyond the confines of the building site as indicated by the Employer and must ensure that all his Employees are made aware of these limits. Any Employee disregarding this instruction and found outside the limit of the building site without authority, shall be redeployed immediately and shall not again be employed on this Contract.</p> <p>The Contractor will be responsible for ensuring that this instruction is strictly enforced and must provide and remove upon completion or when directed, such other necessary temporary barriers, fences, etc., as may be required and is to allow opposite this item for any charges he may wish to make in this connection.</p> <p>The Employer will accept no responsibility whatsoever for damage to or the loss of plant, materials, etc., from the site.</p>
<p><b>5.10</b></p>	<p><b>PROOF OF COMPLIANCE WITH THE LAW</b></p> <p>The following certificates must be provided before first delivery is taken:</p> <ul style="list-style-type: none"> <li>- HIV/STI Report (Bound into this document)</li> <li>- Electrical Compliance Certificate</li> <li>- Plumbing Compliance Certificate</li> <li>- Lightning Certificate</li> <li>- Soil Protection Certificate</li> <li>- Concrete test and cube certificates</li> <li>- Soil compaction certificates</li> <li>- SANS 10400-A:2010 compliance certificates</li> <li>- Latest National Building Regulation</li> </ul>
<p><b>5.11</b></p>	<p><b>INSURANCE PROVIDED BY THE EMPLOYER</b></p> <p>Not Applicable</p> <p><b><u>SECTION 2</u></b></p> <p><b><u>SPECIFICATION DATA ASSOCIATED WITH SANS 1921-2004</u></b></p> <p>Clause Numbers</p> <p><b>4.1.7 The requirements for drawings, information and calculations for which the Contractor is responsible are:</b></p> <p>shop drawings for tank stand and concrete bases must be submitted for approval 30 days prior to erections.</p> <p><b>4.2.1 The responsibility strategy assigned to the Contractor for the works is:</b></p> <p>Strategy A</p> <p><b>4.2.2 The structural engineer is:</b></p> <p>To be appointed by contractor</p> <p><b>4.2.3 Drawings &amp; other info are to be submitted in accordance with the contractors programme</b></p> <p>N/A</p> <p><b>4.3 The planning, programme and method statement are to comply with the following:</b></p> <p>N/A</p>

4.12.1	<p><b>Samples of materials</b></p> <p>The work is to be executed with materials of the best specified and in the most substantial and workmanlike manner under the inspection of the Employer and to his satisfaction.          The Contractor shall furnish, without delay, such samples as called for or may be called for by the Employer, who may reject all materials or workmanship not corresponding with the approved sample.          The samples of materials, workmanship and finishes that the Contractor is to provide and deliver to the employer are:          0</p>
4.12.2	<p><b>Fabrication drawings that the contractor is to provide to the employer are:</b></p> <p>None</p>
4.12.3	<p><b>Office accommodation, equipment, accommodation for site meetings and other facilities for use by the employer and his agents are:</b></p> <p>OFFICE FOR FOREMAN</p> <p>Provide, erect, maintain and remove at completion a suitable temporary office for the Contractor or his Foreman, perfectly secured, lighted and ventilated and having a desk with drawers.</p> <p>TELEPHONE</p> <p>The Contractor shall provide a telephone on the site for the use of the Contractor and all Sub-Contractors for the duration of the Contract, and must make the necessary application for connection, give all notices and pay all fees, rentals and charges for the service and also for all calls.</p> <p>OFFICE FOR INSPECTOR OF WORKS</p> <p>Provide, erect, maintain and remove at completion a well constructed temporary office for the Inspector of Works not less than 4 x 3 m on plan and 3 m high to eaves to the approval of the Employer. The office shall be constructed of wood framing covered externally with corrugated iron or corrugated asbestos and with a lean-to roof covered with the same material as the external wall covering. The office shall be lined internally with soft board or other approved material and a ceiling shall be provided of the same material as the internal lining. A suspended wood floor shall be provided and is to finish not less than 300 mm above the ground level. A lockable door and a window, which provides adequate light and ventilation, shall be fitted.          An office constructed of 115 mm thick brick-work and provided with a screeded concrete floor and roofed and ceiled as above described may be accepted as an alternative but prior permission of the Employer will be necessary before construction of such an office is commenced and his requirements shall be stated and fulfilled by the Contractor.          The office shall be fitted in an approved manner with a sloping topped desk of height and length suitable for the laying out and studying of drawings, a desk or table with not less than two lock-up drawers, shelves, seating and wash-stand, and the Contractor shall provide all necessary attendance.</p> <p>TELEPHONE IN OFFICE FOR INSPECTOR OF WORKS</p> <p>The Contractor shall arrange for the installation of a lockable telephone in the Office for the Inspector of Works for the duration of the Contract. The Contractor will be required to make the necessary application for connection and give all notices on behalf of the Employer. The Employer will, however, be responsible for the direct payment of all fees, rentals and other charges by Telkom for the service for the Inspector of Works and for all calls made from this telephone.</p>

	<p>SHED</p> <p>Provide, erect, maintain and remove at completion, ample temporary sheds for the proper storage of materials and for the use of the workmen, and remove when no longer required.</p>
<p><b>4.14.6</b></p>	<p><b>The requirement for provision and erection of signboards are:</b></p> <p>Supply, erect, maintain and remove at completion a painted notice board, size overall 2800 x 2345 mm high sign written to detail as Drawing No. T9506 which drawing is available from offices of the Department of Public Works. Only the official notice board is to be displayed on the site and no Sub-Contractor's boards will be permitted. The Contractor, at his own cost, may provide a board on which all sub-contract firms' names may be sign written. The notice board is to be to the approval of the Employer and is to be maintained in first class condition and placed where directed at the entrance to the site and remain there for the duration of the Contract.</p>
<p><b>4.17.1</b></p>	<p><b>Requirement for the termination, diversion or maintenance of existing services:</b></p> <p>Should the Contractor come in contact with any underground cables or pipes during excavations, immediate notification must be made to the Employer and all work in the vicinity of such cables, pipes, etc., shall cease until authority to proceed has been obtained from the Employer. Should the Contractor damage underground cables or pipes resulting in a disruption of services to an existing institution such damage shall be repaired immediately.</p>
<p><b>4.17.3</b></p>	<p><b>Services which are known to exist on the site:</b></p> <p>Investigate and provide detail drawings.</p>
<p><b>4.17.4</b></p>	<p><b>Requirement for detection apparatus</b></p> <p>None</p>
<p><b>4.18</b></p>	<p><b>ADDITIONAL HEALTH AND SAFETY REQUIREMENTS ARE:</b></p> <p>By the submission of a tender, any Tenderder will, if awarded the contract to which this tender document relates, be deemed to be the mandatory as envisaged by Section 37 (2) of the Act. As a mandatory the successful Tenderder will be deemed to be the "principal contractor" and an employer in his/her/their own right with duties as prescribed in the Act and accordingly will be deemed to have agreed to be solely responsible for ensuring that in connection with the service to which this tender document relates, all work will be performed and machinery and plant used in accordance with the Act. Should the Contractor, for whatever reason be unable to perform as required by the Act, the Contractor undertakes to inform the Employer accordingly.</p> <p>Tenderders are advised that it is a Condition of this Tender that a 'Construction Phase Safety, Health and Environmental Plan' specifically relates to the project for which tenders are being submitted and must be prepared by the Tenderder and submitted with the other tender documents at the time of tender. Failure to do so Tenderders are therefore advised to study the 'Construction Safety, Health and Environmental Specification' which is issued as part of this tender document, the Model Preambles to Trades - 2008, any project Specification included in this tender document and any and all drawings which are referred to and issued as part of this tender document before preparing their own project specific 'Construction Phase Safety, Health and Environmental Plan' . Tenderders are also advised that such a plan which is submitted with a tender but is incomplete or considered inadequate by the Employer or his Representative will invalidate the tender.</p> <p>The Contractor will be deemed to have satisfied himself with his obligations in terms of the Act and to have allowed for all costs arising from compliance with the Act as no claim for extra costs arising from compliance with, and obligations in terms of the Act will be entertained.</p>
<p><b>4.22</b></p>	<p><b>WORK BY NOMINATED AND SELECTED SUBCONTRACTORS COMPRISE:</b></p> <p>[Provide list of applicable contractors]</p>



## C3.2 - SPECIFICATION FOR HIV/AIDS AWARENESS

### 1 Scope

This generic specification contains requirements applicable to the reduction of the risk of transfer of the HIV virus between and among construction workers and the local community through the following four strategies:

- a) raising awareness about HIV/AIDS;
- b) providing construction workers with access to condoms;
- c) HIV counselling, testing and referral services; and
- d) Sexually Transmitted Infection diagnosis and treatment.

### 2 Normative references:

The following standard contains provisions that, through reference in this text, constitute provisions of this standard:

SANS 4074 ISO 4074, *Condom Rubbers*

### 3 Definitions and Abbreviations

#### 3.1 Definitions

**Construction Worker:** all persons in the employ of the contractor or in the employ of any of the subcontractors contracted by the contractor.

**Local Community:** the communities local to the site which are most likely to have contact with the construction worker and, in particular, sex workers in those communities.

**Service provider:** the natural or juristic person recognised by the South African Department of Health as specialist in conducting Aids Awareness Programmes.

#### 3.2 Abbreviations

STI: Sexually transmitted infection

HIV: Human Immunodeficiency Virus

AIDS: Acquired Immune Deficiency Syndrome

### 4 Objectives

The objectives are to:

- a) reduce the risk of transfer of the HIV virus between and among construction workers and the local community;
- b) raise awareness amongst construction workers and the local community of the risk of infection with the HIV virus;
- c) promote early diagnosis; and
- d) assist affected individuals to access care and counselling.

## **5 Requirements**

### **5.1 General requirement**

The contractor shall, in order to satisfy the objectives stated in 4:

- a) make condoms complying with the requirements of SABS ISO 4074 available to all construction workers at readily accessible points on the site, suitably protected from the elements, for the duration of the contract;
- b) either place and maintain HIV/AIDS awareness posters of size of not less than A1 in areas which are highly trafficked by construction workers, or provide construction workers with a pamphlet, in languages largely understood by construction workers, which
- c) encourage voluntary HIV/STI testing;
- d) provide information concerning counselling, support and care of those that are infected services; and
- e) comply with the requirements of 5.2.

***The provisions of 5.1 c) and d) do not apply to this contract.***

### **5.2 HIV awareness programme**

**5.2.1** The contractor shall:

- a) engage a qualified service provider as described in the scope of works to conduct an HIV Awareness Programme which is structured to achieve the outcomes stated in 5.2.3 for contract workers as soon as a construction workers camp is established and populated or, where no such camp is established, within two weeks of the commencement of a significant portion of the works and at subsequent intervals, if any, provided for in the scope of works; and
- b) arrange for, provide a suitable venue, and instruct all construction workers to attend the HIV Awareness Programme and notify the Employer's Representative of the date, time and venue whenever a session with construction workers is conducted.

**Note:** The National Department of Public Works maintains a list of qualified service providers.

**5.2.2** The contractor shall do nothing to dissuade construction workers from attending such an HIV Awareness Programme and shall take all reasonable steps to ensure that a minimum of 90% of construction workers engaged in the works attend such a programme, when it is conducted.

**5.2.3** The outcomes of the HIV Awareness Programme shall as a minimum, result in contract workers exposed to such a programme being able to:

- a) communicate the existence of problems of HIV and be able to outline the consequences of transmission of HIV to or from the local community;
- b) recall and communicate the mode of HIV transmission and preventative measures including the proper use of the condom.

**The HIV/ Aids awareness programme described in 5.2 is to be repeated at four month intervals throughout the duration of the contract. (Four times in total, including the initial one at the start of the contract)**

### **5.3 Reporting**

- 5.3.1** The contractor shall prepare and attach to his claims for payment a brief report which outlines how the actions taken by the contractor in the period for which payment is claimed satisfy the requirements and a schedule which lists the names, identity numbers, trade / occupation and name of employer of all construction workers exposed to the programme (see **HIV/STI Compliance Report**).
- 5.3.2** The employer's representative shall certify the report and schedule described in 5.3.1 whenever a claim for payment is issued to the employer.

**Note: In the event that the contractor fails to satisfy the requirements of this specification, the employer (Head: Public Works) may apply any of the sanctions provided for in the contract. Sanctions may include the application of a financial penalty of .04% of the Contract Sum.**

The *HIV /Aids awareness programme described in 5.2 shall in addition be conducted for the benefit of the local community on two occasions in the community centre nearest to the building site. The contractor shall be responsible for inviting identifiable community-based institutions and organisations, churches, and schools to participate in the programme.*



### C3.3 - HIV/STI COMPLIANCE REPORT

Pro-forma reporting format in terms of the SPECIFICATION FOR HIV/AIDS AWARENESS

Project Code:

057604

Payment Claim number:

Period covered by payment claim:

1. Distribution of condoms (briefly describe where and how condoms are distributed).

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2. Posters / pamphlets (briefly describe where posters were placed / how pamphlets were distributed).

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3. Voluntary testing (briefly describe the actions taken / information provided to promote testing).

4. Counselling, support and care (summarise information provided).

5. HIV awareness programme (briefly describe action).

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**KWAZULU-NATAL PROVINCE**  
**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION  
OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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## **PART C4. SITE INFORMATION**



**C4.1 SITE INFORMATION**  
**GCC FOR CONSTRUCTION WORKS (2 Edition of 2010)**

<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>
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<b>Tender No.</b>	<b>ZNTU 04291 W</b>	<b>Project Code:</b>	<b>057604</b>
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**C4.1 Site Information**

<b>C4.1</b>	<b>GENERAL</b>
	<p>(a) Describe nature of ground, surface conditions, water table as visible in test holes, and other indisputable facts that may affect construction. Provide available data and information.</p> <p>Mountainous landscape characterizes the area where the place is situated. A geohydrologist will need to be hired by the contractor to carry out the investigation.</p> <p>(b) Specific requirements must be described.</p> <p>(c) Any additional site information such as location, improvements on site, adjacent buildings, environmental issues, etc. must be described in detail herein. If project is phased, indicate the phased work procedure with a colour coded site plan or graphical key or sorts.</p>
<b>C4.2</b>	<b>GEOTECHNICAL INVESTIGATION REPORT</b>
	<p>(a) The contract will include geotechnical study.</p>





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**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION  
OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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## **PART C5 - DRAWINGS / ANNEXURES**





<b>ANNEXURES</b>	
Annexure 1	Standard Preambles for all Trades (Rev 3) - DOH 2009
Annexure 2	General Electrical Specifications
Annexure 3	Lightning Protection Specifications
Annexure 4	Map of Tender submission location
Annexure 5	Joint Venture Agreement
Annexure 6	#REF!
Annexure 7	Health and Safety Specification
Annexure 8	Health and Safety Bill of Quantities
Annexure 9	Builders Lien Agreement
Annexure 10	Geotechnical Investigation Report (If applicable)
Annexure 11	EPWP Employment Contract
Annexure 12	Attendance Register - Infrastructure and Other projects
	EPWP Data Collection tool for Phase 3 system



**KWAZULU-NATAL PROVINCE**  
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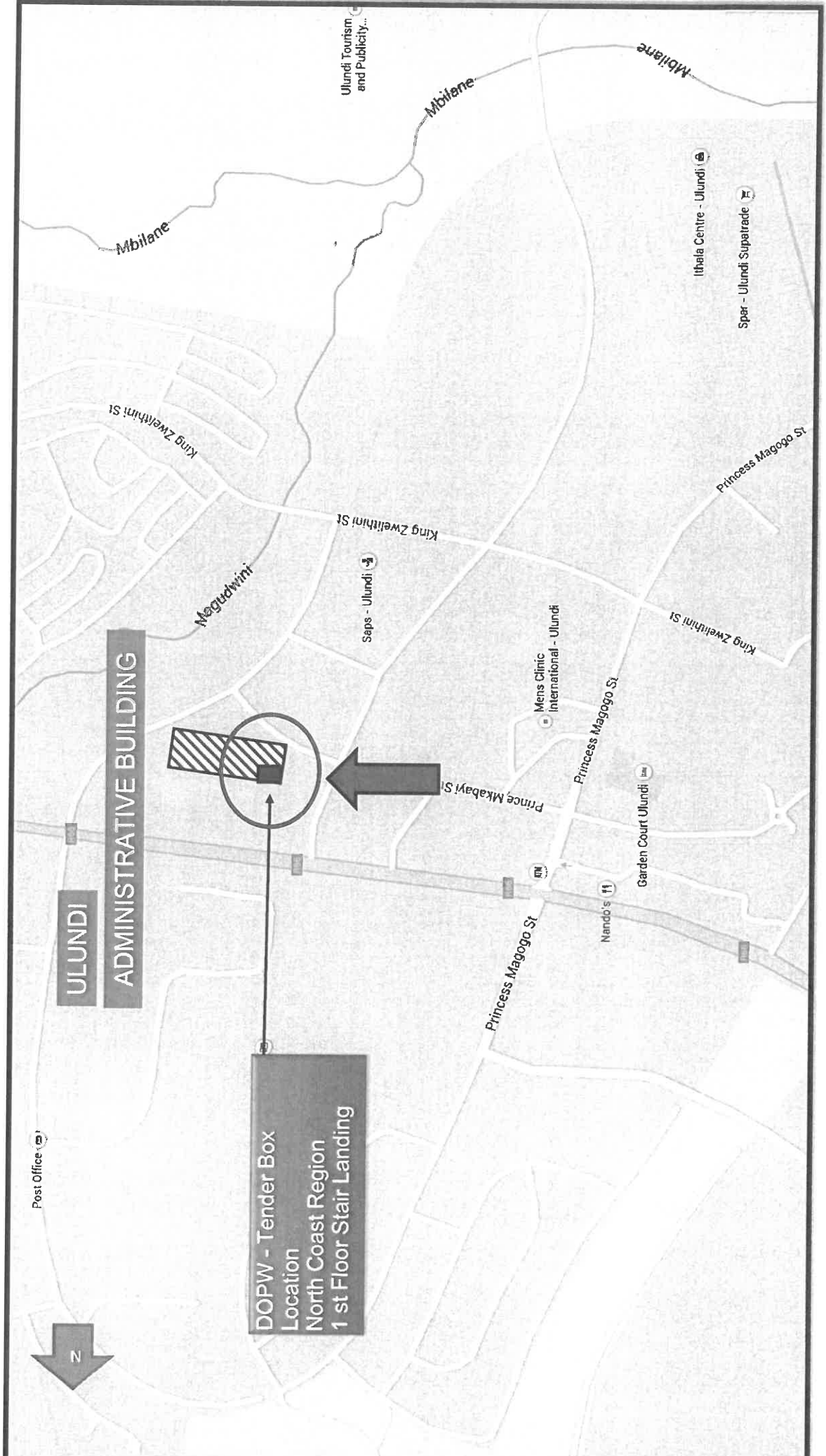
**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION  
OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

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## **ANNEXURES**









**KWAZULU-NATAL PROVINCE**  
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Annexure 5  
**Joint Venture Agreement**  
**(March 2004)**  
**(First Edition of CIDB document 1017)**

1. **PREAMBLE**

This agreement is made and entered into by and between

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

of the first part and

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

of the second part and

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

of the third part.

*(allow for additional parties as necessary).*

Whereas the foregoing parties have resolved to form a Joint Venture under the title of

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

for the exclusive purposes of securing and/or executing the Contract to be awarded by  
*(name of Employer)*

**to the KZN Department of Public Works in respect of the following project:**

*for (brief description of Contract)*

**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

Now it is hereby agreed as follows :

2. **DEFINITIONS AND INTERPRETATION**

2.1 **Definitions**

The following words and expressions shall have the meanings indicated, except where the context otherwise requires. Defined terms and words are, in general, signified in the text of the Agreement by the use of capital initial letters, but the absence of such letters does not necessarily signify that a term, or word, is not defined.

**'Agreement'** means the agreement between the Members of the Joint Venture and includes this model form of agreement together with the Preamble, Specific Provisions, if any, Schedules 'A', 'B' and 'C' and any relevant Documents prepared prior to the signing of the Agreement and appended thereto.

**'Contract'** means the contract with the Employer for the supply of the Deliverables, for the purposes of securing and executing which, the Joint Venture has been formed.

**'Deliverables'** means the works and/or services, equipment, materials, goods, etc. to be furnished by the Joint Venture to the Employer in terms of the Contract.

**'Document'** means any written, drawn, typed, printed, or photographic material, which relates to the Agreement.

**'Employer'** means the person, or body, which is to award the Contract and will employ the Joint Venture if it is awarded the Contract.

**'Joint Venture'** means the joint venture formed by the Members in accordance with the Agreement.

**'Management Committee'** means the body established in terms of the Agreement to manage all aspects of the work of the Joint Venture in securing and executing the Contract and in meeting the provisions for the Agreement.

**'Member'** means a person, or body which, being a party to the Agreement, is a member of the Joint Venture.

**'Member's Interest'** means the proportion expressed as a percentage, which the total monetary value of all resources provided and contributions made by a Member towards the execution by the Joint Venture of the Contract bears to the total of such values by all Members and, unless otherwise indicated in the Agreement, represents the extent to which the Member participates in the fortunes of the Joint Venture.

**'Representative'** means the person representing a Member on the Management Committee.

**'Schedules'** means Schedules 'A', 'B' and 'C' which set out general, financial and other information relating to the Members and the obligations, duties, rights, risks and benefits arising from their participation in the Joint Venture.

**'Specific Provisions'** means the variations, if any, required to this standard form of agreement for the specific purposes of the Agreement.

## 2.2 Interpretation

Unless inconsistent with the context, an expression in the Agreement which denotes:

- any gender shall include the other genders
- a natural person shall include a juristic person and vice versa
- the singular shall include the plural and vice versa

## 2.3 Headings

The headings to clauses of the Agreement shall not be considered part thereof, nor shall the words they contain be taken into account in the interpretation of any clause.

## 2.4 Law

The Agreement shall be construed in accordance with and governed by the laws of the Republic of South Africa and the English language versions shall prevail.

## 2.5 Language

English shall be exclusively used by the Members in the preparation of Documents unless otherwise indicated.

## 2.6 Conflict between Agreement and Contract

Should any provision of the Agreement be in conflict with the terms of the Contract, the Agreement shall be amended to the approval of the Management Committee so as to eliminate the conflict.

## 3. **JOINT VENTURE GENERAL**

### 3.1 Establishment and Purpose

The Joint Venture established by the Members in terms of the Agreement is an unincorporated association with the exclusive purposes of securing and executing the Contract for the benefit of the Members.

### 3.2 Termination

The operation of the Joint Venture and the validity of the Agreement shall terminate if and when it becomes evident that the Joint Venture will not be awarded the Contract, or, if the Joint Venture secures the Contract, when all obligations and rights of the Joint Venture and the Members in connection with the Contract and the Agreement have ceased and/or been satisfactorily discharged.

Unless otherwise decided by the Management Committee, the Agreement shall not terminate if a Member changes its name, or is taken over by, or merged with, another body.

This agreement will terminate when any one of the Members resigns, are liquidated or opts out of this agreement and the Joint Venture will be in breach of contract with the Employer and their contract could be cancelled.

### 3.3 Exclusivity

Unless otherwise agreed by the Management Committee, or provided for in the Contract no Member shall engage in any activity related to the Contract other than as a Member of the Joint Venture and Members shall ensure that their subsidiaries and other bodies over which they have control comply with this requirement.

### 3.4 Participation of Members

Except as may otherwise be stipulated in the Agreement, each Member shall be responsible for all costs incurred by it prior to the date of inception of the Agreement.

Subsequent to the date of inception of the Agreement, each Member shall, participate in the operations, risks, responsibilities and fortunes of the Joint Venture including, inter alia, the provision of funding, sureties, guarantees, insurances, human and other resources and participation in profits and losses to the extents indicated in the Schedules. Participation in any aspect not covered in the Schedules shall, if an agreement cannot be reached between the Members, be to the same extents as indicated by the Members Interests.

### 3.5 Management

The affairs of the Joint Venture shall be directed and controlled by the Management Committee, as set out in Section 4 hereof.

3.6 Confidentiality

All matters relating to the Agreement and the Contract shall be treated by the Members as confidential and no such matter shall be disclosed to any third party without the prior written approval of the Management Committee.

No Member shall be party to the dissemination of publicity relating to the Contract, or the Agreement, without the prior written approval of the Management Committee and the Employer.

3.7 Assignment

No Member shall cede, assign, or in any other way make over any of its rights, or obligations, under the Agreement without the prior written consent of the Management Committee.

3.8 Subcontracting

No Member shall subcontract any obligation, work or duty for which it is, itself, responsible in terms of the Agreement without the prior written consent of the Management Committee.

3.9 Variations to Agreement

No variation, modification, or waiver of any part of the Agreement shall be of any force, or effect, unless unanimously agreed by the Members and reduced to writing.

3.10 Liability

Each Member warrants that it will indemnify the other Members against all legal liabilities arising out of, or in connection with the performance of its obligations under the Agreement.

It is acknowledged by the Members that they may be held jointly and severally liable in respect of claims against the Joint Venture by the Employer or third parties.

**4. MANAGEMENT OF JOINT VENTURE**

4.1 General

The affairs of the Joint Venture shall be directed, controlled and managed by the Management Committee, which, within the terms of the Agreement and the Contract, shall have full authority to bind the Members in all matters relating to the affairs of the Joint Venture.

Communication between the Joint Venture and the Employer, or third parties, relating to the Contract shall be conducted exclusively by the Management Committee, or by such person as it may delegate to perform this function.

The Management Committee shall have the power to appoint a project manager and/or such other persons as it may see fit to appoint for the purpose of executing the Contract and may delegate such of its powers, responsibilities and duties as it may consider necessary, or desirable, to persons or bodies appointed or seconded for this purpose.

Such administrative functions as are necessary to ensure the effective operation of the Management Committee shall be performed by its chairman.

4.2 Management Committee

4.2.1 Composition

The Management Committee shall, unless otherwise agreed by all the Members, consist of one Representative of each Member and each Member shall be obliged, at all times, to maintain a Representative on the Management Committee.

Each member shall, not later than three working days after the signing of the Agreement, appoint its Representative and notify the other Members of the name and contact details of the Representative. Such Representative shall have the power to bind the Member that he represents in all matters relating to the execution of the Contract and the performance of the Agreement.

A Member shall be entitled, after giving the other Members not less than three working days written notice of his intention to do so, appoint, remove and/or replace, an alternate who shall, at any meeting of the Management Committee from which the Representative whom he represents is absent, be vested with all rights and powers and subjected to all the obligations of the absent Representative.

The chairman of the Management Committee shall be the Representative of the Member which has the largest Member's Interest. If two, or more, Members have the same, largest Member's Interest, the chairmanship shall rotate between the Representatives of such Members at three monthly intervals, the order of rotation to be determined by ballot.

Notwithstanding the foregoing, the chairmanship of the Management Committee may be determined, or changed, at any time by unanimous decision of the Management Committee.

4.2.2 **Meetings**

No remuneration shall be paid by the Joint Venture to Representatives or their alternates for serving on the Management Committee. Meetings of the Management Committee shall take place at such times and places as the Management Committee may determine, provided that the chairman shall convene a meeting of the Management Committee to be held not later than ten working days after he has been requested, in writing, by a Member to do so. Not less than five working days written notice of any meeting of the Management Committee shall be given to all Representatives and their alternates.

The Management Committee may permit, or invite, persons other than Representatives or alternates to attend any of its meetings, but such persons shall not have voting rights.

4.2.3 **Decisions**

Each Representative shall have one vote on the Management Committee and where, in terms of this clause, a casting vote is required, this shall be exercised by the chairman.

All decisions of the Management Committee shall, desirably, be unanimous. Accordingly, if unanimity cannot, initially, be achieved in regard to a decision, the meeting at which that decision is sought shall be adjourned for a period of 48 hours to enable Representatives to consult with their principals. If, on resumption of the adjourned meeting, unanimity can still not be achieved, the decision, provided it is not one requiring unanimity of the Members, shall be taken by majority vote and, in the event of a tie, the chairman shall exercise a casting vote.

A Member not satisfied with a majority decision of the Management Committee may declare a dispute, to be dealt with in terms of Clause 8 hereof, but the majority decision shall, nevertheless, be implemented with immediate effect.

Decisions of the Management Committee, whether taken at a meeting, or otherwise, shall be recorded in written minutes, which shall be distributed by the chairman to reach the Representatives not later than five working days after those decisions were taken. Such minutes shall be deemed to have been affirmed by the Representatives unless written notice of dissent is received by the chairman not later than three working days after receipt of the minutes by the Representative.

4.2.4 **Powers and duties**

The functions, responsibilities and powers of the Management Committee shall include, inter alia, those listed below:

- 4.2.4.1 Formulating overall policy in regard to the achievement of the objectives of the Joint Venture.
- 4.2.4.2 Managing the day to day affairs of the Joint Venture.
- 4.2.4.3 Monitoring, directing and co-ordinating the activities of the Members to ensure that the objectives of the Joint Venture are achieved and that the obligations and responsibilities of the individual Members are met.
- 4.2.4.4 Monitoring and controlling the financial affairs of the Joint Venture and ensuring that proper books of account and financial records relating to affairs of the Joint Venture are maintained in an approved form and submitted to the Management Committee for approval at regular intervals, which shall not be longer than one month.
- 4.2.4.5 Determining the necessity for and the details of any changes in the duties and responsibilities of Members provided that any resulting changes in Members' Interests shall be unanimously approved by the Members.
- 4.2.4.6 Determining the terms and conditions of employment of personnel and the emoluments applicable to staff seconded to the Joint Venture by the Members.
- 4.2.4.7 Controlling and approving the appointment of all subcontractors.
- 4.2.4.8 Procuring, after the completion of the Contract and the release of all bonds, guarantees and sureties given in respect of the performances of the Joint Venture and the Members, the preparation and auditing of a final set of accounts, on the basis of which the final profits, or losses, attributable to the individual Members shall be determined and any necessary adjustments effected.

**5 RESOURCES OF JOINT VENTURE**

The resources to be utilised by the Joint Venture in securing and executing the Contract shall, insofar as these are to be provided directly by the Members, be as set out in the Schedules and may, from time to time, be amended by decision of the Management Committee, provided that the Member's Interests are not, except with the unanimous approval of the Members, affected thereby.

Similarly, specific areas of responsibility of the Members for the performance of work and the provision of facilities shall be as set out in the Schedules and may, from time to time, be amended by decision of the Management Committee, provided that the Members' Interest are not, except with the unanimous approval of the Members, affected thereby.

5.1 Schedule 'A' (General)

Schedule 'A' shall contain general information relating to the Joint Venture including, inter alia, the following :

1. The Employer's name and address.
2. A brief description of the Contract and the Deliverables.
3. The name, physical address, communications addresses and domicilium citandi et executandi of each Member and of the Joint Venture.
4. The Members' Interests.
5. A statement indicating whether, or not, Specific Provisions apply to the Agreement.
6. A schedule of insurance policies which must be taken out by the Joint Venture and by the individual Members.
7. A Schedule of sureties, indemnities and guarantees that must be furnished by the Joint Venture and by the individual Members.
8. Details of the persons, who, in the event of failure by the Members to reach agreement on the appointments of mediator and arbitrator, will nominate appointees to these positions in terms of Clauses 8.2 and 8.3.

5.2 Schedule 'B' (Financial)

Schedule 'B' shall contain information regarding the financial affairs of the Joint Venture including, inter alia, the following :

1. The working capital required by the Joint Venture and the extent to which and manner whereby this will be provided and/or guaranteed by the individual Members from time to time.
2. The banking accounts that are to be opened in the name of the Joint Venture and the manner in which these are to be operated.
3. The rates of interest that will be applicable to amounts by which Members are in debit, or credit, to the Joint Venture.
4. The names of the auditors and others, if any, who will provide auditing and accounting services to the Joint Venture.
5. The intervals at which interim financial accounts and forecasts will be prepared for approval by the Management Committee.
6. Insofar as not covered in Schedule 'C', the basis on which contributions of various types by the Members towards the work of the Joint Venture in securing, executing, managing and satisfactorily completing the Contract, will be valued.
7. The basis on which profits and/or surplus cash will, if available from time to time, be distributed to Members.
8. The basis upon which losses, if any, are to be apportioned to Members.

5.3 Schedule 'C' (Contributions by Members)

Schedule 'C' shall set out the contributions of various types, other than cash, that will be made by the individual Members towards the work and obligations of the Joint Venture and shall, as far as possible, indicate the monetary values to be placed on such contributions, which may include, inter alia, the following :

1. Staff seconded to the Joint Venture.
2. Work carried out and services provided to, or on behalf of, the Joint Venture.
3. Plant, equipment, facilities etc. made available for use by the Joint Venture.
4. Materials and goods supplied to, or on behalf of, the Joint Venture.
5. Licences, sureties, guarantees and indemnities furnished to, or on behalf of, the Joint Venture.
6. Joint Venture Disclosure form required for the Contract.

6. **BREACH OF AGREEMENT**

If a Member breaches any material provision of the Agreement, or delays or fails to fulfil its obligations in whole, or in part, and does not remedy the situation within fourteen calendar days of receipt of notice from the Management Committee, or another Member, to do so, the other Members shall have the right, without prejudice to any other rights arising from the default, to summarily terminate the Agreement and re-assign the defaulting Member's rights and obligations in the Joint Venture as they see fit and withhold any moneys due to the defaulting member by the Joint Venture.

Each Member shall indemnify the other Members against all losses, costs and claims which may arise against them in the event of the Agreement being terminated as a result of breach of the Agreement by the said Member.

7. **INSOLVENCY OF MEMBER**

Should a Member be placed in liquidation, or under judicial management, whether provisionally or finally, or propose any compromise with its creditors, the other Members shall be entitled to proceed in terms of Clause 6, as if the Member had breached the Agreement.

**8. DISPUTES**

**8.1 Settlement**

The Members shall negotiate in good faith and make every effort to settle any dispute, or claim, that may arise out of, or relate to, the Agreement.

If agreement cannot be reached, an aggrieved Member shall, if he intends to proceed further in terms of Clause 8.2 hereof, advise all other Members in writing that negotiations have failed and that he intends to refer the matter to mediation in terms of Clause 8.2.

**8.2 Mediation**

Not earlier than ten working days after having advised the other Members, in terms of Clause 8.1, that negotiations in regard to a dispute have failed, an aggrieved Member may require that the dispute be referred, without legal representation, to mediation by a single mediator.

The mediator shall be selected by agreement between the Members, or, failing such agreement, by the person named for this purpose in Schedule 'A'. The costs of the mediation shall be borne equally by all Members.

The mediator shall convene a hearing of the Members and may hold separate discussions with any Member and shall assist the Members in reaching a mutually acceptable settlement of their differences through means of reconciliation, interpretation, clarification, suggestion and advice. The Members shall record such agreement in writing and thereafter they shall be bound by such agreement.

The mediator is authorised to end the mediation process whenever in his opinion further efforts at mediation would not contribute to a resolution of the dispute between the Members.

**8.3 Arbitration**

Where a dispute or claim is not resolved by mediation, it shall be referred to arbitration by a single arbitrator to be selected by agreement between the Members or, failing agreement, to be nominated by the person named for this purpose in Schedule 'A'.

The Member requiring referral to arbitration shall notify the other Members, in writing, thereof, not later than thirty calendar days after the mediator has expressed his opinion, failing which the mediator's opinion shall be deemed to have been accepted by all Members and shall be put into effect.

Arbitration shall be conducted in accordance with the provisions of the Arbitration Act No. 42 of 1965, as amended, and in accordance with such procedure as may be agreed by the Members or, failing such agreement, in accordance with the rules for the Conduct of Arbitrations published by the Association of Arbitrators and current at the date that the arbitrator is appointed.

The decisions of the arbitrator shall be final and binding on the Members, shall be carried into immediate effect and, if necessary, be made an order of any court of competent jurisdiction.

**9. DOMICILIUM**

The Members choose domicilium citandi et executandi for all purposes of and in connection with the Agreement as stated in Schedule 'A'. A Member shall be entitled to change his domicilium from time to time, but such change shall be effective only on receipt of written notice of the change by all other Members.

Member No. 1

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

For and on behalf of \_\_\_\_\_ [Company]

by [name] \_\_\_\_\_ who warrants his authority to do so.

\_\_\_\_\_

As witnesses 1. \_\_\_\_\_

As witnesses 2. \_\_\_\_\_

Member No. 2

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

For and on behalf of \_\_\_\_\_ [Company]

by [name] \_\_\_\_\_ who warrants his authority to do so.

\_\_\_\_\_

As witnesses 1. \_\_\_\_\_

As witnesses 2. \_\_\_\_\_

Member No. 3

Thus done and signed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

For and on behalf of \_\_\_\_\_ [Company]

by [name] \_\_\_\_\_ who warrants his authority to do so.

\_\_\_\_\_

As witnesses 1. \_\_\_\_\_

As witnesses 2. \_\_\_\_\_

[Allow for additional parties as necessary].



REFERENCE NR	057604
REV	00
DATE	17 April 2026



## **KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS & INFRASTRUCTURE  
REPUBLIC OF SOUTH AFRICA**

# **Occupational Health and Safety Specification (OHSE SPEC) Baseline Risk Assessment OHS BOQ**

PROJECT NAME:	MVUTSHINI CLINIC
PROJECT ADDRESS:	HEMFANE, AREA, KWAGINGINDLOVU
WIMS NR:	057604
CLIENT:	DEPARTMENT OF HEALTH
PREPARED BY:	S.F NTULI

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**1. Abbreviations**

AIA	Approved Inspection Authority
ALARP	As low As Reasonably Practicable
BRA	Baseline Risk Assessment
BOQ	Bill of Quantities
COIDA	Compensation for Occupational Injuries and Diseases Act.
CHSR	Client Health and Safety Representative
CR	Construction Regulations
DEL	Department of Employment and Labour
FPP	Fall Protection Plan
GAR	General Administration Regulations
GSR	General Safety Regulations
HCSR	Hazardous Chemical Substances Regulations
HIRA	Hazard Identification and Risk Assessment
H&S	Health and Safety
MSDS	Material Safety Data Sheet
OH	Occupational Health
OHSA	Occupational Health and Safety Act, Act 85 of 1993
PC	Principal Contractor
PPE	Personal Protective Equipment
RAMS	Risk Assessment and Method Statement
SABS	South African Bureau of Standards
SACPCMP	South African Council for Project and Construction Management Professions.
SANS	South African National Standards
SSHSS	Site Specific Health and Safety Specification
SSHSP	Site Specific Health and Safety Plan
SWP	Safe Work Procedure

## 2. Definitions

**“Act”** Means, unless the context indicates otherwise, the Occupational Health and Safety Act, 85 of 1993.

**“Audit”** Means a systematic examination of documents, equipment, physical on-site conditions etc. to evaluate the levels of compliance with clients OHS requirements, applicable legislative requirements, and the achievement of a safe working environment for Employees, as well as not posing a risk to other persons and the environment.

**“Baseline Risk Assessment”** (BRA) A wide encompassing risk assessment performed by the client of anticipated construction activities to execute the anticipated scope of work pertaining to the project.

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

**“Client”** in terms of this document means Department of Public Works, Kwazulu-Natal.

**“CHSR”** Means Client Health and Safety Representative, an in-house employee appointed by the Client to oversee the Health and Safety Management of a project.

**“Competent person”** means a person who-

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

**“Construction Health and Safety Officer”** Means a person deemed competent by SACPCMP under the relevant category of registration appointed by the Principal Contractor to oversee the Safety, Health and Environmental Management on-site.

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

**“Construction Plant”** Encompasses all types of plant including but not limiting to, cranes, piling equipment, boring machines, excavators, dewatering equipment, and road vehicles with or without lifting equipment.

**“Construction Site”** means a workplace where construction work is being performed.

**“Construction Supervisor”** means a competent person responsible for supervising construction activities on a construction site.

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

**“Construction work”** means any work in connection with –

- a) The construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or
- a) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal,

road, railway, runway, sewer, or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work.

**"Contractor"** means an employer who performs construction work.

**"Designer"** Means a competent person as defined by the Construction Regulations of 2014 appointed by the Client or the Principal Contractor as Agent to design and/or supervise and/or monitor construction work on their behalf.

**"Fall Protection Plan"** (FPP) means a documented plan, which includes:

- a) Identification of hazards and risks pertaining to the risk of falling taking the nature of the work and its environment in consideration;
- b) The procedures and methods to be applied to eliminate the risk or to reduce it to a level which is as low as reasonably practicable; and
- c) A rescue plan and procedures.

**"Fall Prevention Equipment"** Means equipment used to prevent persons, tools, equipment, machinery materials etc from falling from a "fall risk" position, including personal protective equipment, body harness, body belts, lanyards, lifelines or physical equipment, guardrails, screens, barricades, signage anchorages or similar equipment.

**"Fall Risk"** means any potential exposure to falling either from, off, over or into.

**"Hazard"** Means a source, situation, feature, activity, or anything else which has got the potential to cause harm, injury, death, environmental damage, business interruption etc.

**"Hazard Identification and Risk Assessment (HIRA)"** Means a document, which identifies hazards, assesses the risks and identifies the control measures, which are to be used to mitigate or reduce to a level which is as low as reasonably practicable the occurrence of hazards and risks during construction, use, operation and eventual demolition phases of a project.

**"Hazardous Chemical Substance (HCS)"** Means any toxic, harmful, corrosive, irritant or asphyxiating substance, or a mixture of substances, for which an occupational exposure limit is prescribed, or an occupational exposure limit is not prescribed, but which creates a hazard to health and the environment.

**Induction Training** Means once off introductory training on general health and safety issues given to all employees and visitors to the site before commencement of work on site.

**"Issue based Risk Assessment"** Means a Risk Assessment based upon a specific issue/activity/item which could be instituted in response to the high priority risks identified in the Baseline Risk Assessment, Programme Risk Assessment or even after a near miss or actual loss event.

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

**"Method Statement (MS)"** also known as a **Safe Work Method Statement (SWMS), or Safe Work Procedure (SWP)** is a document developed because of the outcome of a risk assessment by the contractor, which contains details of how each task should be performed safely.

**"Principal Contractor (PC)"** means an employer appointed by the client to perform construction work, but may also include the responsibility of designing or overseeing the design process.

**"RAMS"** Means Risk Assessments and Method Statement.

**“Risk”** Means the probability or likelihood that the possible harm, injury, death etc potential of a hazard could be realized with a consequence attached.

**“SHE”** Means Safety, Health and Environmental.

**“Site”** Means the area handed over to the Principal Contractor for the purposes of construction work. Where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities for the Principal Contractor and approved for such use by the Designer and/or the Client.

**“Site Specific Health and Safety File (SSHSF)”** Means a file specifically pertaining to a site containing all health and safety documentation relating to the project as per the requirements of the Construction Regulations of 2014 and/or the SSHSS.

**“Site Specific Health and Safety Plan (SSHSP)”** means a detailed site, activity, or project specific documented plan in accordance with the client's OHSE specification indicating how health and safety will be managed during the project.

**“Site Specific Health and Safety Specification (SSHSS)”** means a site, project specific document prepared by the client pertaining to all health and safety requirements related to construction work.

### 3. KEY REFERENCES

- Occupational Health and Safety Act No. 85 of 1993 and Regulations (as amended)
- The Compensation for Occupational Injuries and Diseases Amendment Act 10 of 2022
- Construction Regulations, 2014
- Driven Machinery Regulations, 2015
- Ergonomic Regulations, 2019
- Electrical Installation Regulations, 2009
- Electrical Machinery Regulations, 2011
- Environmental Regulations for Workplaces, 1987
- Explosives Regulations, 2024
- Facilities Regulations, 2004
- General Administration Regulations, 2003
- General Machinery Regulations, 1988
- General Safety Regulations, 1986
- Hazardous Biological Agents 2022
- Regulations for Hazardous Chemical Agents, 2021
- Borehole Sites and Operations Regulations 1995
- Local Municipal By-Laws
- SANS standards

#### 4. INTRODUCTION AND PURPOSE

##### **Purpose and Importance of SSHSS**

- **Objective:** The SSHSS outlines health and safety requirements specific to the construction site. It ensures that the Principal Contractor (PC) adheres to safety standards and legal obligations, providing a safer working environment.
- **Review and Update:** The SSHSS is dynamic and will be periodically reviewed and updated to reflect changes in:
  - Legislation
  - Client requirements
  - Best practices
  - Lessons learned from past incidents
  - Unforeseen issues

##### **Roles and Responsibilities**

- **Client:** Defined as the KwaZulu-Natal Department of Public Works, the Client is responsible for preparing the SSHSS based on a Baseline Risk Assessment (BRA) that includes identifying potential hazards and risks from the Scope of Work. The Client must also ensure that the Principal Contractor allocates sufficient funds and resources for health and safety measures.
- **Principal Contractor (PC):** The PC must develop a Site-Specific Health and Safety Plan (SSHSP) based on the SSHSS. This plan should include a detailed Bills of Quantities (BOQ) for health and safety costs, which will be assessed to ensure adequate provisions are made.

##### **Compliance and Implementation**

- **Legal Compliance:** The SSHSS ensures adherence to the Occupational Health and Safety Act, Act 85 of 1993, and the Construction Regulations of 2014, among other relevant legislative requirements.
- **Health and Safety Culture:** The SSHSS promotes a positive health and safety culture by setting clear guidelines for hazard identification, risk management, and compliance.
- **Protection of All Persons:** The SSHSS also addresses the protection of persons other than those employed by the PC, as required by Section 9 of the OHS Act.

##### **Summary**

The SSHSS is a comprehensive document that integrates safety requirements into the construction project, guiding the PC in creating a detailed safety plan and ensuring that both legislative and practical health and safety needs are met. It emphasizes the importance of ongoing updates and adherence to safety standards, aiming to minimize risks to a level as low as reasonably practicable (ALARP).

This document also specifies certain recommendations that should be followed to prioritize the health and safety of all individuals who may be potentially at risk, as well as to minimize potential risks to the environment. These recommendations should be given the same priority as other project facets such as Time, Cost, and Quality. It must be noted that this SSHSS as much as it is detailed it is not exhaustive and the onus is on the PC to ensure that he complies with Section 8 of the OHS Act, Act 85 of 1993 which reads as follows:

Sec 8(2)(d) "Establishing as far as reasonably practicable what hazards to the Health and Safety of persons are attached to any work which is performed, and he shall as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work in order to protect the health and safety of persons, he shall provide the necessary means to apply such precautionary measures..", this means that Principal Contractors as an employer in his/her own right must at all times ensure continuous Hazard Identification and Risk Analysis (HIRA) and the implementation of appropriate risk reduction and/or elimination measures so as to strive towards the implementation and continued provision and maintenance of a healthy and safe working environment. The SSHSS is a performance specification aimed at ensuring that the Client and any persons it enters into an agreement with achieves an acceptable level of SHE performance.

## **5. SCOPE OF APPLICATION**

This SHE Specification is exclusively applicable to the following project:

**DEPARTMENT OF HEALTH: MVUTSHINI CLINIC  
BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

### **5.1 SITE LOCATION**

Province	-	KwaZulu Natal
District Municipality	-	King Cetshwayo
Local Municipality	-	uMlalazi
Latitude	:	-28.951378,
Longitude	:	31.569342
Street address (or directions)	-	Hemfane, Area, KwaGingindlovu

### **5.2 SCOPE OF APPLICATION**

#### **BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM:**

- Site identification and establishment
- Geotechnical survey
- Transportation of equipment and materials to and from site
- Manual handling of materials
- Pre-start check of equipment and tools
- Drilling of borehole
- Pump installation
- Installation of galvanised base tank stand and base tank
- Pipework connection to the existing steel tank
- Precast concrete manhole water testing
- Water purification system installation
- Pressure pump and storage house installation
- Survey and setting out
- Earth and layer works
- Lifting and lowering operation
- Moving rotary core to drilling position
- Electrical works

## **6. REQUIREMENTS PERTAINING TO SITE SPECIFIC HEALTH AND SAFETY PLAN SUBMISSION**

The Principal Contractor (PC) shall prepare a documented Site-Specific Health and Safety Plan (SSHSP) in accordance with CR 7(1)(a). This plan must be based on the information and requirements outlined in this specification, applicable legislative requirements, and must demonstrate how health and safety requirements will be implemented throughout the construction process. It should cover all activities on the project site, from mobilization and set-up through to close-out. The SSHSP must include all documentation required by The Act, Regulations, and this specification for evaluation and approval purposes.

The PC must refer to Annexure B of the SSHSS to familiarize themselves with the requirements concerning the contents of the SSHSP to be submitted to the Chief Health and Safety Representative (CHSR) for approval. Failure to comply with the requirements of Annexure B may result in unnecessary delays in the SSHSP approval process. The PC must retain the original SSHSP and submit a copy for evaluation and approval, which will be kept by the CHSR for filing and reference purposes.

Upon approval of the Principal Contractor's (PC) SSHSP, the Chief Health and Safety Representative (CHSR) will issue the final letter of SSHSP approval as required by CR 7(1)(a) and confirm the PC's appointment as required by CR 5(1)(k). The PC must file this letter in their Site-Specific Health and Safety File (SSHSF). Please note that construction work may not commence until the official letter issued by the CHSR is received. The PC is responsible for ensuring that adequate information and supporting documentation are submitted with their completed SSHSP.

The approved SSHSP, included in the SSHSF, as well as the SSHSS, must always be kept on site and include all documentation required by The Act and this specification. It is important to note that all subcontractors must prepare their own SSHSPs and files. These health and safety files must be approved in writing by the PC's Construction Health and Safety Officer (CHSO) as required by CR 7(1)(c)(x), and a copy must be filed in both the subcontractor's and the PC's Health and Safety Files. The subcontractor must also be appointed as per CR 7(1)(c)(v). The subcontractor's Health and Safety Files will be subject to evaluation by the CHSR during an audit, in addition to evaluation by the CHSO.

It is of the utmost importance that the PC takes note of the following when submitting his SSHSP for approval **in addition the requirements of Annexure B:**

- Completion and submission of Annexure A "Health and Safety Declaration" to the effect that he has the competence and necessary resources to carry out the work safely in compliance with the Occupational Health and Safety Act and its Regulations.
- A valid Letter of Good Standing.
- Two detailed Risk Assessments and Method Statements (RAMS) of two priority hazards as identified by the Risk Profile of anticipated construction activities for review by the CHSR, with evidence of the CHSO input to enable the CHSR to evaluate the Risk Assessors competency in terms of being able to conduct sufficient Risks Assessments and subsequent Method Statements.
- Valid Proof of Competencies, including CVs of Key Appointments.

## **7. PRINCIPAL CONTRACTORS RISK ASSESSMENTS**

The Principal Contractor must follow a formal risk-based approach to ensure hazard control measures are implemented to an acceptable reasonable practical level. The Principal Contractor and his employees shall be responsible to ensure all hazards pertaining to his scope of activity are proactively identified, the risks assessed and appropriately eliminated or minimized and managed on an ongoing basis. Risk assessments shall also identify possible and potential environmental, health and hygiene issues pertaining to each hazard with potential exposures and limits.

A detailed hazard identification and risk assessment processes must be followed for all work to be performed as well as for all associated equipment and facilities. The contractor must ensure that effective procedures and assessment systems are in place to control hazards and to mitigate risks to levels that are ALARP.

The risk assessment processes must be applied to:

- Routine and non-routine activities.
- Planned or unplanned changes.
- All employees, sub-contractors, suppliers, and visitors; and
- All infrastructure, equipment, and materials.

Ergonomic-related risks are to be analysed, evaluated and addressed as part of the process.

The risk assessment processes and methodologies must be appropriate for the nature and scale of the risks and must be implemented by competent persons.

The process of analysing and managing risk must include the following:

- Establishing the context of the risk assessment.
- Identifying hazards and determining possible risk scenarios (unwanted events).
- Evaluating risks and assigning ratings (classification).
- Recording the risk analysis in a risk register.
- Managing risks according to their classification (prioritising for action).
- Identifying and implementing control measures through the application of the Hierarchy of Risk Controls to ensure that risks are managed to levels that is as low as is reasonably practicable (ALARP).
- Developing action plans for reducing risk levels (where possible).
- Verifying the completion of actions.
- Re-evaluating the risks and classifications as appropriate; and
- Reviewing and updating the risk register.

The PC must refer to the BRA and summary of hazards and risks identified by designers when conducting his risk assessments.

Once the SSHSP of the PC has been approved where two detailed Issue Based Risk Assessments and Method Statements (SWP's) of two priority hazards as identified by the BRA Risk Profile has been approved, such approval will only be granted in terms of approved RAMS up to and including site establishment.

During the site establishment period the PC will be required to submit his construction program. Health and safety management matters must be included in the program which will form the basis for the CHSR calling for RAMS for approval purposes. RAMS for future work must be supplied via e-mail to the CHSR at least 72 hours before the anticipated activity commencement date, unless otherwise agreed, followed by a WhatsApp informing the CHSR of such e-mail.

Work may not commence pertaining to RAMS submitted for approval until such RAMS have been approved. Should the CHSO continuously submit RAMS late, it will be for the PC's account. Should the PC's CHSO persistently submit poor quality RAMS, the situation will be brought to the Project Leaders attention for intervention and engagement with the PC.

The PC must ensure that the CHSO is included in production, planning, sessions/meetings to ensure that the appropriate RAMS as required are available and completed timeously. Under no circumstances may a CHSO perform a risk assessment in isolation. The active participation of all relevant role-players is mandatory.

A Risk Assessment must be followed by a Method Statement (SWMS/SWP) which describes in detail how the job or task is to be performed in a logical, sequential manner. RAMS must be a "Team" effort, Site Management Representatives, Supervisory Personnel, Technical Experts, and workers must be part of the RAMS process.

RAMS must be reviewed as a minimum on an annual basis, when changes are made to work methods statements and following an incident.

### **Risk Assessment**

#### **i) Hazard Identification and Risk Assessment (Construction Regulation 9)**

The Principal Contractor shall, before the commencement of any construction work or work associated with the aforesaid construction work and during such work, conduct a risk assessment by a competent person, appointed in writing and the risk assessment so produced shall form part of the OH&S Plan and be implemented and maintained as contemplated in Construction Regulation 9(1). Competence is a factor of training, knowledge, experience and/or appropriate qualifications.

The risk assessment shall include, as far as is reasonably practicable, at least:

- The task or task step
- the identification of the risks and hazards to which persons may be exposed during the task or task step.
- The analysis and evaluation of the risks and hazards identified, inclusive of a residual risk rating methodology. The method to be used is not prescribed.
- a documented plan of safe work procedures, to mitigate, reduce or control those residual risks that have been identified as unacceptably high, by means of the rating system.
- a monitoring plans.
- a review plan, inclusive of dates to be adhered to; and
- Ergonomic related risks are to be analyzed, evaluated, and addressed as part of the process.

Based on the risk assessments, The Principal Contractor shall develop a set of site-specific OH&S rules that shall be applied to regulate the OH&S aspects of the construction. The risk assessments, together with the site-specific OH&S rules shall be submitted to the Employer before construction on site commences. SANRAL has conducted a Baseline Risk Assessment, which must be used by The Principal Contractor to develop task specific risk assessments before work commences. This does not mean that all possible Risk Assessments must be attended to before work commences, but that all relevant Risk Assessments receive the necessary attention as the contract progresses, and this is the responsibility of The Principal Contractor.

All variations to the scope of work shall similarly be subjected to a risk assessment process.

#### **ii) Risk Assessment Monitoring**

The Principal Contractor shall ensure that a monitoring plan for all risk assessments are in place. Risk assessments must be monitored to ensure effectiveness and employee understanding. The monitoring of risk assessments shall be formal, and records thereof shall be available for audit purposes.

#### **iii) Review of Risk Assessment**

The Principal Contractor shall review the hazard identification, risk assessments and standard safe working procedures prior to any work activity commencement and at each production planning and progress report meeting as the contract work develops and progresses and each time changes are made to the designs, plans and construction methods and processes. The Principal Contractor shall provide the Employer, Sub-contractors, and all other concerned parties with copies of any changes, alterations or amendments as contemplated above.

Activities carried out without conducting a risk assessment or found to be non-compliant with the risk assessment, will be stopped until such time a risk assessment is compiled, and work is carried out according to the risk assessment.

Risk assessments must be fully communicated to all relevant personnel and must be considered when establishing training, awareness, and competency requirements.

#### **Baseline Risk Assessment**

The KZN Department of Public Works (DOPW) has prepared a Baseline Risk Assessment (BRA) from which the Health and Safety Specifications for this project were developed. The BRA highlights all the work for which the Principal Contractor must prepare safe work procedures and/or work method statements. It should be noted that the BRA is not exhaustive, and the Principal Contractor is required to identify additional risks and implement control measures. These must be addressed by the Principal Contractor when preparing the Task-Based Risk Assessments. During the briefing, the Client will inform tenderers about the hazards and risks associated with the anticipated construction work.

The Baseline Risk Assessment for this project can be found in the annexure to this document.

#### **c) Continuous Risk Assessment**

The Principal Contractor shall continuously assess the risks associated with the activities being carried out. Risk assessments must be documented in writing, be site-specific, and be reviewed regularly to ensure they remain current and address all relevant hazards and risks associated with the specific activity at the site.

The risk assessment must be discussed with the entire work crew before the activity begins. The work crew must provide written acknowledgment that they have discussed the risk assessment and understand its contents. This acknowledgment must be maintained on site and be available to the Client or its Agent for audit purposes.

#### **8. Notification of Construction Work**

The successful tenderer must at least within 07 working days before commencing with construction work notify the Provincial Director in writing using Annexure "2". A copy of the notification once stamped by a DoL Official must be submitted to the client prior to commencing with construction work and must always be kept on file.

9.

**ANNEXURE B: Baseline Health and Safety Risk assessment**

Please note that this is a Baseline Risk Assessment. Contractor to perform detailed Issue Based and Continuous Risk Assessments in the sequence of the activities anticipated of being performed  
**DEPARTMENT OF HEALTH: MVUTSHINI CLINIC**  
**BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

REF	LIKELIHOOD	CONSEQUENCE	RISK ASSESSOR	SF	NTULI	REVISION	00	DATE	17	APRIL	2026
Likelihood		Consequence		RISK RANKING		RISK RANKING		RISK RANKING		RISK RANKING	
Ref Nr	Activity	Potential Hazard	Potential Risk	S	H	E	Pure Risk	Mitigation Measures	Residual Risk	Risk Ranking	
1.	Visual/ physical site assessment and establishment	<ul style="list-style-type: none"> <li>Incompetent personnel appointed.</li> </ul>	<ul style="list-style-type: none"> <li>Project interruption</li> <li>Legal liability claims</li> <li>Financial loss</li> </ul>	X			3x4=12	<ul style="list-style-type: none"> <li>Competencies to be verified.</li> <li>Occupational medical certificates to be in place prior to commencement of work.</li> <li>Ensure all responsible personnel on site submit CV's.</li> <li>Legal appointment letters to be signed prior to commencement of work.</li> </ul>	1x2=2	1	
		<ul style="list-style-type: none"> <li>Workers exposed to unknown/ unidentified hazards.</li> </ul>	<ul style="list-style-type: none"> <li>Serious injuries or fatalities due to unidentified hazards.</li> </ul>	X			4x5=20	<ul style="list-style-type: none"> <li>Appointed Risk Assessor to be in a possession of a Hazard Identification and</li> </ul>	2x3=6	2	





2.	<p><b>Mobilization to site</b></p> <ul style="list-style-type: none"> <li>• Equipment collision</li> <li>• Slip, trip and fall</li> <li>• Offloading plant/material</li> <li>• Material falling (struck by or contact with plant)</li> <li>• Untrained workers</li> <li>• Transportation of workers exposure to dust, excessive noise, and extreme weather conditions.</li> </ul>	<p>breathing difficulties</p> <ul style="list-style-type: none"> <li>• Injuries or fatalities</li> <li>• Dust will result to breathing difficulties.</li> <li>• Noise will result to hearing loss.</li> <li>• Heat stress or stroke.</li> </ul>	x	x	<p>4x5=20</p>	<p>working areas to suppress dust.</p> <ul style="list-style-type: none"> <li>• All workers must undergo a site-specific safety induction covering hazards, emergency procedures, and site rules.</li> <li>• Ensure appropriate PPE, such as hard hat, standard overall, safety shoes, high visibility vest, dust masks, goggles etc are provided.</li> <li>• Ensure workers are trained and competent for specific tasks, such as operating machinery etc.</li> <li>• Establish a secured fenced-off site perimeter to prevent unauthorised entry.</li> <li>• Hold daily meetings to discuss the day's tasks, hazards, risks, and control measures to be applied to mitigate the risks.</li> </ul>	2x3=6	2
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3.	Driving/ operating construction vehicles and mobile plant	<ul style="list-style-type: none"> <li>Inspecting mobile machinery: Not conducting inspection properly.</li> </ul>	<ul style="list-style-type: none"> <li>Missing deviations leading to injuries.</li> </ul>	x																		1
				4x3=12																		1x2=2
		<ul style="list-style-type: none"> <li>Ensure materials are stored securely to prevent falling objects or tripping hazards.</li> <li>Ensure workers are physical fit for the tasks, particularly for high risk, strenuous, or hot environment work.</li> <li>Use barriers to separate workers from traffic, and mechanical aids to lift heavy loads.</li> <li>A detailed risk assessment should be conducted before any mobilization activity begins.</li> <li>Display signages near the access areas.</li> <li>Ensure dust mitigation measures are taken such as wetting soil.</li> </ul>		<ul style="list-style-type: none"> <li>Prestart checklist to be conducted.</li> <li>Authorised operators are competent and medical fit.</li> </ul>																		



4.	Setup and Drilling of borehole	<ul style="list-style-type: none"> <li>Equipment and tools not in place.</li> </ul>	<ul style="list-style-type: none"> <li>Delays</li> </ul>	x	3x3=9	<ul style="list-style-type: none"> <li>Tools and equipment checklist.</li> <li>Good communication plan at field.</li> <li>Inventory inspection.</li> </ul>	1x2=2	1
	<ul style="list-style-type: none"> <li>Heavy machinery</li> <li>Exposure to dust.</li> <li>Exposure to noise.</li> <li>Slips, trips and falls.</li> <li>Machinery encountering underground services.</li> <li>Sloping/ steep ground, rig overturning, topping, sliding.</li> <li>Vibration</li> <li>High pressure systems</li> </ul>	<ul style="list-style-type: none"> <li>Injury to personnel and property damage.</li> <li>Dust will result to breathing difficulties.</li> <li>Noise will result to hearing loss.</li> <li>Electrocution.</li> </ul>	x	4x4=16	<ul style="list-style-type: none"> <li>Only competent person to conduct drilling activities.</li> <li>Prescribed training to be conducted prior to activity commencement.</li> <li>Appropriate PPE to be used.</li> <li>Pre-check borehole locations, report concerns re-gradient.</li> <li>Service plans to be provided by the client where available.</li> <li>Ensure safe gradient.</li> <li>Danger zones around rings and conveyors must be clearly demarcated.</li> <li>Emergency preparedness including First Aid, Fire Extinguishers</li> </ul>	2x1=2	1	







						<ul style="list-style-type: none"> <li>construction plant with passers-by or where hazard posed by delivery vehicles turning into/ out of site.</li> <li>No work activities to commence until adequate provision made to accommodate traffic in accordance with the South African Traffic Signs Manual.</li> <li>Use safety signage to warn traffic and pedestrians of works</li> <li>Wear reflective waistcoats when working on or near the road or road shoulder as well as any other required personal protective clothing.</li> <li>Crossing of road by personnel must be limited to the practical minimum.</li> <li>Controlled site access.</li> </ul>	2x1=2	1
7.	<b>Casing</b>	<ul style="list-style-type: none"> <li>Casing doesn't reach bottom.</li> </ul>	<ul style="list-style-type: none"> <li>Wellhead</li> </ul>	x	3x4=12	<ul style="list-style-type: none"> <li>Good drilling practices.</li> </ul>	2x1=2	1



**10. SITE-SPECIFIC OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT (IN ALPHABETICAL ORDER)**

<b>10.1.</b>	<b>Accident, Incident Investigation</b>
<b>10.2.</b>	<b>Alcohol and Drugs</b>
<b>10.3.</b>	<b>Appointments</b>
<b>10.4</b>	<b>Consultation, Communication and Liaison</b>
<b>10.5.</b>	<b>Close-out requirements</b>
<b>10.6.</b>	<b>COIDA</b>
<b>10.7.</b>	<b>Competency and Training</b>
<b>10.8.</b>	<b>Confined Space Work</b>
<b>10.9.</b>	<b>Construction Supervision</b>
<b>10.10.</b>	<b>Defects Reporting and Correction</b>
<b>10.11.</b>	<b>Delivery and Placement of Containers, Park Homes etc. (When required)</b>
<b>10.12.</b>	<b>DSTI's</b>
<b>10.13.</b>	<b>Electrical Connections</b>
<b>10.14.</b>	<b>Emergency Drills and Evacuation Procedures</b>
<b>10.15.</b>	<b>Edge Protection</b>
<b>10.16.</b>	<b>Excavations</b>
<b>10.17.</b>	<b>Extreme Weather Conditions</b>
<b>10.18.</b>	<b>Fall Prevention Plan and Planning</b>
<b>10.19.</b>	<b>First Aid Boxes and Equipment</b>
<b>10.20.</b>	<b>Fire Extinguishers, Precautions and Fighting</b>
<b>10.21.</b>	<b>Fuel and Flammable Liquids</b>
<b>10.22.</b>	<b>General Record Keeping</b>
<b>10.23.</b>	<b>Hand Tools</b>
<b>10.24.</b>	<b>Hazardous Chemical Substances</b>
<b>10.25.</b>	<b>Hazard Identification and Risk Analysis (HIRA)</b>
<b>10.26.</b>	<b>Hazards and Potentially Hazardous Situations</b>

<b>10.27.</b>	<b>Health and Safety Audits, Monitoring, Reporting and Statistics</b>
<b>10.28.</b>	<b>Health and Safety Disciplinary Procedure</b>
<b>10.29.</b>	<b>Health and Safety Management Notice Board</b>
<b>10.30.</b>	<b>Health and Safety Organogram</b>
<b>10.31.</b>	<b>Health and Safety Plan Submission</b>
<b>10.32.</b>	<b>Health and Safety Policy</b>
<b>10.33.</b>	<b>Health and Safety Training</b>
<b>10.34.</b>	<b>Heat Stress and Sun Protection</b>
<b>10.35.</b>	<b>High Voltage Equipment and Installations</b>
<b>10.36.</b>	<b>Housekeeping</b>
<b>10.37.</b>	<b>Incident and Injury Management</b>
<b>10.38.</b>	<b>Induction Training</b>
<b>10.39.</b>	<b>Ladders, Portable</b>
<b>10.40.</b>	<b>Lighting</b>
<b>10.41.</b>	<b>Method Statements, Safety (SMS)(SWP'S)</b>
<b>10.42.</b>	<b>Occupational Hygiene (Personal Hygiene and Infectious Diseases)</b>
<b>10.43.</b>	<b>Personal Protective Equipment (PPE)</b>
<b>10.44.</b>	<b>Planned Task Observations</b>
<b>10.45.</b>	<b>Portable Electrical Tools</b>
<b>10.46.</b>	<b>Public Safety and Security</b>
<b>10.47.</b>	<b>Safety Officer (CHSO), Roles and Responsibilities</b>
<b>10.48.</b>	<b>Signage</b>
<b>10.49.</b>	<b>Site Clearance</b>
<b>10.50.</b>	<b>Site Establishment</b>
<b>10.51.</b>	<b>Site Layout Plan</b>
<b>10.52.</b>	<b>Site Specific Safety Rules</b>
<b>10.53.</b>	<b>Smoking on Site</b>
<b>10.54.</b>	<b>Stacking and Storage of materials</b>

10.55.	Scaffolding
10.56.	Sub-Contractors
10.57.	Transportation of Workers
10.58.	Trespassing
10.59.	Toolbox Talks
10.60.	Visitors to Site
10.61.	Waste Management
10.62.	Water Management
10.63.	Welding, Grinding, Cutting etc.
10.64.	Welfare Facilities
10.65.	Working at Heights

**LISTED BELOW PLEASE FIND SITE SPECIFIC OCCUPATIONAL HEALTH AND SAFETY STIPULATIONS IN ALPHABETICAL ORDER. IT MUST BE NOTED THAT SOME ITEMS MAY BE OF MORE DETAIL THAN OTHERS, THE REASON BEING THAT DUE TO THE LEVEL OF RISK ASSOCIATED WITH THESE ITEMS THAT MORE DETAILED INFORMATION IS NEEDED TO BE BROUGHT TO THE PC'S ATTENTION, BUT THIS MUST NOT BE SEEN AS AN INDICATOR THAT OTHER ITEMS ARE OF LESS IMPORTANCE.**

10.1.	Accident, Incident Investigation
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#### **Accident/Incident Reporting and Investigation Protocol**

##### **1. Coordination of Investigation:**

- The Principal Contractor and their Contractors are required to coordinate in investigating all accidents/incidents where injuries necessitate medical treatment by a doctor, hospital, or clinic.
- The findings of these investigations must be documented in an accident/incident register. This register must be updated with each new accident/incident.

##### **2. Notification:**

- The Principal Contractor must inform the relevant DOPW Project Manager and/or DOPW OHS Specialist in writing about any accident/incident within their area of responsibility as soon as possible.

##### **3. Legal Reporting Requirements:**

- While the accident/incident must be reported to the Client, the Principal Contractor is legally obligated to report any Section 24 accidents/incidents to the Department of Labour.
- Any road traffic accidents must be reported to the relevant authorities.

#### **Corrective and Preventative Action Protocol**

##### **1. Action Demonstration:**

- The Principal Contractor must show that corrective and preventative actions have been taken to prevent similar incidents in the future.
  - These actions must be communicated to all affected staff.
- 2. Documentation and Communication:**
- A copy of the following must be forwarded to the DOPW Project Manager and/or the DOPW OHS Specialist:
    - The investigation report.
    - Details of the corrective and preventative actions taken.
    - The attendance register of employees who participated in the discussion of the incident and the implemented actions.

**Investigations must be completed for:**

- Near Miss Incidents (To prevent it from becoming an incident)
- First Aid case Incidents
- Medical treatment case Incidents
- Fatalities

**Incident Reporting Protocol**

- 1. Statutory Reporting:**
  - The Principal Contractor must provide the Employer with copies of all statutory reports required by the Act within 7 days of the incident.
- 2. Disabling Injury Frequency Ratio (DIFR):**
  - The Principal Contractor must update the Disabling Injury Frequency Ratio (DIFR) monthly and display this information on a signboard at the site office.
- 3. Health & Safety Statistics:**
  - The Principal Contractor is responsible for collecting, recording, calculating, and reporting Health & Safety statistics for both their operations and those of their subcontractors to the DOPW OHS Specialist.
- 4. Reporting Specific Incidents:**
  - All incidents where an employee:
    - Dies,
    - Becomes unconscious,
    - Loses a limb or part of a limb,
    - Is injured or ill to the extent that they are likely to die, suffer a permanent physical defect, or be unable to work for at least 14 days,
    - Or where:
      - i. A major incident occurred,
      - ii. Health or safety of any person was endangered,
      - iii. A dangerous substance was spilled,
      - iv. There was an uncontrolled release of any substance under pressure,
      - v. Machinery or parts of machinery fractured or failed causing flying, falling, or uncontrolled moving objects,
      - vi. Machinery ran out of control,
  - Must be reported to the Client within 2 calendar days and to the Provincial Director of the Department of Employment and Labour within 7 calendar days of the incident (as per Section 24 of the OHSACT and General Administrative Regulation 8).
- 5. Immediate Reporting for Severe Incidents:**

- For incidents where there is a death, unconsciousness, or loss of a limb, or if there is a potential for death or permanent physical defect, the incident must be reported immediately (by telephone, fax, or email) to both the Client and the Provincial Director of the Department of Employment and Labour.
- 6. Ongoing Reporting:**
- All other reports must be completed and submitted as required.

The statistics should contain at least the following for all employees of all contractors working on the project:

- Total Number of workers
- Total Number of hours worked (on the DOPW project)
- Total Number of Near Miss Incidents
- Total Number of First Aid case Incidents
- Total Number of Medical Treatment case Incidents (Excluding Section 24 type incidents)
- Total Number of Section 24 type Incidents
- Preventative actions taken on incidents that have occurred
- Communication to employees and contractors of incidents and preventative actions

<b>10.2.</b>	<b>Alcohol and Drugs</b>
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**Compliance with General Safety Regulations, Section 2A**

The site limit for intoxication is set to zero to align with a zero-tolerance policy. To support this, the Principal Contractor must have a Drug, Alcohol, and Disciplinary Policy in place to manage such instances.

Any person found to be intoxicated, or consuming intoxicating liquor or illegal drugs will not be allowed on the premises and/or will be removed from the premises.

The Principal Contractor has the right to test any person entering the premises for intoxicating liquor or illegal drugs and may refuse entry based on the results of the test.

The Principal Contractor must ensure that employees taking prescription medicine inform the Principal Contractor of such use. Additionally, the Principal Contractor must ensure that the side effects of the prescription medicine do not pose a hazard to the employee themselves or to others working in close proximity.

<b>10.3.</b>	<b>Appointments</b>
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The Principal Contractor (PC) is responsible for making appointments in accordance with the Act and its Regulations, structured and guided by the scope of work and associated risks. The PC should refer to Annexure C for a list of appointments applicable to the Safety Management Structure.

All health and safety appointments must be documented in writing and recorded in the Site Safety, Health, and Environmental File (SSHSF). Previous appointments that have lapsed or new appointments must be retained in the SSHSF; expired appointments may not be discarded or destroyed.

All Safety, Health, and Environmental (SHE) appointments must be indicated on the Site SHE Organogram, which should be regularly updated, filed in the SSHSF, and displayed in the Site Office.

The PC may allocate multiple appointments to certain staff members, provided this does not negatively impact health and safety standards. However, the Construction Health and Safety Representative (CHSR) reserves the right to specify otherwise if it is determined that such allocations may affect health and safety standards.

<b>10.4</b>	<b>Consultation, Communication and Liaison</b>
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Consultation with the workforce on OH&S matters will be facilitated through their Construction Managers and Supervisors, OH&S representatives, and the OH&S committee. The Principal Contractor is responsible for disseminating all relevant OH&S information to the Contractors. This includes design changes agreed upon with the Employer and the Designer, instructions from the Employer and/or their CHSR, exchanges of information between Subcontractors, and reporting of hazardous or dangerous conditions.

<b>10.5</b>	<b>Close-out</b>
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In accordance with CR7(1)(e) and CR7(2)(b), the Principal Contractor (PC) must hand over a consolidated Safety, Health, and Environmental (SHE) File to the Client when construction work ceases, and the site is returned to the Client. Subcontractors appointed by the PC are also required to provide a similar SHE File to the PC upon completing their work and exiting the site. It is the responsibility of the PC to allocate sufficient time to ensure that the files are correct and approved by the Construction Health and Safety Representative (CHSR) before leaving the site.

The following list is an example of what should be included in the close-out files, but it is not exhaustive. The CHSR may request additional information at the time of project completion, and the PC must ensure that all such instructions are followed. All records from the start of the project must be included. Daily or monthly inspection records are not required unless they pertain to an accident. All records must be in electronic format and submitted to the CHSR in adequately formatted lists and folders. The layout should be logical and mirror the order used in the site files. Upon final approval of the files by the CHSR, two hard copies of the electronic files must be provided to the CHSR, unless otherwise directed by the CHSR.

Health and Safety close out file requirements.

PC File to include the following:

- Copy of Notification of Construction Work/Construction Permit, stamped by DOL
- Client SHE Specification
- Principal Contractor's SHE Plan
- Client Letter of SHE Plan Approval
- Organograms (Original and amended)
- List of SHE Legal Appointments (Originals and amended)
- List of all employees employed on a permanent or contractual basis over the duration of the contract, PPE receipt records
- Medical Fitness Certificates for all employees
- Letters of Good Standing for the Project
- Incident/ Accident Records
- NCR's
- CHSR Health and Safety Audits
- Risk Assessments
- Method Statements
- Safe Work Procedures etc
- List of all Sub Contractors

**Sub-Contractor Files to include the following:**

- SHE Plan
- SHE Plan Approval letter issued by the PC
- Organogram/s (Original and amended)
- List of SHE Appointments (Original and Amended)
- All employees employed on a permanent or contractual basis over the duration of the contract receipt records
- Medical Certificates of Fitness for all employees
- PC and own audits
- Mandatory Agreements (if applicable)
- Risk Assessments
- Method Statements
- Safe Work Procedures
- Letters of Good Standing
- Incident Records
- Non-Conformance records

PC to include in its SHE File the following documentation if not being attended to by other discipline of PSP Team:

- All drawings for temporary structures (suspended beams etc.).
- All operating manuals for any systems that require on-going maintenance, and
- Copies of test results, policies, and procedures for environmental monitoring (silica, noise, dusts etc.).

**Defect and Liability Period**

The H&S files must be kept 'live' for the defect and liability period by the Principal Contractor, including those of their Subcontractors. Any work required during the defect and liability period will require an assessment of the H&S file by the PC's CHSO prior to any work commencing.

<b>10.6</b>	<b>COIDA</b>
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The Principal Contractor shall ensure that his employees are covered for any occupational injuries and illnesses in terms of the Compensation for Occupational Injuries and Diseases Amendment Act, 2022, which cover shall remain in place and up to date for the duration of the project. No Contractor may work under the Principal Contractors Compensation registration number.

If required, the Principal Contractor may assist an SMME with their registration with the Compensation Commissioner. However, such Contractors will not be able to commence work until proof of registration or Letter of Good Standing has been received.

<b>10.7</b>	<b>Competence and Training</b>
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The Chief Executive Officer (CEO) of the Principal Contractor (PC) is overall responsible for appointing competent Construction Managers and site staff for the duration of the project, unless this responsibility has been delegated to the Section 16.2 Appointee. All legal appointments must be made relevant to the type of work performed and kept current with the project schedule. The PC, all contract employees, and their supervisors must possess the required qualifications or licenses for the activities they are assigned.

**Health and Safety Competencies Required for Specific Appointments:**

- **Section 16.2 and CR 8.1:** Supervisors must complete a Safety Course (IRCON) or equivalent and a Legal Liability Course.

- **Part time Safety Officer:** Must have SAMTRAC / LexisNexis 3-week SHE Management Course / NEBOSH or equivalent, and SACPCMP CHSO Registration with relevant experience.
- **Full time Safety Representative:** Must complete a SAQA Accredited SHE Representative Training Course.
- **Risk Assessor:** Must have SAMTRAC / LexisNexis 3-week SHE Management Course / NEBOSH or SAQA Accredited Risk Assessor Course.
- **First Aider:** Must have a SAQA Accredited Level 2 First Aid Course.

For operations such as Crane Operations, Rigging, Scaffold Erecting, and Inspecting, all operators must have proof of qualifications in compliance with legislation, the National Qualifications Framework, Act No. 67 of 2000, or similar industry standards where legislation does not prescribe specific training. It is important that training course providers are accredited.

Training must be provided to all employees, including subcontractor employees, to equip them with the necessary knowledge, skills, and understanding of hazards, risks, and mitigating measures, enabling them to perform their duties as safely as reasonably practicable.

Specific competency profiles and selection criteria (fitness for work) must be developed for all roles where significant health or safety risks exist. A formal training needs analysis should be conducted based on these competency profiles, and a training matrix must be developed for the project. Competency-based training must include operational controls (procedures and work instructions), management of change, and emergency response. All employees must hold and maintain the required competencies, including appropriate qualifications, certificates, and licenses, and be under competent supervision.

A site-specific induction and orientation program must be established to highlight health and safety requirements, procedures, significant hazards, risks, and associated control measures for all new employees and visitors. Personnel must be trained on new or amended standards, rules, Safe Work Method Statements (SWMS), Risk Assessments, etc. Refresher training must be conducted as needed, for example, if employees are found disregarding rules. Records of training, qualifications, and experience must be maintained. Follow-ups must be conducted to evaluate the effectiveness of the training provided.

<b>10.8</b>	<b>Confined space work</b>
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The PC must comply with the OHS Act, General Safety Regulation 5

Detailed RAMS must be conducted, SWMS /SWP's must be developed and communicated in writing to persons designated to perform work in confined spaces. Confined space entry work requires the issue of a Confined Space Entry Permit which has been issued by an authorized competent person.

Responsibility for safe work procedures from entering, whilst working in the confined space, and including exiting the confined space is the responsibility of the Contractor. The Contractor must ensure that all measures have been implemented to address hazards and their associated risks to a level which is ALARP.

The Contractor is responsible for the provision and correct use of all of all required tools and equipment required to conduct the work in the confined spaces, e.g. Tripods, Testing Equipment, Signage, Communication Equipment etc.

<b>10.9</b>	<b>Construction Supervision</b>
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As indicated previously, the Chief Executive Officer (CEO) of the Principal Contractor (PC) will be overall responsible for appointing competent Construction Managers and site staff for the duration of the project. These appointments will have various supervisory responsibilities to ensure the provision of a safe working environment. The PC should refer to Annexure C to determine the required supervisory appointments, considering the scope of work, legislative requirements, and the timing of these appointments. The construction team must ensure that the appointed

Construction Health and Safety Officer (CHSO) is kept informed of all planned activities to meet all Health and Safety (H&S) requirements.

Competent supervisors will be appointed to manage parts or all of the works and must have appropriate training and/or experience in their areas of responsibility. All site supervisors must provide evidence of adequate H&S training and demonstrate understanding or training in relevant areas (e.g., risk assessments, method statements).

Curriculum Vitae (CVs) for the supervisors must be submitted to the Client for approval. Supervisors will be held responsible for the safety of their teams and subordinates, as well as for housekeeping and the stacking and storage of materials. Competencies related to working with electricity, pressure equipment, and other specialized areas must be included and clearly identified on the project Organogram. Each supervisor must facilitate Daily Site Task Instructions (DSTIs).

The PC must employ a minimum of one competent, full-time CHSO for the duration of the contract or specific areas of work (e.g., North or South building, specialized work areas). The PC and CHSOs must ensure effective communication between all contractors and the Client, ensuring that all Contractors adhere to appropriate safety standards based on the level and risk of the work. The PC will determine the necessity for Subcontractors to have their own CHSOs, depending on the risk and complexity of their tasks. Minimum statutory compliance for CHSOs will apply.

CHSO CVs must be submitted to the Client for approval before site establishment, including verification or proof of registration with the South African Council for the Construction and Project Management Professions (SACPCMP).

The PC must ensure that adequate resources are provided to fulfill all site responsibilities (e.g., mobile phone, computer and internet access, vehicle). CHSOs must meet SACPCMP qualification requirements and have a minimum of 5 years of experience with similar types of projects. More than one CHSO may be appointed if necessary.

<b>10.10</b>	<b>Defects reporting and correction</b>
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The purpose of any inspection is to determine deviations in need of remedial action. Where defects are identified during any routine inspection, pre-start check or during operation or use of any tools, equipment, motor vehicle, tools, or equipment, etc. it needs to be reported immediately.

Steps need to be taken to remedy such defects reported for the purpose of repairing such tools, equipment, etc. Where such remedial action cannot be actioned, immediate measures such as the fitting of Tags, taking out of service etc. needs to be applied to limit further use until repairs/replacements have been completed and re-inspection carried out. Such defect reports must be done in writing.

<b>10.11</b>	<b>Delivery and Placing of Containers. Park homes etc.</b>
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The PC must ensure compliance with OHS Act, Sec 8 and Cr 22. The items must be placed according to the predetermined positions indicated on the Site layout Diagram. Soil conditions, overhead hazards etc need to be taken into consideration when doing Risk Assessments and developing the required method statements. Only trained competent workers and supervisors may be used to execute and supervise the work operations.

<b>10.12</b>	<b>DSTI's</b>
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The Daily Safe Task Instruction (DSTI) is a critical component of the risk management process. No work may be conducted on site without a valid DSTI signed off by the relevant signatories. Supervisors must be competent in completing DSTIs correctly, and the work area must be inspected at the end of each shift.

A DSTI involves a pre-start discussion among the members of a work team, led by the appointed supervisor. This discussion aims to anticipate hazards and potential risks associated with the activities planned for the day or shift, and to ensure that the necessary control measures are in place to prevent incidents.

At the start of each day or shift, prior to beginning any work, each appointed supervisor must inspect the work area under their responsibility to ensure it is safe. The supervisor must then conduct a DSTI with the work team, focusing specifically on the tasks planned for the day or shift. The relevant Safe Work Method Statements (SWMS) or Safe Work Procedures (SWPs) for the activity must be used as the basis for this discussion. The correct work method must be reiterated, and identified hazards, risks, and control measures must be discussed with the team, allowing team members to contribute to the discussion.

Any team member arriving late must first be briefed on the information discussed prior to their arrival before being permitted to start work. If there are changes to the work method or scope after activities have begun, the DSTI must be revisited and updated with the team, and the changes must be signed off by the relevant Construction Health and Safety Officer (CHSO).

Every member of the work team must sign the DSTI attendance register. Attendance records must be kept and maintained in the contractor's Site Safety, Health, and Environmental File (SSHEF).

<b>10.13</b>	<b>Electrical connections/equipment</b>
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The Principal Contractor (PC) must implement and comply with the Occupational Health and Safety (OH&S) Act, Electrical Installation Regulations, and Construction Regulation 24. All electrical installations must be carried out by a qualified and certified Electrical Installation Electrician. A Certificate of Compliance (COC) must be issued and kept in the Site Safety, Health, and Environmental File (SSHEF). Temporary electrical installations must be inspected weekly, and these inspections must be recorded in an appropriate register, which must also be kept in the SSHEF.

**Compliance with Construction Regulations, Section 24:**

The Principal Contractor shall take adequate steps to identify and guard against dangers to workers from electrical cables or apparatus present on, under, or over the site.

- **Underground Electrical Cables:** The exact location of underground electric power cables must be determined before using excavators for excavation purposes.
- **Overhead Electrical Cables:** The location of overhead electrical cables must be assessed when working with cranes and lifting equipment. Injuries may occur from touching electrical cables with the crane boom or from arcing if the crane boom comes too close to the cables.

All temporary electrical installations must be inspected at least once a week by a competent person, and the records of these inspections must be maintained in a register kept on site. Electrical machinery and extension cords must be in serviceable condition and inspected daily before use on the construction site by the authorized operator. The inspection checklist must be kept on the construction site.

**Compliance with Electrical Installation Regulations:**

- All electrical installations must be inspected and approved by an accredited electrical inspector, and a valid Certificate of Compliance must be issued for the installation.
- All electrical installations carried out on site (both permanent and temporary) must comply with the Electrical Installation Regulations. All power supplies and generating units must be fitted with a functional earth.

The PC must develop, implement, test, and maintain an Emergency Response Plan, incorporating emergency evacuation procedures that focuses specifically on the contractor's team and work activities. The plan must be risk-based and must detail the procedures that must be followed when responding to all potential emergency scenarios such as a medical emergency including first aid response, a fire, an explosion, a hazardous substance spill, rescue from height, rescue from a confined space, etc.

Consideration must be given to the procedures of other occupants on the premises and their emergency procedures to ensure that in the event of an emergency that the PC's Emergency procedure does not hinder or clash with their procedures. Details of any arrangements with external emergency response service providers must be included.

The plan must be adequately resourced to ensure effective implementation. These resources must include appropriate personnel, external emergency response service providers, emergency response equipment, and warning devices. All equipment and warning devices must be identified, maintained, and tested to always ensure availability.

An Emergency Response Team (ERT) responsible for the implementation, management and execution of the Emergency Response Plan must be established. The roles and responsibilities of each team member must be clearly defined in the plan. Each team member must receive appropriate training to ensure that each role is performed competently.

The process for managing incident communication, notification, and reporting must be incorporated into the Emergency Response Plan. The responsible person(s) must be clearly identified, and the protocols for communicating with internal and external stakeholders must be defined.

**At project work site:**

- A suitable evacuation alarm (siren) must be provided. All persons working in an area where an evacuation alarm is sounded must respond to it immediately.
- Suitable fire-fighting equipment must be provided and maintained, and personnel must be trained in fire-fighting procedures and the use of fire-fighting equipment.
- Suitable first aid equipment and supplies must be provided and maintained, and an adequate number of appropriately trained First Aiders with kits must be in place.
- Emergency assembly points positioned in safe locations away from containers, plant and equipment must be designated and conspicuously signposted. In the event of an evacuation, all persons, personnel, and visitors, must assemble and be accounted for at these emergency assembly points.
- All personnel must receive awareness training on the applicable emergency response procedures, and all visitors entering the site must be properly instructed in these procedures as part of their induction training.
- The emergency response procedures must be displayed on notice boards.
- A Site Layout Plan indicating evacuation routes, emergency assembly point locations, and the positioning of emergency equipment (fire extinguishers, first aid boxes, etc.) must be prominently displayed in all offices, boardrooms, notice boards, and in other locations on the site as may be required.
- An up-to-date list of emergency telephone numbers must be compiled and maintained. A copy of this list must be posted at each site entrance, in each office, and notice board.
- Emergency response drills must be conducted to test the effectiveness of the emergency procedures and equipment, as well as the knowledge and proficiency of the response personnel. Where appropriate, drills must include liaison with and the involvement of external emergency response service providers. A variety of emergency scenarios must be tested including, but not limited to, medical emergencies, fires, rescues, and hazardous substance spills. A drill must be carried out one month after site establishment and six-monthly thereafter. Each drill must be monitored, and the outcomes (highlights and shortcomings) must be documented. Corrective actions

must be identified and implemented to address the shortcomings, and the Emergency Response Plan and associated procedures must be amended as required.

<b>10.15</b>	<b>Edge Protection</b>
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Persons falling over open edges can result in severe injuries. The Principal Contractor's responsible person must ensure that edge protection is included in the Fall Protection Plan. Edge protection must be capable of withstanding the load imposed by an average worker's weight if the worker leans against it. All edges that pose a fall risk to individuals must be protected. Barricading tape or snow netting are not considered suitable edge protection and may only be used to highlight such edges.

Activities that may create temporary open edges, such as the removal of drain covers, must always be supervised while the edges are open or be cordoned off with temporary, suitable barricading.

<b>10.16</b>	<b>Environmental Management</b>
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The PC must take all precautionary steps to prevent any pollution because of his activities. Matters such as waste disposal, cement run-off, not permitting vehicles leaking oil and fuel on site, not permitting disposal of water used for cleaning paintbrushes into normal wastewater disposal lines, not permitting the burning of materials etc must be addressed in his Environmental Management Plan.

Workers must be familiarised with the contents of the Environmental Management Plan as part of the Induction. The PC's Environmental Management Plan must be submitted with his SSHSP for approval.

<b>10.17</b>	<b>Extreme weather conditions</b>
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Adverse weather conditions, such as high winds, lightning, flooding, and others, can pose significant risks to both life and property. To mitigate these risks, the Principal Contractor (PC) must develop an Emergency Plan that outlines specific measures to address the potential impacts of such conditions.

**1. Emergency Plan Requirements:**

- The plan must detail procedures to be followed in response to adverse weather events (e.g., high winds, lightning, flooding).
- The plan should include response measures, such as the use of protective materials (e.g., ropes, shutter boards, etc.) and other necessary resources.

**2. Communication of Response Measures:**

- The plan must ensure that appropriate Supervisory Staff are informed of the required response measures.
- All necessary materials and equipment, such as ropes and shutter boards, must be readily available and communicated to Supervisory Staff.

**3. Awareness of Impending Weather Conditions:**

- In the event of impending adverse weather, the Emergency Response Staff and Supervisory Staff must be promptly informed of the situation.
- Staff should be made aware of the need to implement the appropriate response measures as required.

**10.18****Fall Protection Plan and Planner**

The Principal Contractor (PC) must comply with the OH&S Act, Section 8, and Construction Regulation 10. Whenever there is a risk of falling off, into, or over an edge, a risk assessment must be carried out, regardless of the potential fall distance. The PC shall appoint a competent Fall Protection Planner, who must have the following minimum qualifications:

- **Fall Arrest Course** (Accredited to SAQA Unit Standard 229998)
- **Fall Protection Planner** (Accredited to SAQA Unit Standard 229994)

An appropriate, project-specific Fall Protection Plan (FPP), developed by the appointed competent Fall Protection Planner, must be submitted as an annexure to the Site-Specific Health and Safety Plan (SSHSP) when the SSHSP is submitted for approval by the Construction Health and Safety Representative (CHSR). The FPP must include, at a minimum, the following aspects:

- **Risk Assessment:** Identifying areas where a fall risk may exist and the required mitigating measures (e.g., signage, edge protection, hard barricading).
- **Permit System:** For working at heights.
- **Prevention Measures:** For falling tools, equipment, and persons, including a link to the emergency plan regarding rescue procedures.

**10.19****First Aid Boxes and Equipment/ Health related Epidemics and Pandemics****First Aid**

According to General Safety Regulation (GSR) 3(4), where more than 10 employees are employed at a workplace or worksite, the Principal Contractor (PC) shall ensure that there is at least one trained first aider for every group of 50 employees. First aid boxes must be provided where more than 5 employees are employed and must be readily available and accessible for the treatment of injured persons at the workplace.

To ensure immediate treatment of injured persons, it is recommended that all work crews have at least one trained Level 1 First Aider with a fully stocked first aid box, regardless of the number of people in the work crew. This is particularly important when contractors work at significant distances from the nearest emergency facility or town. These persons shall be appointed in writing as First Aiders, with their certificates attached as proof of competency. The minimum contents of the first aid box shall be in accordance with the list provided in the General Safety Regulations.

All treatments administered must be recorded in a register and kept with the first aid box. A trained and appointed First Aider must be responsible for the first aid box and its contents. Used items must be replenished as soon as possible.

To ensure prompt response at the emergency facility, it is recommended that the W.Cl 2 forms be partially completed with the employer's details.

**Health-Related Epidemics and Pandemics**

The contractor shall, as far as reasonably practicable, describe in the health and safety plan how health-related epidemics and pandemics will be managed. It is understood that this section will outline generic procedures rather than specifics. The contractor must ensure adherence to the requirements stipulated in the Hazardous Biological Agents (HBA) Regulation, including but not limited to:

- Risk assessment and risk assessment reviews
- Prevention measures

- Response measures
- Employee training and information sharing
- Employee health monitoring
- Management of infected persons
- Isolation rooms
- Employee transportation
- Employee accommodation
- Eating facilities
- Meetings/toolbox talks/daily safety talks
- Cleaning of offices and facilities
- Duties of persons exposed to HBA's
- Monitoring exposure at the workplace
- Medical surveillance of employees
- Keeping of records
- Personal Protective Equipment (PPE) and facilities
- Maintenance of control measures and facilities

Once the nature and scale of the epidemic or pandemic are known, the contractor must update the health and safety plan with the relevant information and submit the updated plan to the appointed OHS Agent for approval. Once approved, the contractor must implement and maintain the updated health and safety plan on site.

<b>10.20</b>	<b>Fire Extinguishers, Precautions and Fighting</b>
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Comply with Construction Regulation, Section 29.

The Principal Contractor must provide his own firefighting equipment that is within the service date and safe for use. Firefighting equipment must be on a register and inspected by a competent person who has been appointed in writing.

Suitable and sufficient fire extinguishing equipment must be placed at strategic locations, within the plant and a sufficient number of firefighters must be available, which must be trained in the use of it.

The PC must ensure that the location of fixed Fire Extinguishing Equipment is indicated on his Site Layout plan and in his Emergency Plan. The procedure to be followed in the event of a fire must be translated into the languages of all workers on site, posted on notice boards, communicated to workers and records kept of such communication.

All work involving the generation of a Fire Risk may only be executed upon the issue of a Hot Work permit, which include the presence of Fire Extinguishing equipment and checking for smouldering materials.

Fire precautions on construction sites in addition to the requirements of CR 29 must include Good Housekeeping, the keeping of minimum amounts of Flammable liquids etc. SABS compliant signage such as "No Smoking" "No Naked Flames" etc. posted where appropriate.

Sufficiently trained persons such as Supervisors need to be available on site to be able to perform fire-extinguishing exercises and use equipment correctly. Persons involved with activities such as welding, grinding etc. must be able to perform fire-extinguishing exercises when required.

All Fire extinguishing Equipment must be serviced annually, numbered, on register and inspected by a trained competent person at least every six months. All fire extinguishing equipment which has been discharged or damaged in any way must be sent off site and be attended to by a SABS accredited Service Agent.

<b>10.21</b>	<b>Fuel and Flammable liquids</b>
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The PC must ensure compliance with OH&S Act - General Safety Regulation 9 and Temporary Storage of Flammable liquids on Construction Sites, Construction Regulation Reg.25.

Storage areas must be provided with a bund wall to contain 110% of the maximum volume of the container/s stored in the area. Drip trays of sufficient size must be provided at tap off points.

Storage Containers must be clearly marked with a "Flammable Liquid, No Smoking & No naked Flame" signs, be clearly marked to indicate contents of the tank and bonded to prevent static electricity sparks being generated. An adequate number of dry chemical fire extinguishers, each with a minimum capacity of 4.5kg, must be provided,

Before any fuel driven plant or equipment is refuelled, it must be switched off, and no refuelling may take place where machinery is kept running. Refuelling must take place at designated safe areas and appropriate warning signs installed.

The Contractor must ensure that storage areas must be designated at a safe distance from other buildings. It must be kept free from all combustible materials and must be constructed from brick/ mortar/steel, no timber or similar combustible materials may be used.

The following SABS compliant Symbolic Safety Signage need to be displayed: "No Smoking" and "No Naked Flames", Fire extinguisher and Location signs.

<b>10.22</b>	<b>General Record Keeping</b>
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The PC and Sub contractors must keep and maintain Health and Safety records to demonstrate compliance with the Clients SSHSS, OHS Act, Act 85 of 1993 and the Construction Regulations of 2014. The PC must ensure that records of all incidents/accidents, training, inspections, audits etc. are kept in the SSHSF held in the Site Office.

THE SSHSF must always be present on site. The PC must ensure that every sub-contractor opens and maintains his own SSHSF under the control of the PC's responsible person.

<b>10.23</b>	<b>Hand Tools</b>
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The use of hand tools can contribute to accidents and incidents if not properly managed. Therefore, the Principal Contractor (PC) must ensure that all hand tools brought onto and used on-site are safe and in good working condition.

**1. Inspection and Maintenance of Hand Tools:**

- Hand tools must be inspected at least once a month by an appointed competent person.
- The results of these inspections must be recorded in an appropriate register.
- Any hand tools found to be unsafe must be immediately removed from use, tagged as "unsafe," and taken off-site.

**2. Prohibition of Makeshift Hand Tools:**

- Makeshift hand tools (i.e., tools that are improvised or not designed for the specific task) are strictly prohibited from being brought onto or used on-site.
- If makeshift tools are found, they must be immediately removed and/or disposed of.

<b>10.24</b>	<b>Hazardous Chemical Substances (HCS)</b>
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The PC must comply with the Hazardous Chemical Substances Regulations 2022 and amendments thereto. No HCS may be permitted to be brought on site without a MSDS. The PC must ensure that all the necessary use and storage precautions are taken and that the required safety equipment, first aid measures etc is available.

All employees required to use HCS, or products containing Hazardous Chemical Substances must be adequately and comprehensively trained with regards to the requirements of the Hazardous Chemical Substances Regulations including the potential sources of exposure and the potential risks to their health caused by exposure.

MSDS's for all Hazardous Chemical Substances must be kept on site in the SSSH and recorded in a HCS Register.

<b>10.25</b>	<b>Hazard Identification and Risk Assessment (HIRA)</b>
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The Principal Contractor (PC) must comply with Section 8 of the Act and Construction Regulation 9 by ensuring that Site-Specific Hazard Identification and Risk Assessments (HIRA) are conducted by an appointed competent person. Supervisory staff must be equipped with the necessary skills to perform HIRA.

The purpose of a Risk Assessment (RA) is to:

1. **Identify Main Activities:** Determine the primary activities involved in the construction process.
2. **Identify Sub-Activities:** Break down these main activities into sub-activities.
3. **Identify Hazards:** Recognize the hazards associated with each sub-activity.
4. **Assess Risks:** Evaluate the risks related to these hazards.
5. **Determine Pure Risk Level:** Use a risk matrix to assess the Pure Risk level.
6. **Propose Control Measures:** Suggest appropriate risk reduction or control measures.
7. **Re-evaluate Risk Level:** Reassess the risk level after applying control measures using the risk matrix to determine the Residual Risk Rating. This rating must be as low as reasonably practicable (ALARP).
8. **Communicate Findings:** Communicate the hazards, residual risks, control measures, and other relevant information to the workforce, typically in the form of Safe Work Method Statements (SWMS) or Safe Work Procedures (SWP).

<b>10.26</b>	<b>Hazards and Potentially Hazardous Situations</b>
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The PC must immediately notify other Sub-Contractors and/or occupants of the site where work is being conducted of any hazardous or potentially hazardous situations that may arise during performance of construction activities.

Should a hazardous situation require work stoppages, the work must be stopped, and corrective steps taken such as the conducting of new RA's, amending RA's the development of new SWMS, amendment of existing SWMS's, barricading, signage etc.

<b>10.27</b>	<b>Health and Safety Audits, Monitoring, Reporting and Statistics</b>
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The CHSR shall strive to at least once a month or at closer intervals as determined necessary for the duration of the contract conduct Health and Safety Audits of the work operations. The audit shall be consisting of a detailed audit of physical site activities and administration of Health and Safety. Copies of the audit reports will be forwarded to the Project Leader and the PC within seven working days. Copies of the Audit report must be kept in the SSSH. The CHSR may at any time visit the site for an Audit without prior notification to the contractor.

The CHSO must conduct monthly Self-Audits including all the sub-contractors on site at the time of the audit as approved at the time of the SSHSP approval. The results of the Self Audits must be made available to all members of the project team at least 7 days before the following progress meeting. At the progress meeting the CHSO must report on his finding and closing out of deviations.

Issues such as injury and incident records e.g., Near misses, First Aid, Medical Cases, and the Disabling Injury Frequency Rates must be included in the audit report. Copies of self-audit reports must be kept in the SSHSF.

<b>10.28</b>	<b>Health and Safety Disciplinary Procedure</b>
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The Principal Contractor (PC) is responsible for maintaining discipline on-site, including for employees, subcontractor staff, and visitors. To meet this responsibility, the PC must establish and implement a **documented Disciplinary Procedure**, which must be communicated to all persons working on-site.

1. **Disciplinary Action for Health & Safety Breaches:**
  - If a breach of Site Health & Safety Rules or the PC's Safety Procedures is identified, the PC must initiate disciplinary action in accordance with the documented procedure.
  - The severity of the action taken will depend on the nature of the breach and the individual's presence on site.
2. **Disciplinary Process:**
  - **First Breach:** Verbal warning and/or counselling.
  - **Second Breach:** Written warning and/or counselling.
  - **Third Breach:** Appropriate disciplinary action, such as suspension without pay, termination of service, or other penalties, depending on the severity of the breach.
3. **Documentation and Reporting:**
  - All disciplinary actions, including the issuance of Non-Conformance Reports (NCRs), must be recorded and included in the **PC's monthly SHE (Safety, Health, and Environmental) Audit report**.
  - The report must be submitted to the Chief Health and Safety Representative (CHSR) and other relevant team members for review.

<b>10.29</b>	<b>Health and Safety Management Information Notice Board</b>
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The PC must provide a Safety Management Information Notice Boards (SMI boards) as a minimum near the site office and if possible, in other areas e.g., eating and changing areas, with the following information posted:

- Supervisors Photos and Contact details.
- First Aider Photo and Contact detail.
- Valid, completed DSTI/S for the day's activities.
- Emergency Procedure.
- Any other information as required by the CHSR.

<b>10.30</b>	<b>Health and Safety Organogram</b>
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An organogram outlining the Health and Safety Management Structure as per appointments under the OHS Act and the Regulations must be included in the SSHSP and kept in the SSHSF. The Organogram must also be displayed in the Site Office.

Any changes to the appointments as per the approved Organogram must result in the Organogram being revised. All previous organograms must be kept in the SSHSF and not be discarded. The initials and Surname of appointees. Including the description of their appointment must be reflected on the

Organogram.

<b>10.31</b>	<b>Health and Safety Plan and Submission</b>
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The PC must submit a detailed SSHSP based on this document known as the SSHSS. The contents of the SSHSP can be found under Annexure C of this document. Note must be taken of the required documentation which needs to be submitted as part of the SSHSP.

Failure to submit the required documentation as required by Annexure C, may result in a delay of the SSHSP approval process. When submitting the SSHSP to the Client/or its duly appointed representative the PC's CHSO must contact the CHSR appointed to this project, who's contact details can be found under the heading "Item 5.3: The Project Team" to arrange a sit-down meeting to discuss the PC's SSHSP to work towards approving the SSHSP. **It must be noted that no evaluation or approval of the PC's SSHSP will take place without engaging with the CHSO.**

<b>10.32</b>	<b>Health and Safety Policy</b>
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The Safety, Health and Environment Policy signed by the Chief Executive Officer must form a part of the SSHSP. The policy must outline Health and Safety objectives and set out how they will be achieved and implemented during construction.

The Policy must in addition to being part of the SSHSP and being kept on the SSHSF also be communicated to all employees, copies of such communication must be kept on the SSHSF. A copy of the Health and Safety Policy but must also be displayed in the Site Office.

<b>10.33</b>	<b>Health and Safety Training</b>
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The PC must ensure that all site personnel and Visitors attend a site-specific health and safety induction training session before starting work or being permitted entrance onto the site.

Employee Induction training must also include training on the risks associated with the works to be executed, method statements (SWP's) and emergency procedures. Visitor Induction training must include items such as site safety and health risks, steps to follow in the event of emergency, restricted areas and on the site and health and safety rules.

A record of attendance reflecting the signature of all training must be kept in the SSHSF. Employees and Visitors must carry proof of induction training whilst being on site, which may be a nametag or sticker, displayed on a hardhat. The PC must ensure that none of his employees, or sub-contractor employees, including transport and delivery Contractors entering the site delivering materials and/or equipment, may proceed to enter the Site or any operations area until they have received all training required under applicable laws and regulations, including, but not limited to, work activity inductions and Site-specific induction etc.

Induction Training is generally valid for 1 year but should the contents of the training previously rendered change then follow up training must be rendered irrespective of the fact that induction training may still be valid.

The PC must prepare and present to all its employees its own Contractors Induction training, explaining the PC's SSHSP, Rules, the obligations imposed by the Occupational Health and Safety Act and Regulations, as well as a Site Specific Induction, which must as a minimum consist of an introductory briefing explaining the nature of the work, the general hazards which may be encountered during the operation, and the particular hazards attached to their own function within the site.

<b>10.34</b>	<b>Heat Stress and Sun Protection</b>
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In accordance with the OHS Act, Environmental Regulations 2(4), the Principal Contractor (PC) must implement measures to address heat stress, which can occur in various construction activities, particularly in physically demanding work or when working in excessive ambient or radiant temperatures.

**1. Heat Stress Mitigation Measures:**

- The PC must implement preventative measures, such as:
  - Providing rest breaks to workers to avoid overheating.
  - Ensuring an adequate supply of drinking water to keep workers hydrated.
  - Scheduling work during cooler parts of the day, such as early mornings and late afternoons, to reduce heat exposure.

**2. Health and Safety Risks:**

- Workers exposed to excessive temperatures may experience reduced concentration, increasing the likelihood of accidents and injuries. The PC must monitor and mitigate this risk.

**3. Protection from Sunlight Exposure:**

- The PC must ensure workers are adequately protected from excessive sunlight exposure by providing:
  - Protective clothing, including long-sleeve shirts and long trousers.
  - Brims for safety helmets.
  - UV-protective sunscreen.
  - Shade structures to offer relief from direct sun exposure.

<b>10.35</b>	<b>High Voltage Equipment and installations</b>
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In the event where the presence or location of High Voltage Equipment such as underground cables are not known with a high level of certainty, the PC must ensure that the necessary precautionary steps are taken such as the manual digging of pilot holes, use of detection equipment, lock out and isolation at sources, use of insulated tools and equipment etc.

Where work must be conducted in the presence or below overhead lines issues such as the correct lifting of conductive materials, keeping of safe distances to prevent flash over etc must be documented and communicated to employees. No isolation, termination of services may take place without the documented permission of the Electrical Engineer and the issue of an appropriate permit, which will include the necessary lockout, tagging and testing by an appointed competent person.

**No unauthorised person may in any way interfere with or switch off any high voltage or critical electrical supply.**

<b>10.36</b>	<b>Housekeeping</b>
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The PC must implement and ensure compliance with the requirements of Construction Reg. 27.

The PC must ensure that all work areas are kept in a neat and tidy state, free of debris and rubbish, at all times. Unless otherwise directed, the PC must dispose of all debris, rubbish, spoil, and hazardous waste off site in a designated and authorised area or facility.

The PC must keep in mind that poor housekeeping does not only contribute to the creation of an unsafe working environment but also a poor image of the project and its management, as well as the department as the client. In the event where housekeeping standards are not maintained or implemented the CHSR may issue instructions to cease,

work until housekeeping is of an acceptable standard without the Client entertaining any extension of time claims or costs claims by the PC. **Keeping the site in a neat and orderly condition at all times is the sole responsibility of the PC.**

Regular safety/housekeeping inspections on an at least a weekly basis to ensure maintenance of satisfactory housekeeping standards must be conducted by the PC and the results of each inspection documented and the recorded. Records of such inspections to be kept on the SSHSF for viewing by the CHSR. The PC must ensure that all supervisory staff are made aware of their responsibility to monitor and manage housekeeping in their respective areas of responsibility.

DSTI's must make provisions for the checking that work areas are left in a neat and tidy fashion at the end of each shift. The CHSO must on a random basis after signing off on DSTI's at the end of shifts inspect such work areas to verify that such work areas are left in a neat and tidy condition. Should it be found that DSTI's are not a true reflection of the condition the work area was left in, the Supervisor must be engaged regarding the matter and if it is found to be a repeated situation, disciplinary measures must be implemented.

Waste disposal and general refuse disposal areas must be made available and barricaded off. The PC **MUST** ensure that refuse removal frequencies are in line with waste /refuse generation frequencies. If waste/refuse generation rates increase the removal frequencies must increase, no overflowing waste/refuse disposal areas will be tolerated.

Employees must, as part of the hazard communication process on DSTI's be made aware of the hazards and risks created due to poor housekeeping practises. Incidents of poor housekeeping practises and poor levels of supervisory enforcement of good housekeeping practises must be considered as part of offenses which may require steps to be followed as part of the PC's disciplinary process.

<b>10.37</b>	<b>Incident and Injury Management</b>
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The PC must implement and ensure compliance with OH&S Act - General Administrative Regulations 6 and 8. This section must be read in conjunction with item 10.1 Accident, Incident Investigation.

The PC must have in position prior to site establishment and have submitted with his SSHSP for approval by CHSR suitable /sufficiently documented accident/ incident reporting system/procedure that is following all applicable statutory requirements.

Any incident or "near miss" involving the PC or its subcontractor's or any third party's personnel, property, plant or equipment, must with immediate effect be verbally reported to the CHSR by the PC's CHSO whether or not injury to personnel or damage to property or equipment resulted from such incident or "near miss". The verbal reporting must be followed within 48 hours by a brief written report stating the known facts and conditions including a preliminary assessment of the most likely consequence potential of the incident in the circumstances, as well as the preventative measures to be implemented by the end of the shift. The abovementioned procedure does not exempt the PC from providing accident reports required by Statutory Authorities.

In the event of any serious incident resulting in a fatality, or permanent disability, the incident scene must be left untouched until witnessed by a representative of the SAP. This requirement does not mean that First Aid cannot be administered, or the scene be made safe. In the event where items or equipment have to be moved to assist in removing injured person/s photographs detailing the scene of the accident must be taken if possible before the scene is disturbed preclude immediate first aid being administered and the scene being made safe.

Names and contact details of witnesses to the accident must be taken by the CHSO or a SHE Representative delegated with such responsibility by the CHSO ASAP after arriving at the scene of the accident to assist in the accident investigation procedure.

Failure by the PC's SHE Officer to provide the CHSR with the abovementioned report within the specified timeframe as required will result in the Construction Manager (CR 8.1) being required to submit to the CHSR with a letter indicating the reasons as to the required report not being submitted as well as when the report will be submitted which may not exceed 72 hours from the time of the incident. Failure to comply with the abovementioned requirements at the discretion of the CHSR may result in instructions to cease work being issued until the detailed report as required has been submitted.

In the event where an injury has taken place such injury must be managed by ensuring that appropriate medical treatment is provided to ensure that the injured person has the opportunity as far as is reasonably practicable taking the injuries sustained into consideration to return to a level of good medical fitness and be able to resume his normal day to day activities whatever they may be.

The PC must ensure that suitably qualified medical persons/practitioners must treat all injured persons.

<b>10.38</b>	<b>Induction Training</b>
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Each employee and person wishing to enter the site must attend all mandatory Health and Safety Induction Training applicable to the project. No employee or visitor will be permitted to enter any project work site until he has attended this training. Each employee and visitor must carry proof that he has completed the induction training and may be removed from site if such proof cannot be produced on request.

All visitors must receive a visitor induction briefing before entering any project work site. However, this induction does not permit a visitor to enter a site unescorted. Visitors must be always accompanied by an appropriately senior employee who has been fully inducted.

<b>10.39</b>	<b>Ladders, Portable</b>
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The PC must comply with OH&S Act - General Safety Regulation 13A. PC to ensure that:

- All ladders used on the site is constructed and used in compliance with the OH&S Act and Regulations.
- Ladders, which provide access to a working platform, must extend at least one meter above the platform where it provides access, and is secured to prevent slipping.
- Timber ladders must not be painted other than with clear preserving oils, clear varnishes etc.
- Damaged ladders must be removed from the work area, tagged unsafe and removed from site.
- All ladders must be tagged with a clearly visible tag or numbered which is recommended to be positioned below the second rung from the top, logged in a register and inspected by a competent person.
- All portable ladders when in use must be held by an assistant or properly tied down.
- All persons using ladders must be trained in the correct, safe use of ladders.

<b>10.40</b>	<b>Lighting</b>
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The Principal Contractor (PC) must implement and comply with the OH&S Act – Environmental Regulations, Schedule E of the Regulation.

The PC must ensure that, where natural lighting is inadequate, workers are provided with a safe working environment through the provision of artificial lighting in all work areas and walkways.

Portable lights must be of robust construction, have adequate stability, and be fitted with a mechanical guard to protect the lamp. Makeshift lights, such as overhead fluorescent tubes positioned on floors or leaned against walls, are not acceptable. Cables and plugs must be in good condition and properly routed, preferably overhead, to prevent tripping hazards.

For work activities involving wet processes, cables and lights must be suitable for use in wet environments. All lighting must be electrically safe for use, including proper construction and cable integrity.

It is important to note that lighting classified as “plug-in” and “plug-out” is considered Portable Electrical Equipment. Such equipment must be numbered, inspected, and recorded on a Portable Electrical Equipment Register.

In the event of night work, illumination checks must be conducted to ensure compliance with minimum lighting requirements. Additionally, provisions for emergency lighting must be addressed to cover power failures.

<b>10.41</b>	<b>Method Statements, Safety (SMS)/ Safe work procedures (SWP)</b>
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SMS's/SWP must be in line with the associated Risk Assessments. The SMS's/SWP's must detail in a step- by- step and methodical manner on how the task is to be done from beginning to the end and must indicate what tools/equipment will be used at each stage and/or how the work area is to be accessed. The Task Items listed in the SMS's/SWP must tie up exactly with the task items being assessed in the Risk Assessment document.

**Acceptance of a SMS by the CHSR does not relieve the PC of his responsibility for ensuring full compliance with SSHSS and any applicable legislation.**

<b>10.42</b>	<b>Occupational Hygiene (Personal Hygiene and infectious Disease Management)</b>
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### Hygiene and Waste Management on Site

#### 1. Hygiene Standards and Work Areas:

- **Personnel Hygiene:** Ensure that all personnel, including subcontractors, maintain high standards of personal hygiene and cleanliness in their work performance.
- **Work Area Maintenance:**
  - **Cleanliness:** All work areas must be kept clean and tidy at all times.
  - **Waste Management:**
    - **Receptacles:** Provide sufficient waste collection receptacles throughout the site.
    - **Disposal Frequency:** Implement correct waste disposal frequencies to prevent waste accumulation and maintain a hygienic environment.

#### 2. Training and Personal Hygiene:

- **Training Program:**
  - **Content:** Ensure that employees are trained on the Personal Hygiene and Infectious Disease Management Plan.
  - **Hazard Identification:** The plan must identify any anticipated hazardous biological agents in the work environment.
  - **Protective Measures:** Train employees in measures to protect themselves against these biological agents and provide necessary resources to minimize health risks.

### 3. Resting and Eating Areas:

- **Cleanliness:** Maintain resting and eating areas in a clean and tidy condition.
- **Location:** Position these areas away from contaminants and hazards to prevent exposure to potential risks.
- **Eating and Drinking:**
  - **Designated Areas:** Eating and drinking must only occur in designated areas. Prohibit consumption of food and drinks in work or office areas.

### 4. Hand Washing Facilities:

- **Accessibility:** Provide easily accessible facilities for hand washing.
- **Usage:** Ensure that personnel use hand washing facilities when transitioning between the construction area and site offices to prevent cross-contamination.

### 5. Implementation Checklist:

- **Hygiene Training:** Verify that all personnel have received training on hygiene practices and infectious disease management.
- **Waste Receptacles:** Ensure the availability of sufficient waste collection receptacles and establish a waste disposal schedule.
- **Resting and Eating Areas:** Check that these areas are clean, well-placed, and comply with hygiene standards.
- **Hand Washing Facilities:** Confirm that hand washing facilities are strategically placed and maintained for easy access.
- Maintaining these standards will promote a safer and more hygienic work environment, reducing the risk of contamination and promoting overall health on site.

10.43

## Personal Protective Equipment (PPE)

In accordance with the OH&S Act – General Safety Regulation 2, the Principal Contractor (PC) must ensure full compliance with the PPE requirements. It is important to remember that PPE should only be used as a last resort when all other risk mitigation measures have been exhausted.

#### 1. Minimum PPE Requirements:

- All personnel (including contractors and visitors) on-site must always wear the minimum required PPE.
- The PPE must comply with the relevant South African Bureau of Standards (SABS) codes, and each item must be specifically designed and manufactured to meet the applicable standards.

#### 2. Standards and Certification:

- Each item of PPE supplied for use on the project site must be:
  - Designed and manufactured in compliance with the relevant **South African National Standards (SANS)**.
  - Alternatively, items may meet equivalent **ISO standards** or other internationally recognized standards.

#### 3. PPE as a Last Resort:

- The use of PPE must be considered a last line of defence after all other risk management and control measures have been applied.

#### Visitors (minimum PPE)

- Hard Hat,
- Reflective vest and
- Safety Boots.

If required due to on-site risks,

- Eye Protection,
- Hearing Protection,
- Respiratory Protection

**No Visitor, regardless of title or position may be permitted to enter the construction site without the minimum PPE which is a Hardhat, Reflective Vest and Safety Boots. Should the CHSR when present on site find any person without the minimum PPE he may issue instructions to cease construction work.**

**On site Workers.**

- Suitable protective clothing (Overalls for all employees working on-site)
- Personnel exposed to noise levels exceeding 85dB (A), SANS 11451 approved hearing protection.
- Gloves, (Type appropriate to risks, or recommended by product manufacturers).
- Eye Protection/Face shields, (Appropriate to risks, or recommended by product/equipment manufacturers).
- Leather spats, (Appropriate to risks, or recommended by product/equipment manufacturers).
- Safety harnesses, (Where work is conducted from a Fall Risk Position).

Additional PPE requirements must be determined through hazard identification and risk assessment. This hazard-specific PPE (such as hand protection, hearing protection and respiratory protection) must be worn as required (e.g., when in a certain area, when performing a certain task, or when working with a certain substance).

The correct PPE must always be worn:

- In accordance with site requirements (as indicated at the entrances to a project site and at the entrances to buildings and/ or designated areas on the premises).
- In zoned areas (e.g., noise zones and respirator zones).
- As required by a Safe Work Procedure, a risk assessment, or a Material Safety Data Sheet (MSDS).

PPE must be provided to the employees by the PC and Contractor at no cost to the employee. Due to hygiene risks associated with interchanging PPE Site visitors wishing to gain access to the site must have their own personal PPE.

**Should a worker not have the required PPE he may not be permitted to work.** Employees must be trained in the correct use and how to take care of PPE. Supervisors need to as part of the Pre-Shift inspections when conducting DSTI's check that employees have the required PPE and that it is in a good condition.

If an item of PPE has worn out, has become damaged, or is found to be defective in any way, it must be replaced by the contractor. Employees must be provided with facilities which enable them to store their PPE e.g., lockers.

Employees who wear prescription spectacles (i.e., require corrective lenses) must make use of either:

- Prescription safety glasses (with permanent fixed side shields) that conform to the requirements of a recognised national or international standard (e.g., CSA, ANSI, or equivalent), or
- Over-spec safety glasses or goggles.

Any person who refuses to wear PPE as required must be removed from the site.

Symbolic signs indicating mandatory PPE requirements must be prominently displayed at the entrances to a project site and at the entrances to buildings and / or designated areas on the premises where additional PPE is required. These signs must comply with SANS 1186.

The PC must ensure the:

- Control the issuing and replacement of PPE.

- Maintenance of a register as proof that items of PPE have been issued to Individuals with signatures of receipt of PPE.
- Keeping of adequate quantities of replacement PPE on site.
- Carrying out of regular inspections to ensure that PPE is being used correctly, is being maintained in a good, serviceable, and hygienic state, and is not being shared between employees.

<b>10.44</b>	<b>Planned Task Observations</b>
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**PLANNED TASK OBSERVATIONS**

All contractor and sub-contractor supervisors must perform Planned Task Observations (PTO's) to verify that the control measures that have been identified in SWMS's (and associated Risk Assessments) are being adhered to and are being properly implemented, and to provide guidance where deviations are noted.

Each supervisor must complete at least one PTO per day involving one or more employees in his work team.

When an unsafe act or condition is identified, the supervisor must coach the work team to correct the act or condition in line with the Safe Work Procedure.

Where valid changes to the work method are identified, the supervisor must ensure that the SWMS/SWP and Risk Assessment are updated to reflect the current practice.

<b>10.45</b>	<b>Portable Electrical Tools</b>
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The PC to ensure compliance with EMR 10 and CR 24. PC to ensure safe Portable Electrical Equipment is used on site. The PC is required to inspect/have inspected by an appropriately qualified person all portable electrical equipment as follows:

- Supply cabling distribution boards, fixed lighting, and portable appliances on a monthly basis or more frequently if required by frequency of use.
- Extension leads, welding machines, compressors, pumps, and portable hand- tools on a weekly basis.

All sub-Contractor equipment must be inspected and tested at the same intervals as indicated above. The PC must implement a management system to ensure effective inspection and control over equipment such as a monthly colour coding tagging system. Tagging must be durable and be able to withstand the stressors associated with working in a construction environment.

A record book/register must be kept reflecting the following:

- Item unique number
- Items inspected
- Deviations identified
- Signature Of Inspector
- Date of inspection

In addition to the abovementioned, the PC must ensure the following:

- That only trained authorized persons use the Tools.
- That equipment is inspected at the start and end of each shift and included in the DSTI.
- That damaged, unsafe equipment is removed from service, tagged unsafe for use until repaired and returned to service.

<b>10.46</b>	<b>Public Safety and Security</b>
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<b>10.46</b>	<b>Public Safety and Security</b>
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#### Hoarding/Fencing

The PC must hoard/enclose the construction site to prevent unauthorised entry and disruption to the site where required. The hoarding must be as follows:

- The hoarding/ enclosure must be at least **1.8-meter-high** and must enclose the entire parameter of the site.
- It must be constructed of a material, which must be able to prevent unauthorised persons from entering the site such as welded mesh/ diamond mesh and 80% shade cloth.
- A Lockable gate must be at least 1.8 meters in height as well a security staff member to control access.
- Hoarding parameters must be as per project's decanting plan.

#### Warning / informative signs

The entrance of the site must have easily visible construction safety warning signs posted which must contain as a minimum of the following information:

- Construction activities ahead/ Construction Site.
- No unauthorised entry.
- Different Types of Personal Protective Equipment required for the site as per risk assessments.
- Speed limit (10 km/h), unless otherwise stipulated.
- Visitors to report to the site office.
- Where applicable the Construction Permit Number issued by DEL.

Appropriate warning signs must also be posted in different locations of the site to create awareness of danger eg. required PPE and deep excavations signs etc.

Informative signs indicating the Emergency Assembly Point/s, location of fire extinguishing equipment and first aid equipment must be displayed where required.

#### Location of site office

The location of the site office should be in an area that will not require visitors to pass through or enter areas where construction work is active and will not require the re-location of the office as the project progresses. The location of the site office must be included in the Site Layout Plan submitted with the SSHSP.

<b>10.47</b>	<b>CHSO Roles and Responsibilities</b>
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<b>10.47</b>	<b>CHSO Roles and Responsibilities</b>
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The CHSO is required on a part time basis. The PC must ensure that the CHSO performs the following duties:

- Assist and co-ordinate the development of the SSHSP.
- Attend Project Planning Meetings.
- Assessment and approval of Sub-Contractors SSHSP's.
- Facilitation of Site HS Meetings.
- Identification of Hazards and risks relevant to the construction project through regular co-ordinated site inspections.
- Establish and maintain HS communication structures, systems, and distribution of HS specific documents to sub-contractors, compiling of project specific emergency preparedness documentation and supervising testing and evaluation of emergency preparedness plans.
- Conducting of induction training sessions.
- Evaluation of compliance by sub-contractors to project specific HS Plans and Client specification through inspections and audits.
- Overseeing the reporting and investigation of project related incidents.
- Overseeing the maintenance of all HS related records.

- Participation in management reviews of HS Systems.
- Draft and analysis of trend analysis to identify system deficiencies and incident trends, outline relevant improvements and incorporate changes into the HS management system.
- Reviewing and updating the SHE Plan.
- Ensuring that all staff, visitors, sub-contractors etc comply with the site rules and procedures.
- Ensure that no new workers or Contractors commences work without prior approval of their SSHSP or any other documentation as per required applicable legislative documentation.

**The CHSO may not be removed or replaced without the approval of the CHSR.**

<b>10.48</b>	<b>Signage</b>
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The PC must ensure that signage is posted on site as per site risks, legislative requirements e.g., General Safety Regulations or SANS, prohibiting entrance, specifying PPE requirements, location of First Aid Station and Fire Fighting Equipment etc. Signage must be noted on the site layout plan indicating where fixed/temporary signage is required.

Temporary electrical signage is to be included for the temporary electrical supplies. All rules or signage provided by the PC must to be adhered to. Where possible wording on signage must be in English and isiZulu.

<b>10.49</b>	<b>Site Clearance</b>
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Site Clearance activities will vary depending on the condition of the site in terms of it being overgrown, if trees must be removed if redundant materials must be removed from site etc. All site clearance activities irrespective of what it entails must be conducted under supervision and subjected to the Risk Assessment Process as well as the development of SMS's (SWP's).

Where the site is overgrown with vegetation, RA's must make provisions for the presence of snakes, poisonous vegetation, sharp objects, open trenches and excavations and insects. All tools, equipment vehicles and machinery must be in a safe working condition and operated by trained competent persons. Employees must be provided with the required PPE.

<b>10.50</b>	<b>Site Establishment</b>
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Site establishment can only be deemed complete when the site is enclosed, signage is posted, welfare facilities have been provided, containers have been placed etc. Upon site establishment being deemed as complete the PC must refer to the "Site Establishment Checklist" under item 12.6.1 which can be found under Annexures at the end of this document. Only once all items have been ticked as being present/completed can the PC proceed with other construction activities.

The checklist as indicated above must be signed by the CHSO and the CR8.1/CR8.7 and submitted to the CHSR. Should the CHSR upon conducting a site visit/audit and find that site establishment was not completed before commencing with other construction activities the CHSR may issue instructions to cease construction work until all outstanding items have been attended to.

<b>10.51</b>	<b>Site Layout Plan</b>
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The PC must ensure that a Site Layout Plan is developed and submitted with the SSHSP as indicated in Annexure C of this document. This document must indicate items such as Location of the Site Office, Laydown areas, Location of welfare facilities, Traffic routes, location of first aid and emergency equipment etc. After Site establishment and as the project progresses the plan must be updated if required and a copy provided to the CHSR. The Location Plan must be displayed at the entrance to the site as well as at the site office.

<b>10.52</b>	<b>Site-Specific Health and Safety Rules</b>
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The PC must provide and ensure implementation and compliance with the following Site-Specific Health and Safety Rules and requirements:

- Safe Access and Egress to be provided to and from work areas.
- Good Housekeeping and Stacking Practices to be implemented and always maintained.
- Continuous cleaning to take place especially at the end of the shift and be recorded in DSTI “close out “Section.
- Safe and orderly routing of electrical cables and air hoses to prevent tripping of persons must be always enforced.
- Rigging Studies must be conducted for all heavy and/or difficult lifts.
- No lifting of loads in windy conditions exceeding 30 km/h depending on RA, Rigging Study, dimensions and weight of the load and lifting capability of the crane.
- Prohibition of certain activities in wet conditions e.g. un-shored excavations, use of portable electrical equipment, elevated work, roof work etc.
- Employees may not be transported on the back of a bakkie and or truck, unless fitted with a canopy and separated by means of a barrier from tools and equipment.
- All elevated work must include compulsory use of Lifelines (unless secured to an approved fixing point), Safety Harnesses & Fall Arrestors including a height rescue system and training of rescuers. To comply with SABS-EN – 353-355,358,360-365,795,813&SABS033, 1833, 341,564-567,892,1891,12277 and 4878 -Fall Right SA standards or equivalent - always attached in elevated positions and use of double lanyards.
- Scaffolding must comply with **SANS 10085-1:2024** standards. Scaffold inspectors and Erectors may not be the same person. Access ladders must be erected on the inside of frames, staggered every 2 meters with a safe landing platform. Trapdoors must be provided on working platform. Scaffold must remain tagged “Unsafe for use” until certified “Safe for use”. If modified to be re-tagged “Unsafe for use: until certified ‘Safe for use”.
- Where required workbenches must be provided for onsite work.
- Barricading must be able to sustain loads imposed on it, should a fully grown person fall against it or lean against it, solid frame covered with orange netting to highlight presence.
- Tools and equipment used in working at heights to be secured by use of lanyards/Tool belts.
- Minimum PPE required to permit entry onto site: Safety boots, Hard Hat and Reflective Vest.
- When grinding, welding and gas cutting operations take place Shields and extinguishers must be used to contain sparks and control fire spread. Fire watchers to be posted whenever Hot Work is conducted.
- Guide ropes must be used whenever lifting operations are conducted.
- Flagmen must wear reflective vests.
- Heavy mobile plant and earth moving equipment must be fitted with rotating lights and operated with lights on and functional reverse hooters and/back up alarms.
- Concrete buckets to be fitted with safety Chains and opening wheels.
- All portable generators and welding machines with electrical outlet sockets must be fitted with earth leakage switches.
- All electrical items used in wet conditions must be fitted with waterproof caravan type plug fittings.
- No machinery e.g. grinder designed with guards may be operated without guards unless approved by CHSR.
- All Self- Propelled mobile machines must be fitted with Fire Extinguishers, Revolving Lights and Back-up and Reverse Hooters.

- All oxygen –acetylene cylinders must be fitted with Flashback Arrestors and proper, good condition hoses and clamps in a trolley equipped with a fire extinguisher.
- Supervision ratios between Foreman and workers not to exceed 1:15 ratio.
- Staff to always wear appropriate PPE with sufficient replacements to being available.
- All employees on site to carry identification e.g. ID card reflecting the following information:
  - Initials and surname.
  - Designation.
  - Company number.
  - Name of Employer,
  - and proof of induction, sticker on hardhat unless otherwise agreed with CHSR.

Welfare Facilities to:

- Be protected from environmental conditions such as rain, sun, and wind.
- Tables and Chairs to be provided in eating areas.
- Refuse bins for disposal of food containers and food scraps.
- Hand washing facilities.
- Portable toilets 1:10 ratio.
- Separate male and female toilets with doors that can be locked from the inside.
- Running water, soap, and toilet paper to be always available at toilets.
- All facilities to be always kept in neat hygienic condition.

<b>10.53</b>	<b>Smoking on site</b>
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The PC may not permit any person to smoke on site unless in designated area, which has clearly been identified by means of signage being posted indicating it as the designated smoking area which has been selected in accordance with applicable legislative requirements. Applicable receptacles must be provided for the disposal of cigarettes butts to ensure good housekeeping standards are maintained and prevent accidental fires being started.

<b>10.54</b>	<b>Stacking and Storage of Materials</b>
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The PC must ensure compliance with CR 28 and General Safety Regulations 8. Stacking and Storage must take place under the supervision of an appointed competent person.

Storage areas must be designated, kept neat and under control. Inspections of stacking and storage areas must be done and recorded on a register which must be kept on the SSHSF. Adequate stacking, storage and lay down areas must be provided on site. If unauthorized persons can enter an area where materials are stacked, such area must be barricaded off to prevent access to such area. Stacks should not exceed the height to width ratio of 3:1.

Hazardous chemical substances must be stored in dry storeroom as per the specifications of their material safety data sheets.

No materials may be stored outside the site perimeter, unless agreed to in writing with the CHSR and Project Leader.

<b>10.55</b>	<b>Scaffolding</b>
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**Scaffolding (CR 16 / SANS 10085 – 1:2024)**

The Principal Contractor must ensure that all scaffolding operations are carried out under the supervision of a competent person and that all erectors, team leaders and inspectors are competent to carry out their work. The

Principal Contractor must ensure that scaffolding when used and erected complies with the safety standards as per **SANS 10085-1:2024**

<b>10.56</b>	<b>Sub-Contractors</b>
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**Subcontractor Health and Safety Responsibilities**

- **Responsibility:** All subcontractors are responsible for their own health and safety on site.
- **Mandatory Agreements:** The Principal Contractor (PC) must sign Section 37(2) mandatory agreements with subcontractors. These agreements will outline arrangements and procedures to ensure that subcontractors and their employees comply with the Occupational Health and Safety (OHS) Act, Act 85 of 1993, Construction Regulations (CR), and the Site-Specific Health and Safety Specifications (SSHSS).
- **Site-Specific Health and Safety Plan (SSHSP):**
  - **Requirement:** Subcontractors must develop their own Site-Specific Health and Safety Plan (SSHSP) relevant to the scope of work they will perform.
  - **Approval:** The SSHSP must be approved in writing by the PC’s Chief Health and Safety Officer (CHSO). Records of these approval letters must be maintained in both the PC’s and the subcontractor’s SSHSF (Safety, Health, and Environmental File).
- **Commencement of Work:**
  - **Approval Condition:** The PC must not allow any subcontractor to commence work on site without their SSHSP being approved.
  - **Compliance Monitoring:** The PC is responsible for ensuring compliance with these requirements and monitoring the subcontractor’s adherence. Failure to do so may be viewed as a failure to enforce good Safety, Health, and Environmental (SHE) practices and comply with the Act, CR, and SSHSS.
  - **Cease Work Instructions:** Non-compliance may result in the Client Health and Safety Representative (CHSR) issuing instructions to cease work.

<b>10.57</b>	<b>Transportation of Workers</b>
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**Transportation of Personnel and Goods**

The Principal Contractor (PC) and Subcontractors shall not:

- **Transport of Goods and Tools:** Transport persons together with goods or tools unless there is a designated area or section of the vehicle, separated or partitioned from the area where workers are seated, for storing such goods or tools.
- **Transport on Truck Beds:** Transport persons on the back of trucks unless a proper canopy (adequately covering the sides and top) is provided with suitable seating areas.
- **Safety on Vehicles:** Permit workers to stand or sit on the edge of the transporting vehicle.
- **Light Duty Vehicles (LDVs):** Transport workers in a light duty vehicle (LDV) unless it is closed/covered and equipped with the correct number of seats for passengers.
- **Passenger Limits:**
  - No driver may transport more than six people on the back of a 1-ton LDV.
  - No driver may transport more than four passengers on the back of a ½-ton LDV.
- **Cab Occupancy:** The driver of any LDV may not permit more than two passengers to occupy the cab of the LDV.
- **Driver Licensing:** Drivers must possess a valid driver’s license for the vehicle code they are operating.

<b>10.58</b>	<b>Trespassing</b>
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The PC and his employees may not trespass on any land/area outside the limits of the site, as indicated at the time of Site Handover, and must communicate such requirement to his sub-contractors. The PC must ensure that all fences are maintained during the Contract.

The PC and his employees are required to work only in the specified construction areas and access to these areas is only by specified routes. Should access routes change due to work related issues on site such routes with applicable restrictions must be communicated to the employees. Changes in routes must go with the required barricading and signage to prevent unauthorised persons from using such routes to access the site where such routes may enable unauthorised persons from entering the site,

Where changes in routes may have a negative impact on the day-to-day functions of persons other than that of the PC such changes in routes must take place in consultation with such affected parties.

<b>10.59</b>	<b>Toolbox Talks</b>
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The contractor must prepare a Toolbox Talk on a weekly basis and must share it with all personnel for which the contractor is responsible (including all sub-contractors). Toolbox Talks must address health and safety issues that are relevant to the work performed on the project site and must include information and / or knowledge sharing, lessons learnt from incidents that have occurred, information concerning specific hazards and / or risks and control measures to prevent injury, etc.

Attendance records must be kept and maintained in the contractor's SSHSF.

<b>10.60</b>	<b>Visitors to Site</b>
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The PC must ensure that all Visitors to the site are subjected to a site-specific safety induction training session prior to being allowed access to site. Visitors are required to conform to the Site PPE requirements and should arrive at site with the appropriate PPE, with the minimum being safety boots/shoes, hard hat and a vest.

Visitors must not be permitted to roam around on site without being accompanied by a representative of the PC, so as to make them aware of on-site hazards, risks, No-Go areas etc.

<b>10.61</b>	<b>Waste Management</b>
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The PC must ensure that a Waste Management Plan must be developed which must be submitted with the SSHSP as indicated in Annexure C. It must be kept in mind that a site with areas overflowing with waste creates health hazards, attracts rodents and a poor image of the company.

Sufficient receptacles and designated stored areas must be provided which must be cleared frequently. Consideration must be taken of the types of waste generated and where required waste separation must form part of the Waste Management Plan. Environmentally hazardous waste such as empty paint tins, fluorescent light fittings, asbestos etc must be disposed of in line with applicable legislative requirements.

<b>10.62</b>	<b>Water Management</b>
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The PC must keep in mind that South Africa is a country with limited water resources. Water may only be obtained on site, as per contract stipulations. The PC may not make unauthorised water connections. Where water is brought onto site by means of water tankers the PC must ensure that the water is suitable for its intended use.

The PC must communicate to all workers the importance of water conservation and management. Run-off water from washing and cleaning activities must be managed in a controlled manner to not create areas where water becomes stagnant contributing to the creation of areas for mosquitos to breed. Run-off water must also not contribute to the creation of slippery surfaces. It is recommended that taps are of the press-button type to reduce water wastage.

No hazardous substances such as paints, oils etc may be disposed of into drains, and sewers.

<b>10.63</b>	<b>Welding, Grinding, Cutting etc.</b>
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The PC must comply with the requirements of the OHS Act-Construction Regulation 29. The Pc must also ensure the following:

- That all equipment used is in a safe working condition.
- That Hot Work Permits have been issued by the appointed Competent Person.
- That where required the necessary screens have been erected to protect against harmful rays and sparks.
- The presence of close proximity fire extinguishing equipment.
- Dampening down takes place where required.

<b>10.64</b>	<b>Welfare Facilities</b>
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The PC must implement and comply with Construction Regulation 30. PC to ensure:

- Sufficient chemical ablution facilities on site where connection to existing sewer system is not possible.
- Separate facilities must be provided for males and females with gender signs posted at entrance or on door.
- Ablutions must be serviced weekly as a minimum.
- Safe drinking water must be provided to employees.
- Safe, clean storage areas for workers personal belongings and clothing to be provided.

<b>10.65</b>	<b>Working at Heights</b>
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**Compliance with Construction Regulation, Section 10**

The Principal Contractor must ensure compliance with Construction Regulation Section 10. This includes:

1. **Fall Protection Plan:** A Fall Protection Plan, developed by a competent person designated as the Fall Protection Plan Developer and registered with the Institute of Working at Heights or a similar body, must be available on site. All employees working from fall risk positions must understand this plan. Employees must protect themselves from falls by wearing a full-body harness with the lanyard attached as high as possible above their head to a lifeline or other approved and tested anchor point.
2. **Fall Risk Activities:** The following activities are considered fall risk and must adhere to Section 10 of the Construction Regulations:
  - Working on the edge of an excavation with a risk of falling into it.
  - Working on the edge of a vertical drop with a risk of falling.
  - Working on top of trucks.

For these activities, the hierarchy of controls must be implemented. As a minimum, employees must wear PPE, including a full-body harness attached to a restraint.

3. **Documentation and Training:** Before work commences, the Principal Contractor must ensure that method statements, appropriate risk assessments, safe work procedures, and training are in place. All workers exposed to fall risk must complete formal SAQA-accredited "Working from Height/Fall Risk Position" training.
4. **Fall Restraint Systems:** Whenever possible, fall restraint systems should be used, except during the assembly or dismantling of top components where it is not deemed safe. Relevant SANS codes applicable to the works and the project, such as SANS 10085, SANS 50355, and SANS 50361, must be followed.
5. **Contracted Work:** If any work is contracted out, a competent contractor must be appointed, and documentation must meet project requirements. The Principal Contractor must note this in the H&S Plan. The Plan should be developed and managed by a competent person for the project's duration.
6. **Additional Requirements:**
  - Notices must be posted.
  - Restrictions or stoppage procedures must be in place when weather conditions are hazardous.
  - A permit system for working from fall risk positions must be established.
  - Measures to prevent falling tools or equipment must be implemented.
7. **Certificates of Fitness:** All workers must have valid certificates of fitness that cover the duration of the works. The requirements for medical surveillance and relevant SANS codes must be adhered to. Registers and all relevant documentation should be kept in the H&S file.
8. **Qualifications for Fall Protection Planner:** The Fall Protection Planner must have at least the following qualification:
  - Accredited SAQA Unit Standard 229994

#### **Additional OHS Considerations**

#### **Working in Inclement Weather**

#### **Construction Work During Rain**

- Electrical tools must not be used during rainy weather in open areas.
- Work may proceed in waterproof areas where there is no risk of electrocution.
- Areas cleared for work during rain include workshops, offices, and ground-level work areas, provided they are maintained in a safe, dry condition.

<b>11.</b>	<b>Annexures</b>
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<b>11.1.</b>	<b>Annexure A: Contractors Health and Safety Declaration</b>
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**CONTRACTORS HEALTH AND SAFETY DECLARATION FOR TENDERS**

**Project Name: MVUTSHINI CLINIC**

**WIMS Number: 057604**

**Client: DEPARTMENT OF HEALTH**

**INTRODUCTION**

In terms of Construction Regulation 5(1) (h) of the Construction Regulations of February 2014 a Contractor may only be appointed to perform construction work if the Client is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act, Act 85 of 1993 and the Construction Regulations of February 2014. In line with this requirement the Contractor is required to read through this document carefully, sign it and submit it with his/her Tender.

**DECLARATION**

1. I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Site-Specific Health and Safety Specification attached in the tender document.
2. I hereby declare that my company and its employees have the necessary competency and resources to safely carry out the construction work under this contract in compliance with the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specification.
3. I hereby confirm that adequate provisions have been made in my tender to cover the cost of all Safety, Health and Environmental duties and responsibilities imposed on me by the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Site-Specific Health and Safety Specification.
4. I confirm that I may not commence with any part of construction work under the contract until the Client has approved my OH&S Plan in writing.
5. I hereby confirm that copies of the following documentation will be kept on site for viewing and inspection purposes for the duration of the construction work:
  - a) Client's Site-Specific Health and Safety Specification,
  - b) Approved Construction Occupational Health and Safety Plan,
  - c) Occupational Health and Safety Act, Act 85 of 1993,
  - d) Construction Regulations of February 2014, and
  - e) Any other documentation as specified in the SSHSS or as required by the CHSR.
6. I agree that my failure to complete and execute this declaration to the satisfaction of the Client will mean that I am unable to comply with the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and Construction Regulations 2014, and accept that my tender will be rejected.

**Signature:** .....

**Date:** .....

(Person duly authorised to sign on behalf of Tenderer)

**11.2. Annexure B: Structure of the Health and Safety File to be submitted for approval**

<b>No.:</b>	<b>Item</b>	<b>To be submitted for approval</b>	<b>Comments</b>
1	INDEX	Yes	None
2	Safety Plan Approval Letter and Appointment letter	No	To be filled in SSHSF after issuing by CHSR
3	Letter of Good Standing	Yes	To be kept up to date and filled in SSHSF
4	Signed and dated SHE Management Plan	Yes	To be filled in SSHSF
5	Organogram	Yes	To be placed on the SSHSF, kept updated and to correlate with legal appointments.
6	Signed and dated Health and Safety Policies	Yes	To include communication Register and filled in SSHSF
7	Site Layout Plan	Yes	To be kept updated and filled in SSHSF
8	Signed and dated Emergency Plan	Yes	To be kept updated and filled in SSHSF
9	Signed and dated Environmental Management Plan	Yes	To be kept updated and filled in SSHSF
10	Signed and dated Personal Hygiene and Infectious Disease Management Plan	Yes	To be kept updated and filled in SSHSF
11	Signed and dated Fall Prevention Plan	Yes	To be reviewed prior to work being conducted, and filled in SSHSF with communication record
12	Risk assessments and Method Statements	No	To be kept on SSHSF with communication records
13	Daily Safe Task Instruction (DSTI)	No	To be signed off at the start and end of shift with communication record, to be kept in SSHSF.
14	Induction Course	No	To be reviewed, kept updated and include communication record register. Filled in SSHSF.
15	Toolbox talks	No	To include communication register and filled in SSHSF.
16	PPE Issue Record	No	To include training in correct use etc and filled in SSHSF.
17	Sub – Contractor Monthly Audit records	No	To be discussed at SHE Committee meeting, closed out and kept on SSHSF.
18	External Audit Reports	No	To be discussed at SHE Com Meetings, Internal Meetings etc and filled in SSHSF.
19	Self-Audit Format	Yes	To be completed on a monthly basis, forwarded to team members at least 7 days before progress meeting, to report on close out at the meeting. Filed on the SSHSF.
20	Sub- Contractor Appointments and scope and list	No	To be kept on SSHSF
21	Section 37(2) Agreements	No	To be kept on SSHSF.
22	Copy of Construction Regulations	No	To be kept on SSHSF.

23	Construction Manager (CR 8(1))	Yes	Including CV / Proof of Competency. To be kept in the SSHSF.
24	Assistant Construction Manager (CR 8(2))	Yes, if applicable	Including CV / Proof of Competency. To be kept in the SSHSF.
25	SHE Officer (CR 8(5))	Yes	Including CV / Proof of Competency and SACPCMP Registration. To be kept in SSHSF.
26	Construction Supervisor (CR 8(7))	Yes	Including CV / Proof of Competency. To be kept in SSHSF.
27	Assistant Construction Supervisor (CR 8(8))	Yes, if applicable.	Including CV / Proof of Competency. To be kept in SSHSF.
28	Risk Assessor (CR 9 (1))	Yes	Including CV / Proof of Competency. To be kept in SSHSF.
29	Fall Prevention Planner (10 (1)(a))	Yes	Including CV / Proof of Competency. To be kept in SSHSF.
30	Excavation Supervisor (CR 13(1)(a))	No	Including CV / Proof of Competency. To be kept in SSHSF
31	Scaffold Supervisor (CR 16(1))	No	Proof of Competency. To be kept in SSHSF
32	Scaffold Erector (CR 16 (2))	No	Proof of Competency. To be kept in SSHSF
33	Scaffold Inspector (CR 16(2))	No	Proof of Competency. To be kept in SSHSF
34	Temporary Electrical Installation Inspector (CR 24(d))	No	Proof of Competency. To be kept in SSHSF
35	Fire Equipment Inspector (CR 29(h))	No	Including basic Fire Fighting Training proof of competency
36	Portable Electrical Equipment Inspector (EMR 9)	No	Appointment to be kept in the SSHSF
37	First Aider GSR (3(4))	No	Including at least Level 2 First Aid Competency. To be kept in the SSHSF
38	Ladder Inspector (GSR 13 (a))	No	Appointment to be kept in the SSHSF.
39	Hazardous Chemical Substances Supervisor (HCSR 3(3))	No	Appointment to be kept in the SSHSF.
40	Hand Tool Inspector (Sec 8(2)(a))	No	Appointment to be kept in the SSHSF.
41	SHE Representative (Sec 17)	No	Including proof of Competency. To be filled in SSHSF
42	Sub-Contractor (CR 7(1)(c))	No	As per applicable legislative requirements
43	Electrical Contractor (EIR 6)	No	Including proof of Professional Registration

**Note:** All site-specific legal appointments to be conducted prior to commencement of construction activities. Registers as required by the scope of work, equipment, facilities etc.

11.3.

Annexure C: Draft Occupational Health and Safety BOQ

**HEALTH AND SAFETY IMPLEMENTATION AND MANAGEMENT COSTING**

Due to the nature of this project, the contractor must keep this page updated as work progresses. Items may be added or deleted if required

ITEM	DESCRIPTION	UNIT	QUANTITY	MONTHS (Indicative)	RATE	AMOUNT (a)x(b)
<b>1</b>	<b>MEDICALS</b>					
1.1	Pre-employment medical	Nr.				
1.2	Psychological medical for working at heights (When required)	Nr.				
1.3	Psychological medical for working motorized equipment & construction machinery (When required)	Nr.				
1.4	Medical for working asbestos (When required)	Nr.				
1.5	Routine medical as per requirement of job activities (When required)	Nr.				
1.6	Re-medicals – yearly (When required)	Nr.				
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>2</b>	<b>PERSONAL AND GENERAL PROTECTIVE EQUIPMENT</b>					
2.1	Standard Overalls X2 (SABS Approved)					
2.2	Hard Hats					
2.3	Safety Boots/Shoes. Steel toecap Gumboots					
2.4	Gloves					
2.5	Hearing Protection (Ear Plugs)					
2.6	Eye Protection ( Goggles)					
2.7	Reflective vests					

2.8	Orange Star Netting - 1.2m High	m				
2.9	Orange Plastic Road cones (When required)	Nr.				
2.10	Plastic Reinforce Caps (Rebar, when required)	Nr.				
2.11	Dust masks	Nr.				
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>3</b>	<b>FIRE FIGHTING</b>					
3.1	Fire extinguishers - 4.5Kg	Nr.				
3.2	Training	Nr.				
3.3	Other - Drip trays (When required)	Nr.				
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>4</b>	<b>HEALTH AND SAFETY PERSONNEL</b>					
4.1	Part Time Safety Officer (1 x day a week)	Nr.				
4.2	Full time Safety Representatives (When required)	Nr.				
4.3	Fire Watchers (When required)	Nr.				
4.4	First aiders	Nr.				
4.5	Occupational hygienist (When required)	N/A				
4.6	Construction Phase SHE Plan					
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					

<b>5</b>	<b>FACILITIES</b>							
5.1	Provision of ablation facilities		Nr.					
5.2	Service and maintenance of ablation facilities		Nr.					
5.3	Provision of eating areas		Nr.					
5.4	Cleaning of Lay down and other storage areas		Nr.					
5.5	Wash hand basin		Nr.					
	<b>OTHER ITEMS</b>							
	<b>TOTAL</b>							
<b>6</b>	<b>FALL PREVENTION / PROTECTION (when required)</b>							
6.1	Safety harnesses with double lanyards		Nr.					
6.2	Lifelines and vertical fall arrest systems, refer to the scope of work		Nr.					
6.3	Scaffolding – material, erection and inspection (Estimate for project)		Nr.					
	<b>OTHER ITEMS</b>		<b>Item</b>					
	<b>TOTAL</b>							
<b>7</b>	<b>LIFTING MACHINERY AND EQUIPMENT (when required)</b>							
7.1	Annual inspections and load testing as per legal requirement		Nr.					
7.2	Certification of all lifting gear during the course of the project		Nr					
7.3	Third Party Inspections		N/r					
7.4	Inspections for approval of equipment (AIA)		N/r					
7.5	Slings		N/r					
7.6	Chains		N/r					

	<b>OTHER ITEMS</b>							
		<b>TOTAL</b>						
<b>8</b>	<b>INSURANCES</b>							
8.1	COVID cover for the project		Nr.					
8.2	Liability insurances		Nr.					
		<b>TOTAL</b>						
<b>10</b>	<b>FIRST AID</b>							
10.1	First aid boxes		Nr.					
10.2	Rescue equipment and stretchers		Nr.					
10.3	Replenishment of boxes and other supplies		Nr.					
10.4	Hazchem Spill kits		Nr.					
	<b>OTHER ITEMS</b>							
		<b>TOTAL</b>						
<b>11</b>	<b>TRAINING</b>							
11.1	SHE Representative (when required)		Nr.					
11.2	Supervisor A2 (No cost)		Nr.					
11.3	First Aid Level 2		Nr.					
11.4	Fire Fighting		Nr.					
11.5	Legal Liability		Nr.					
11.6	Scaffold Inspector (when required)							
11.7	Scaffold Erector (when required)							
11.8	Basic Working at Heights (when required)							

	<b>OTHER ITEMS</b>								
	<b>12 SIGNAGE</b>	<b>TOTAL</b>							
12.1	All signage as required by law: regulatory, warning and information		Nr						
	<b>OTHER ITEMS</b>	<b>TOTAL</b>							
	<b>13 ELECTRICAL (when required)</b>								
13.1	Locks required for lockouts		Nr.						
13.2	Tags		N/r						
13.3	Permit Books		N/r						
13.4	Callipers		N/r						
13.5	Key Safes		N/r						
	<b>OTHER ITEMS</b>	<b>TOTAL</b>							



Prepared by: S.F Ntuli  
Initials & Surname: Construction Health and Safety Officer  
Designation: North Coast Region  
Office:



## WAIVER OF CONTRACTOR'S LIEN

### DEFINITIONS

Contractor: \_\_\_\_\_

Employer: Head: Public Works (KZN Department of Public Works: Province of KwaZulu-Natal)

Agreement: GCC FOR CONSTRUCTION WORKS - SECOND EDITION 2010

Works (description):

**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC:  
PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT  
SYSTEM**

Site:

Region: King Cetshwayo District Municipality: Kwa-Gingindlovu area within Umlalazi local  
municipality: Ward Nr.29

### AGREEMENT

The Contractor waives, in favour of the Employer, any lien or right of retention that is or may be held in respect of the Works to be executed on the Site

Thus done and signed at \_\_\_\_\_ on \_\_\_\_\_  
[Date]

\_\_\_\_\_  
Name of signatory

\_\_\_\_\_  
Capacity of signatory

\_\_\_\_\_  
As witness

\_\_\_\_\_  
For and on behalf of the contractor who by  
signature hereof warrants authorisation  
hereto



## ADDITIONAL SPECIFICATION - EPWP

### SL EMPLOYMENT AND TRAINING OF EPWP BENEFICIARY ON THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) Infrastructure Projects:

#### CONTENTS

SL 01	SCOPE
SL 02	TERMINOLOGY AND DEFINITIONS
SL 03	APPLICABLE LABOUR LAWS
SL 04	EXTRACTS FROM MINISTERIAL DETERMINATION REGARDING EPWP
SL 05	EMPLOYER'S RESPONSIBILITIES
SL 06	PLACEMENT OF RECRUITED EPWP BENEFICIARY
SL 07	TRAINING OF YOUTH WORKERS
SL 08	BENEFICIARY (EPWP BENEFICIARY) SELECTION CRITERIA
SL 09	CONTRACTUAL OBLIGATIONS IN RELATION TO EPWP BENEFICIARY
SL 10	PROVINCIAL RATES OF PAY
SL 11	MEASUREMENTS AND PAYMENT
EXAMPLE	EPWP EMPLOYMENT AGREEMENT

#### SL 01 SCOPE

This project is part of the Expanded Public Works Programme aims to train young people and provide them with practical work experience as part of this programme. Youth aged between 18 and 35 will be recruited and trained in skills relevant to the work to be done on this project. These youth will have to be employed by the contractor as part of this project so that they can gain their work experience on these projects. The training of the youth will be coordinated and implemented by a separate service provider. This service provider will provide the contractor with a list of all the youth and the training each of these youth have received. The Contractor will be required to employ all of these youth for a minimum period of 6 months. Furthermore the Contractor will be required to supervise these youth to ensure that the work they perform is of the required standard.

If necessary the contractor's staff will be required to assist and mentor the youth to ensure that they are able to perform the type of work they need to do to the satisfactory standards required. The contractor will not be required to employ all youth in the programme at the same time, but may rotate the youth on the project, as long as all youth are employed for the minimum duration stated earlier.

This specification contains the standard terms and conditions for workers employed in elementary occupations and trained on a Expanded Public Works Programme (EPWP) for the Infrastructure Programme.

#### SL 02 TERMINOLOGY AND DEFINITIONS

##### SL 02.01 TERMINOLOGY

- (a) EPWP The Code of Good Practice for Expanded Public Works Programmes, which has been gazetted by the Department of Labour, and which provides for special conditions of employment for these EPWP projects. In terms of the Code of Good Practice, the workers on these projects are entitled to formal training, which will be provided by training providers appointed (and funded) by the Department of Labour. For projects of up to six months in duration, this training will cover life-skills and information about other education, training and employment opportunities.
- (b) EPWP Expanded Public Works Programme, a National Programme of the government of South Africa, approved by Cabinet.
- (c) UYF Umsobumvu Youth Fund.
- (d) DOL Department of Labour.

**SL 02.02 DEFINITIONS**

- (a) "employer" means the contractor or any party employing the worker / beneficiary under the EPWP Programme.
- (b) "client" means the Department of Public Works.
- (c) "worker / trainee" means any person working or training in an elementary occupation on a EPWP.

**SL 03 APPLICABLE LABOUR LAWS**

In line with the Expanded Public Works Programme (EPWP) policies, the Ministerial Determination, Special Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of labour in government Notice No. R63 of 25 January 2002, of which extracts have been reproduced below in clauses SL 04 shall apply to works described in the scope of work and which are undertaken by unskilled or semi-skilled workers. The Code of Good Practise for Employment and Conditions of Work for Expanded Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice No. R64 of 25 January 2002 shall apply to works described in the scope of work and which unskilled or semi-skilled workers undertake.

**SI 04 EXTRACTS FROM MINISTERIAL DETERMINATION REGARDING EPWP**

**SL 04.01 DEFINITIONS**

- (a) "department" means any department of the State, implementing agent or contractor;
- (b) "employer" means any department that hires workers to work in elementary occupations on a EPWP;
- (c) "worker" means any person working in an elementary occupation on a EPWP;
- (d) "elementary occupation" means any occupation involving unskilled or semi-skilled work;
- (e) "management" means any person employed by a department or implementing agency to administer or execute a EPWP;
- (f) "task" means a fixed quantity of work;
- (g) "task-based work" means work in which a worker is paid a fixed rate for performing a task;
- (h) "task-rated worker" means a worker paid on the basis of the number of tasks completed;
- (i) "time-rated worker" means a worker paid on the basis of the length of time worked
- (j) "Service Provider" means the consultant appointed by Department to coordinate and arrange the employment and training of labour on EPWP infrastructure projects.

**SL 04.02 TERMS OF WORK**

- (a) Workers on a EPWP are employed on a temporary basis.
- (b) A worker may NOT be employed for longer than 24 months in any five-year cycle on a EPWP.
- (c) Employment on a EPWP does not qualify as employment and a worker so employed does not have to register as a contributor for the purposes of the Unemployment Insurance Act 30

**SL 04.03 NORMAL HOURS OF WORK**

- (a) An employer may not set tasks or hours of work that require a worker to work—
  - (i) more than forty hours in any week
  - (ii) on more than five days in any week; and
  - (iii) for more than eight hours on any day.
- (b) An employer and a worker may agree that the worker will work four days per week. The worker may then work up to ten hours per day.

- (c) A task-rated worker may not work more than a total of 55 hours in any week to complete the tasks (based on a 40-hour week) allocated to him.

Every worker is entitled to a daily rest period of at least eight consecutive hours. The daily rest period is measured from the time the worker ends work on one day until the time the worker starts work on the next day.

**SL 04.04**    **MEAL BREAKS**

- (a) A worker may not work for more than five hours without taking a meal break of at least thirty minutes duration.
- (b) An employer and worker may agree on longer meal breaks.
- (c) A worker may not work during a meal break. However, an employer may require a worker to perform duties during a meal break if those duties cannot be left unattended and cannot be performed by another worker. An employer must take reasonable steps to ensure that a worker is relieved of his or her duties during the meal break.

**SL 04.05**    **SPECIAL CONDITIONS FOR SECURITY GUARDS**

- (a) A security guard may work up to 55 hours per week and up to eleven hours per day.
- (b) A security guard who works more than ten hours per day must have a meal break of at least one hour duration or two breaks of at least 30 minutes duration each.

**SL 04.06**    **DAILY REST PERIOD**

Every worker is entitled to a daily rest period of at least eight consecutive hours. The daily rest period is measured from the time the worker ends work on one day until the time the worker starts work on the next day.

**SL 04.07**    **WEEKLY REST PERIOD**

Every worker must have two days off every week. A worker may only work on their day off to perform work which must be done without delay and cannot be performed by workers during their ordinary hours of work ("emergency work").

**SL 04.08**    **WORK ON SUNDAYS AND PUBLIC HOLIDAYS**

- (a) A worker may only work on a Sunday or public holiday to perform emergency or security work.
- (b) Work on Sundays is paid at the ordinary rate of pay.
- (c) A task-rated worker who works on a public holiday must be paid –
  - (i) the worker's daily task rate, if the worker works for less than four hours;
  - (ii) double the worker's daily task rate, if the worker works for more than four hours.
- (d) A time-rated worker who works on a public holiday must be paid –
  - (i) the worker's daily rate of pay, if the worker works for less than four hours on the public holiday;
  - (ii) double the worker's daily rate of pay, if the worker works for more than four hours on the public holiday.

**SL 04.09**    **SICK LEAVE**

- (a) Only workers who work four or more days per week have the right to claim sick-pay in terms of this clause.
- (b) A worker who is unable to work on account of illness or injury is entitled to claim one day's paid sick leave for every full month that the worker has worked in terms of a contract.
- (c) A worker may accumulate a maximum of twelve days' sick leave in a year.
- (d) Accumulated sick-leave may not be transferred from one contract to another contract.

- (e) An employer must pay a task-rated worker the worker's daily task rate for a day's sick leave.
- (f) An employer must pay a time-rated worker the worker's daily rate of pay for a day's sick leave.
- (g) An employer must pay a worker sick pay on the worker's usual payday.
- (h) Before paying sick-pay, an employer may require a worker to produce a certificate stating that the worker was unable to work on account of sickness or injury if the worker is –
  - (i) absent from work for more than two consecutive days; or
  - (ii) absent from work on more than two occasions in any eight-week period.
- (i) A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or a clinic staff member authorised to issue medical certificates indicating the duration and reason for incapacity.
- (j) A worker is not entitled to paid sick-leave for a work-related injury or occupational disease for which the worker can claim compensation under the Compensation for Occupational Injuries and Diseases Act.

**SL 04.10 MATERNITY LEAVE**

- (a) A worker may take up to four consecutive months' unpaid maternity leave.
- (b) A worker is not entitled to any payment or employment-related benefits during maternity leave.
- (c) A worker must give her employer reasonable notice of when she will start maternity leave and when she will return to work.
- (d) A worker is not required to take the full period of maternity leave. However, a worker may not work for four weeks before the expected date of birth of her child or for six weeks after the birth of her child, unless a medical practitioner, midwife or qualified nurse certifies that she is fit to do so.
- (e) A worker may begin maternity leave –
  - (i) four weeks before the expected date of birth; or
  - (ii) on an earlier date –
    - (1) if a medical practitioner, midwife or certified nurse certifies that it is necessary for the health of the worker or that of her unborn child; or
    - (2) if agreed to between employer and worker; or
  - (iii) on a later date, if a medical practitioner, midwife or certified nurse has certified that the worker is able to continue to work without endangering her health.
- (f) A worker who has a miscarriage during the third trimester of pregnancy or bears a stillborn child may take maternity leave for up to six weeks after the miscarriage or stillbirth.
- (g) A worker who returns to work after maternity leave, has the right to start a new cycle of twenty-four months employment, unless the EPWP on which she was employed has ended.

**SL 04.11 FAMILY RESPONSIBILITY LEAVE**

- (a) Workers, who work for at least four days per week, are entitled to three days paid family responsibility leave each year in the following circumstances -
  - (i) when the employee's child is born;
  - (ii) when the employee's child is sick;

- (iii) in the event of the death of –
  - (1) the employee's spouse or life partner
  - (2) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling

**SL 04.12 STATEMENT OF CONDITIONS**

- (a) An employer must give a worker a statement containing the following details at the start of employment –
  - (i) the employer's name and address and the name of the EPWP;
  - (ii) the tasks or job that the worker is to perform;
  - (iii) the period for which the worker is hired or, if this is not certain, the expected duration of the contract;
  - (iv) the worker's rate of pay and how this is to be calculated;
  - (v) the training that the worker may be entitled to receive during the EPWP.
- (b) An employer must ensure that these terms are explained in a suitable language to any employee who is unable to read the statement.
- (c) An employer must supply each worker with a copy of the relevant conditions of employment contained in this specification.
- (d) An employer must enter into a formal contract of employment with each employee. A copy of a pro-forma is attached at the end of this specification.

**SL 04.13 KEEPING RECORDS**

- (a) Every employer must keep a written record of at least the following –
  - (i) the worker's name and position;
  - (ii) in the case of a task-rated worker, the number of tasks completed by the worker;
  - (iii) in the case of a time-rated worker, the time worked by the worker;
  - (iv) payments made to each worker.
- (b) The employer must keep this record for a period of at least three years after the completion of the EPWP.

**SL 04.14 PAYMENT**

- (a) A task-rated worker will only be paid for tasks that have been completed.
- (b) An employer must pay a task-rated worker within five weeks of the work being completed and the work having been approved by the manager or the contractor having submitted an invoice to the employer. Payment must be made in cash, by cheque or by direct deposit into a bank account designated by the worker.
- (c) A time-rated worker will be paid at the end of each month and payment must be made in cash, by cheque or by direct deposit into a bank account designated by the worker.
- (d) Payment in cash or by cheque must take place –
  - (i) at the workplace or at a place agreed to by at least 75% of the workers; and
  - (ii) during the worker's working hours or within fifteen minutes of the start or finish of work;
- (e) All payments must be enclosed in a sealed envelope which becomes the property of the worker.
- (f) An employer must give a worker the following information in writing –
  - (i) the period for which payment is made;
  - (ii) the number of tasks completed or hours worked;
  - (iii) the worker's earnings;

- (iv) any money deducted from the payment;
  - (v) the actual amount paid to the worker.
- (g) If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it.
- (h) If a worker's employment is terminated, the employer must pay all monies owing to that worker within one month of the termination of employment.

**SL 04.15**    **DEDUCTIONS**

- (a) An employer may not deduct money from a worker's payment unless the deduction is required in terms of a law.
- (b) An employer must deduct and pay to the SA Revenue Services any income tax that the worker is required to pay.
- (c) An employer who deducts money from a worker's pay for payment to another person must pay the money to that person within the time period and other requirements specified in the agreement law, court order or arbitration award concerned.
- (d) An employer may not require or allow a worker to –
  - (i) repay any payment except an overpayment previously made by the employer by mistake;
  - (ii) state that the worker received a greater amount of money than the employer actually paid to the worker; or
  - (iii) pay the employer or any other person for having been employed.

**SL 04.16**    **HEALTH AND SAFETY**

- (a) Employers must take all reasonable steps to ensure that the working environment is healthy and safe and that all legal requirements regarding health and safety are strictly adhered to.
- (b) A worker must:
  - (i) work in a way that does not endanger his/her health and safety or that of any other person;
  - (ii) obey any health and safety instruction;
  - (iii) obey all health and safety rules;
  - (iv) use any personal protective equipment or clothing issued by the employer;
  - (v) report any accident, near-miss incident or dangerous behaviour by another person to their employer or manager.

**SL 04.17**    **COMPENSATION FOR INJURIES AND DISEASES**

- (a) It is the responsibility of employers to arrange for all persons employed on a EPWP to be covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993.
- (b) A worker must report any work-related injury or occupational disease to their employer or manager.
- (c) The employer must report the accident or disease to the Compensation Commissioner.
- (d) An employer must pay a worker who is unable to work because of an injury caused by an accident at work 75% of their earnings for up to three months. The employer will be refunded this amount by the Compensation Commissioner. This does NOT apply to injuries caused by accidents outside the workplace such as road accidents or accidents at home.

**SL 04.18**     **TERMINATION**

- (a) The employer may terminate the employment of a worker provided he has a valid reason and after following existing termination procedures.
- (b) A worker will not receive severance pay on termination.
- (c) A worker is not required to give notice to terminate employment. However, a worker who wishes to resign should advise the employer in advance to allow the employer to find a replacement.
- (d) A worker who is absent for more than three consecutive days without informing the employer of an intention to return to work will have terminated the contract. However, the worker may be re-engaged if a position becomes available for the balance of the 24-month period.
- (e) A worker who does not attend required training events, without good reason, will have terminated the contract. However, the worker may be re-engaged if a position becomes available for the balance of the 24-month period.

**SL 04.19**     **CERTIFICATE OF SERVICE**

- (a) On termination of employment, a worker is entitled to a certificate stating –
  - (i) the worker's full name;
  - (ii) the name and address of the employer;
  - (iii) the SPWP on which the worker worked;
  - (iv) the work performed by the worker;
  - (v) any training received by the worker as part of the EPWP;
  - (vi) the period for which the worker worked on the EPWP;
  - (vii) any other information agreed on by the employer and worker.

**SL 05**     **EMPLOYER'S RESPONSIBILITIES**

The employer shall adhere to the conditions of employment as stipulated in the *Code of Good Practice for Employment and Conditions of Work for Expanded Public Works Programmes*. Over and above the conditions stipulated above, he shall be responsible to:

- (a) formulate and design a contract between himself/ herself and each of the recruited EPWP beneficiary, ensuring that the contract does not contravene any of the Acts stipulated in South African Law, e.g. Basic Conditions of Employment Act, etc. (A copy of a pro-forma contract is attached at the end of this specification);
- (b) screen and select suitable candidates for employment from the priority list of EPWP beneficiary provided by the Umsobumvu Youth Fund (UYF);
- (c) ensure that the recruited EPWP beneficiary are made available to receive basic life skills training which will be conducted and paid for by the Umsobumvu Youth Fund;
- (d) ensure that all EPWP beneficiary receive instruction on safety on site prior to them commencing with work on site;
- (e) ensure that all EPWP beneficiary are covered under workmen's compensation for as long as they are contracted to the contractor. Payment to the Compensation Commissioner shall be the responsibility of the contractor;
- (f) assist in the identification and assessment of potential EPWP beneficiary to undergo advanced technical training in respective trades;
- (g) test and implement strict quality control and to ensure that the health and safety regulations are adhered to;
- (h) provide all EPWP beneficiary with the necessary protective clothing as required by law for the specific trades that they are involved in.
- (i) provide overall supervision and day-to-day management of EPWP beneficiary and/or sub-contractors; and
- (j) ensure that all EPWP beneficiary are paid their wages on time through a pre-agreed payment method as stipulated in the contract with the EPWP beneficiary.

**SL 06 PLACEMENT OF RECRUITED EPWP BENEFICIARY**

Employers will be contractually obliged to:

- (a) employ EPWP beneficiary from targeted social groups from the priority list provided by the Service Provider/ Umsobumvu Youth Fund.
- (b) facilitate on-the-job training and skills development programmes for the EPWP beneficiary;
- (c) achieve the following minimum employment targets:
  - (i) 55% people between the ages of 18 and 35
  - (ii) 55% women;
  - (iii) 2% people with disabilities.
- (d) brief EPWP beneficiary on the conditions of employment as specified in sub clause SL 04.09 above;
- (e) enter into a contract with each EPWP beneficiary, which contract will form part of the Employment Agreement;
- (f) allow EPWP beneficiary the opportunity to attend life skills training through DOL. This shall be arranged at the beginning of the contract;
- (g) ensure that payments to EPWP beneficiary are made as set out in sub clauses SL 04.14 and SL 04.15 above.
- (h) set up of personal profile files as prescribed by EPWP beneficiary and as set out in sub clause SL 04.13 above.
- (i) in addition to (h)
  - a copy of the I.D;
  - qualifications;
  - career progress;
  - EPWP Employment Agreement, and
  - list of small trade tools;

must be included in the EPWP beneficiary's personal profile file.

**SL 07 TRAINING OF EPWP BENEFICIARY**

Three types of training are applicable, namely

- Life skills;
- On the job training and
- Technical Skills training.

Training will be implemented by training instructors accredited by DOL and/or CETA :

- EPWP beneficiary shall be employed on the projects for an average of 6 months.
- EPWP beneficiary shall be deployed on projects in the vicinity of their homes. The same arrangements as for other workers regarding accommodation, subsistence and travel shall be applicable to EPWP beneficiary.

(a) Life skills training

All EPWP beneficiary are entitled to undergo life skills training. Training of this module will be flexible enough to meet the needs of the employer. Training should take place immediately after site hand-over and during the period of site establishment and pre-planning before actual construction starts, alternatively this will be spread over the duration of the contract period. The contractor will be required to work closely with the person to schedule the training sessions so that the timing of the training is aligned with the contractors work schedule and his demand for workers.

(b) On-the job training

The Employer shall provide EPWP beneficiary with on-the-job training to enable them to fulfil their employment requirements. The employer shall also be expected to closely monitor the job performance of EPWP beneficiary and shall identify potential EPWP beneficiary for skills development programmes.

- (c) Technical skills training  
The Employer shall assist in identifying EPWP beneficiary for further training. These EPWP beneficiary will undergo further technical training to prepare them for opportunities as semi-skilled labourers.

Such training will comprise of an off-site theoretical component and practical training on-site.

The contractor will be responsible for on-site practical work under his supervision. EPWP beneficiary who graduate from the first phase of the training programme will be identified and given opportunities to register for skills development programmes. These can ultimately result in a accredited qualification. The programme will consist of theoretical instruction away from the construction site as well as on-site practical work under the supervision of the employer. Candidates will be entitled to employment to complete all training modules.

## **SL 08 BENEFICIARY (EPWP BENEFICIARY) SELECTION CRITERIA**

### **SL 08.01 PREAMBLE**

The *Code of Good Practise for Employment and Conditions of Work for Expanded Public Works Programmes* encourages:

- optimal use of locally-based labour in a Expanded Public Works Programme (EPWP);
- a focus on targeted groups which consist of namely youth, consisting of women, female-headed households, disabled and households coping with HIV/AIDS; and
- the empowerment of individuals and communities engaged in a SPWP through the provision of training.

### **SL 08.02 BENEFICIARY (EPWP BENEFICIARY) SELECTION CRITERIA**

- (a) The EPWP beneficiary of the programmes should preferably be non-working individuals from the most vulnerable sections of disadvantaged communities who do not receive any social security pension income. The local community must, through all structures available, be informed of and consulted about the establishment of any EPWP
- (b) In order to spread the benefit as broadly as possible in the community, a maximum of one person per household should be employed, taking local circumstances into account.
- (c) Skilled artisans from other areas may be employed if they have skills that are required for a project and there are not enough persons in the local communities who have those skills or who could undergo appropriate skills training. However, this should not result in more than 20% of persons working on a programme not being from local communities.
- (d) Programmes should set participation targets for employment with respect to youth, single male- and female-headed households, women, people with disabilities, households coping with HIV/AIDS, people who have never worked, and those in long-term unemployment.
- (e) The proposed targets as set out in sub clause SL 06 (c)
- 55% youth from 18 to 35 years of age;
  - 55% women;
  - 2% disabled.

## **SL 09 CONTRACTUAL OBLIGATIONS IN RELATION TO YOUTH LABOUR**

The EPWP beneficiary to be employed in the programme (EPWP) shall be directly contracted to the employer. Over and above the construction and project management responsibilities, the employer will be expected to perform the tasks and responsibilities as set out in clause SL 05 above.

**SL 10 PROVINCIAL RATES OF PAY**

It is stipulated that youth workers on the EPWP receive a minimum of R 1 000 per month whilst working and R 600 per month whilst on training in ALL provinces. Should EPWP beneficiary be attending training whilst employed by the contractor, the contractor will still be responsible for payment to the EPWP beneficiary whilst at training.

**SL 11 MEASUREMENTS AND PAYMENT**

The number of EPWP beneficiary specified for this contract that will receive life skills training is 0 and technical training is 0

**SL 11.01 PAYMENT FOR TRAINING OF EPWP BENEFICIARY  
(TARGET:- 10 EPWP BENEFICIARY)**

**SL 11.01.01 Skills development and Technical training for EPWP beneficiary for an average of 10 days  
.....(Prov.Sum).....Unit: R/EPWP beneficiary**

The above item is only applicable if DoL does not fund the Technical Training PRIOR to site handover.

**SL 11.01.02 Penalty due to not meeting the target as in  
SL 11.01.01.....Unit: EPWP beneficiary**

LESS R 2000 per EPWP beneficiary

**SL 11.02 PAYMENT FOR TRAVELLING AND ACCOMMODATION DURING OFF-SITE TRAINING**

**SL 11.02.01 Life skills training for 26 days:**

- 01 Travelling (based on 50 km/EPWP beneficiary) .....Unit: km
- 02 Accommodation.....(Prov.Sum).....Unit: R/EPWP beneficiary
- 03 Profit and attendance..... Unit: %

**SL 11.02.02 Skilled development and Technical training:**

- 01 Travelling (based on 50 km/EPWP beneficiary).....Unit: km
- 02 Accommodation.....(Prov.Sum).....Unit: R/EPWP beneficiary
- 03 Profit and attendance ..... Unit: %

The units of measurement for sub items SL 11.02.01 (01) and SL 11.02.02 (01) above shall be the distance travelled in km by the EPWP beneficiary trained off site. The tendered rate shall include full compensation to safely transport the youth workers to and from the training venue/s.

The unit of measurement for sub items SL 11.02.01 (02) and SL 11.02.02 (02) above shall be the amounts in Rand expended for accommodation and daily meal allowances for the EPWP beneficiary trained off site that must be arranged by the contractor. Amounts quoted shall be corrected according to re-measurement based on actual invoices.

The tendered percentages under sub items SL 11.02.01 (03) and SL 11.02.02 (03) will be paid to the contractor on the value of each payment pertaining to the accommodation and advance meal allowances to cover his expenses in this regard.

**SL 11.03 ALTERNATIVE WORKERS FOR THE PERIOD OF OFF-SITE TRAINING**

**SL 11.03.01** Life skills training for 26 days ..... Unit: worker-days

**SL 11.03.02** Skilled development and Technical training for EPWP beneficiary for (.....) days..... Unit: worker-days

The unit of measurement shall be the number of EPWP beneficiary replaced while in training multiplied by the number of days absent from the site.

The rates tendered shall include full compensation for additional replacement labour during periods of off-site training.

**SL 11.04 EMPLOYMENT OF EPWP BENEFICIARY**

**SL 11.04.01** Employment of EPWP beneficiary.....(Prov.Sum)¼.Unit: R/ worker-month

**SL 11.04.02** Employment of EPWP beneficiary.....(Prov.Sum)¼.Unit: R/ worker-month

The unit of measurement shall be the number of EPWP beneficiary at the statutory labour rates of R ..... multiplied by the period employed in months and the rate tendered shall include full compensation for all costs associated with the employment of EPWP beneficiary and for complying with the conditions of contract. The cost for the training shall be excluded from this item. This item is based on 6 months appointment for EPWP beneficiary.

**SL 11.05 PROVISION OF EPWP DESIGNED OVERALLS TO EPWP BENEFICIARY**

**SL 11.05.01** Supply EPWP designed overalls to EPWP beneficiary ..... (Prov.Sum).....Unit: R

EPWP beneficiary overalls should be orange (top and bottom) as per EPWP specification with the exception of Correctional Services contracts where the EPWP beneficiary top would be blue and the bottom orange.

**SL 11.05.02** Profit and attendance..... Unit: %

An amount has been provided in the Schedule of Quantities under sub item SL 10.05.01 for the supply of EPWP designed overalls, as per the specification provided by the EPWP unit, arranged by the Service Provider. The Engineer will have sole authority to spend the amounts or part thereof. The tendered percentage under sub items SL 10.05.02 will be paid to the contractor on the value of each payment pertaining to the supply of overalls to cover his expenses in this regard.

**SL 11.06 PROVISION OF SMALL TOOLS FOR EPWP BENEFICIARY**

**SL 11.06.01** Provide all EPWP beneficiary with prescribed tools for their respective trades. Specification for the mentioned tools to be provided by the EPWP Service Provider. These tools will become the property of the EPWP beneficiary after the completion of the programme.....(Prov.Sum)....Unit: R 500-00 /youth worker

**SL 11.06.02** Profit and attendance..... Unit: %

**SL 11.07 APPOINTMENT OF EPWP BENEFICIARY TEAM LEADER/S**

**SL 11.07.01** Appointment of (\_\_\_\_) EPWP beneficiary team leader/s for the duration of the contract.....(Prov.Sum)..... Unit: R / EPWP beneficiary team leader

The EPWP beneficiary Team Leader will act as CLO/PLO to facilitate the project work between the EPWP beneficiary and the contractor. Umsobumvu Youth Fund can assist with the sourcing of EPWP beneficiary Team Leader for employment by the contractor.

**SL 11.08 LIAISON WITH SERVICE PROVIDER**.....Unit: hours

The tendered rate shall include full compensation for the cost of liaising with the Service Provider and Social Facilitators on all issues regarding the works.



PAGE NO	ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1		<b><u>BILL NO 2</u></b>				
1		<b><u>EMPLOYMENT AND TRAINING OF LABOUR ON THE EPWP BENEFICIARY INFRASTRUCTURE PROJECTS</u></b>				
1		<b><u>PREAMBLES</u></b>				
1		Tenderers are advised to study the Additional Specification SL: Employment and training of Labour on the Expanded Public Works Programme (EPWP) Infrastructure Projects as bound elsewhere in the Bills of Quantities and then price this Bill accordingly				
1		<b><u>TRAINING OF EPWP BENEFICIARY</u></b>				
1		(TARGET: 10 EPWP BENEFICIARY)				
1		Skills development and Technical training:				
1	1	Skills development and technical training for EPWP beneficiary for an average of 10 days (ref. SL11.01.01)	Item	1		
1	2	Penalty due to not meeting the target as in SL 11.01.02	Y/Work		R 2,000.00	
1		<b><u>TRAVELLING AND ACCOMMODATION DURING OFF SITE TRAINING:</u></b>				
1		Life skills training for 0 days (ref. SL 11.02.01)				
1	3	Travelling (based on 50km/EPWP beneficiary)	km	500		
1	4	Profit and attendance on Items 1, 2 & 3	%			
1		<b><u>EMPLOYMENT OF EPWP BENEFICIARY</u></b>				
1	5	Employment of EPWP beneficiary (30 youth) [New Office Block]	Item	1		
1		The unit of measurement shall be the number of EPWP beneficiary at the statutory labour rates of R 100/day multiplied by the period employed in months and the rate tendered shall include full compensation for all costs associated with the employment of EPWP beneficiary and for complying with the conditions of contract. The cost for training shall be excluded from this item. This item is based on 6 months appointment for EPWP beneficiary				
1	6	Employment of EPWP beneficiary(40 youth) [Parking garage]	Item	1		
		<b>TOTAL CARRIED TO SUMMARY</b>				

		UNIT	QUANTITY	RATE	AMOUNT
2	The unit of measurement shall be the number of EPWP beneficiary at the statutory labour rates of R 110/day multiplied by the period employed in months and the rate tendered shall include full compensation for all costs associated with the employment of EPWP beneficiary and for complying with the conditions of contract. The cost for training shall be excluded from this item. This item is based on 12 months appointment for EPWP beneficiary				
2	7 Employment of EPWP beneficiary (30 youth) [Conference Centre & Canteen]	Item	1		
2	The unit of measurement shall be the number of EPWP beneficiary at the statutory labour rates of R 120/day multiplied by the period employed in months and the rate tendered shall include full compensation for all costs associated with the employment of EPWP beneficiary and for complying with the conditions of contract. The cost for training shall be excluded from this item. This item is based on 12 months appointment for EPWP beneficiary				
2	<b><u>PROVISION OF EPWP DESIGNED OVERALLS TO YOUTH WORKERS</u></b>				
2	8 Supply EPWP designed overalls to EPWP beneficiary (ref. SL 11.05.01) for 100 workers	Item	1		
2	9 Profit and attendance on Items 5 - 8 (ref. SL 11:05.02)	%	7.5		
2	<b><u>PROVISION OF SMALL TOOLS FOR EPWP BENEFICIARY</u></b>				
2	10 Supply of small tools to EPWP beneficiary. Specification to be supplied by the EPWP-NYS Serviced Provider for the respective trades (ref. SL 11.06.01) for 100 workers	Item	1		
2	11 Profit and attendance (ref. SL 11.06.02)	%	7.5		
2	<b><u>APPOINTMENT OF YOUTH TEAM LEADERS</u></b>				
2	12 Appointment of EPWP beneficiary Team Leaders for the duration of the contract (ref. SL 11.07)	Item	1		
2	13 Liaison with Service Provider (ref. SL 11.08)	Hrs	30		
2	14 Profit and attendance on Items 12 & 13	%	7.5		

	FINAL TOTAL CARRIED TO PRELIMINARY AND GENERAL IN BILL OF QUANTITIES	
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<b>SCOPE OF WORKS IN RESPECT OF WORK RELATING TO THE EXTENDED PUBLIC WORKS PROGRAMME (EPWP)</b>			
<b>Project title:</b>	<b>ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM</b>		
<b>Project Code:</b>	<b>057604</b>	<b>EPWP NO:</b>	<b>N/A</b>

**Introductory notes:**

1. The works, or parts of the works will be constructed using labour-intensive methods only in terms of this specification. The use of plant to provide such works, other than plant specifically provided for in the scope of work, is a variation to 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.
2. 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.

**DESCRIPTION OF THE WORKS**

**Employer's objectives**

The employer's objectives are to deliver public infrastructure using labour-intensive methods in accordance with EPWP Guidelines.

**Labour-intensive works**

Labour-intensive works comprise the activities described in the Labour-Intensive Specification. Labour-intensive works shall be constructed/maintained using local workers who are temporarily employed in terms of the scope of work.

**LABOUR-INTENSIVE COMPETENCIES OF SUPERVISORY AND MANAGEMENT STAFF**

Contractors shall only engage supervisory and management staff in labour-intensive works that have completed the skills programme including Foremen/ Supervisors at NQF level 4 "National Certificate: Supervision of Civil Engineering Construction Processes" and Site Agent/ Manager at NQF level 5 "Manage Labour-Intensive Construction Processes" or equivalent QCTO qualifications (See Appendix C). at NQF outlined in Table 1. (See GUIDELINES FOR THE IMPLEMENTATION OF LABOUR-INTENSIVE INFRASTRUCTURE PROJECTS UNDER THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) -THIRD EDITION 2015)

Emerging contractors shall have personally completed, or be registered on a skills programme for the NQF level 2 unit standard. All other site supervisory staff in the employ of emerging contractors must have completed, or be registered on a skills programme for the NQF level 2 unit standards or NQF level 4 unit standards. Table 1: Skills programme for supervisory and management staff.

**Table 1: Skills programme for supervisory and management staff**

<b>Personnel</b>	<b>NQF level</b>	<b>Unit standard titles</b>	<b>Skills programme description</b>
Team leader / supervisor	2	Apply Labour-Intensive Construction Systems and Techniques to Work Activities	This unit standard must be completed, and  any one of these 3 unit standards
		Use Labour-Intensive Construction Methods to Construct and Maintain Roads and Storm water Drainage	
		Use Labour-Intensive Construction Methods to Construct and Maintain Water and Sanitation Services	

Personnel	NQF level	Unit standard titles	Skills programme description
Foreman/supervisor	4	Use Labour-Intensive Construction Methods to Construct, Repair and Maintain structures Implement Labour-Intensive Construction Systems and Techniques Use Labour-Intensive Construction Methods to Construct and Maintain Roads and Storm water Drainage Use Labour-Intensive Construction Methods to Construct and Maintain Water an Sanitation Services Use Labour-Intensive Construction Methods to Construct, Repair and Maintain structures	This unit standard must be completed, and any one of these 3 unit standards
Site Agent /Manager (i.e. the contractor's most senior representative that is resident on the site)	5	Manage Labour-Intensive Construction Processes	Skills Programme against this single unit standard
Details of these skills programmes may be obtained from the CETA ETQA manager (e-mail :gerard@ceta.co.za , tel: 011-265 5900)			

#### EMPLOYMENT OF UNSKILLED AND SEMI-SKILLED WORKERS IN LABOUR-INTENSIVE WORKS

- 1.1 Requirements for the sourcing and engagement of labour.
  - 1.1.1 Unskilled and semi-skilled labour required for the execution of all labour-intensive works shall be engaged strictly in accordance with prevailing legislation and SANS 1914-5, Participation of Targeted Labour.
  - 1.1.2 The rate of pay set for the SPWP per task or per day will be an acceptable rate determined by the Department of Labour.
  - 1.1.3 Tasks established by the contractor must be such that:
    - a) the average worker completes 5 tasks per week in 40 hours or less; and
    - b) the weakest worker completes 5 tasks per week in 55 hours or less.
  - 1.1.4 The contractor must revise the time taken to complete a task whenever it is established that the time taken to complete a weekly task is not within the requirements of 1.1.3.
  - 1.1.5 The Contractor shall, through all available community structures, inform the local community of the labour-intensive
    - a) where the head of the household has less than a primary school education;
    - b) that have less than one full time person earning an income;
    - c) where subsistence-agriculture is the source of income.
    - d) that who are not in receipt of any social security pension income
  - 1.1.6 The Contractor shall endeavour to ensure that the expenditure on the employment of unskilled and semi-skilled workers is in the following proportions:
    - a) 55% women;
    - b) 55% youth who are between the ages of 18 and 35; and
    - c) 2% on persons with disabilities.
- 1.2 Specific provisions pertaining to SANS 1914-5
  - 1.2.1 Definitions  
Targeted labour: Unemployed persons who are employed as local labour on the project.
  - 1.2.2 Contract participation goals
    - 1.2.2.1 There is no specified contract participation goal for the contract. The contract participation goal shall be measured in the performance of the contract to enable the employment provided to targeted labour to be quantified.
    - 1.2.2.2 The wages and allowances used to calculate the contract participation goal shall, with respect to both time-rated and task rated workers, comprise all wages paid and any training allowance paid in respect of agreed training programmes.

- 1.2.3 Terms and conditions for the engagement of targeted labour  
 Further to the provisions of clause 3.3.2 of SANS 1914-5, written contracts shall be entered into with targeted labour.
- 1.2.4 Terms and conditions for the engagement of targeted labour  
 Further to the provisions of clause 3.3.2 of SANS 1914-5, written contracts shall be entered into with targeted labour.
- 1.2.5 Variations to SANS 1914-5
- 1.2.5.1 The definition for net amount shall be amended as follows:  
 Financial value of the contract upon completion, exclusive of any value added tax or sales tax which the law requires the employer to pay the contractor.
- 1.2.5.2 The schedule referred to in 5.2 shall in addition reflect the status of targeted labour as women, youth and persons with disabilities and the number of days of formal training provided to targeted labour.
- 1.3 Training of targeted labour
- 1.3.1 The contractor shall provide all the necessary on-the-job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract in a manner that does not compromise worker health and safety.
- 1.3.2 The cost of the formal training of targeted labour, will be funded by the local office of the Department of Labour. This training will take place as close to the project site as practically possible. The contractor must access this training by informing the relevant regional office of the Department of Labour in writing, within 14 days of being awarded the contract, of the likely number of persons that will undergo training and when such training is required. The Employer and the Department of Public Works (Fax: 012 3258625/ EPWP Unit, Private Bag X65, Pretoria 0001) must be furnished with a copy of this request.
- 1.3.3 The contractor shall do nothing to dissuade targeted labour from participating in training programmes and shall take all reasonable steps to ensure that each beneficiary is provided with two days of formal training for every 22 days worked.
- 1.3.4 An allowance equal to 100% of the task rate or daily rate shall be paid by the contractor to workers who attend formal training, in terms of the above.
- 1.3.5 Proof of compliance with the above requirements must be provided by the Contractor to the Employer prior to submission of the final payment certificate.

## GENERIC LABOUR-INTENSIVE SPECIFICATION

### 1 Scope

This specification establishes general requirements for activities which are to be executed by hand involving the following:

- a) trenches having a depth of less than 1.5 metres
- b) storm water drainage
- c) low-volume roads and sidewalks

### 2 Precedence

Where this specification is in conflict with any other standard or specification referred to in the Scope of Works to this Contract, the requirements of this specification shall prevail.

### 3 Hand excavateable material

Hand excavateable material is material:

#### a) Granular materials:

- i) whose consistency when profiled may in terms of table 1 be classified as very loose, loose, medium dense, or dense; or
- ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 15 blows of a dynamic cone penetrometer is required to penetrate 100mm;

#### b) Cohesive materials:

- i) whose consistency when profiled may in terms of table 1 be classified as very soft, soft, firm, stiff and stiff / very stiff; or
- ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 8 blows of a dynamic cone penetrometer is required to penetrate 100mm;

**Note:** 1) A boulder, a cobble and gravel is material with a particle size greater than 200mm, between 60 and 200mm.

2) A dynamic cone penetrometer is an instrument used to measure the in-situ shear resistance of a soil comprising a drop weight of approximately 10 kg which falls through a height of 400mm and drives a cone having a maximum diameter of 20mm (cone angle of 60 degrees with respect to the horizontal) into the material being used.

**Table 2: Consistency of materials when profiled**

GRANULAR MATERIALS		COHESIVE MATERIALS	
CONSISTENCY	DESCRIPTION	CONSISTENCY	DESCRIPTION
Very loose	Crumbles very easily when scraped with a geological pick.	Very soft	Geological pick head can easily be pushed in as far as the shaft of the handle.

Loose	Small resistance to penetration by sharp end of a geological pick.	Soft	Easily dented by thumb; sharp end of a geological pick can be pushed in 30-40 mm; can be moulded by fingers with some pressure.
Medium dense	Considerable resistance to penetration by sharp end of a geological pick.	Firm	Indented by thumb with effort; sharp end of geological pick can be pushed in upto 10 mm; very difficult to mould with fingers; can just be penetrated with an ordinary hand spade.
Dense	Very high resistance to penetration by the sharp end of a geological pick; requires many blows for excavation.	stiff	Can be indented by thumb-nail; slight indentation produced by pushing geological pick point into soil; cannot be moulded by fingers.
Very dense	High resistance to repeated blows of a geological pick.	Very stiff	Indented by thumb-nail' with difficulty; slight indentation produced by blow of a geological pick point.

**4 Trench excavation**

All hand excavateable material in trenches having a depth of less than 1,5 metres shall be excavated by hand.

**5 Compaction of backfilling to trenches (areas not subject to traffic)**

Backfilling to trenches shall be placed in layers of thickness (before compaction) not exceeding 100mm. Each layer shall be compacted using hand stampers

- a) to 90% Proctor density;
- b) such that in excess of 5 blows of a dynamic cone penetrometer (DCP) is required to penetrate 100 mm of the backfill, provided that backfill does not comprise more than 10% gravel of size less than 10mm and contains no isolated boulders, or
- c) such that the density of the compacted trench backfill is not less than that of the surrounding undisturbed soil when tested comparatively with a DCP.

**6 Excavation**

All hand excavateable material including topsoil classified as hand excavateable shall be excavated by hand. Harder material may be loosened by mechanical means prior to excavation by hand.

The excavation of any material which presents the possibility of danger or injury to workers shall not be excavated by hand.

**7 Clearing and grubbing**

Grass and small bushes shall be cleared by hand.

**8 Shaping**

All shaping shall be undertaken by hand.

**9 Loading**

All loading shall be done by hand, regardless of the method of haulage.

**10 Haul**

Excavation material shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150 m.

**11 Offloading**

All material, however transported, is to be off-loaded by hand, unless tipper-trucks are utilised for haulage.

**12 Spreading**

All material shall be spread by hand.

**13 Compaction**

Small areas may be compacted by hand provided that the specified compaction is achieved.

**14 Grassing**

All grassing shall be undertaken by sprigging, sodding, or seeding by hand.

**15 Stone pitching and rubble concrete masonry**

All stone required for stone pitching and rubble concrete masonry, whether grouted or dry, must be collected, loaded, off loaded and placed by hand.

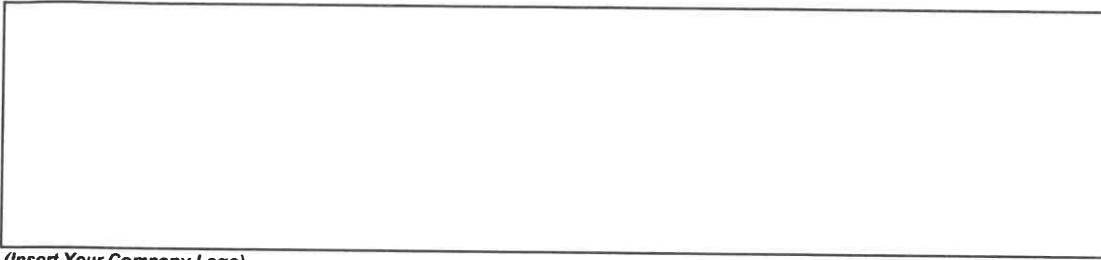
Sand and stone shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150m.

Grout shall be mixed and placed by hand.

**16 Manufactured Elements**

Elements manufactured or designed by the Contractor, such as manhole rings and cover slabs, precast concrete planks and pipes, masonry units and edge beams shall not individually, have a mass of more than 320kg. In addition, the items shall be large enough so that four workers can conveniently and simultaneously acquire a proper handhold on them.





*(Insert Your Company Logo)*

*(This shall serve as the cover page on employment contracts for local labour)*

## **EMPLOYMENT AGREEMENT**

**BETWEEN**

***[CONTRACTOR NAME].....***

**AND**

***[WORKER NAME].....***

## 1. PARTIES

The Parties to this Agreement are -

- 1.1. Contractor: \_\_\_\_\_  
herein represented by: \_\_\_\_\_  
duly authorised thereto

And

- 1.2. Mr / Me: \_\_\_\_\_  
[worker's name]

## 2. DEFINITIONS AND INTERPRETATION

- 2.1. In this Agreement and any Annexure thereto, unless inconsistent with or otherwise indicated by the context-

<b>"Agreement"</b>	means the contents of this Agreement.
<b>"Company"</b>	means the company that employs the worker
<b>"Department"</b>	means the Department of Public Works
<b>"Worker"</b>	is a person that performs a specific or necessary task or who completes tasks in a certain way
<b>"EPWP"</b>	The Expanded Public Works Programme is a government programme aimed at the alleviation of poverty and unemployment. The programme ensures the full engagement on Labour Intensive Methods of Construction (LIC) to contractors for skills development. The EPWP focuses at reducing unemployment by increasing economic growth by means of improving skills levels through education and training and improving the enabling environment for the industry to flourish.

## 3. PURPOSE

The purpose of this agreement is to:-

**Ensure that the agreement is binding to both the Worker and the Employer.**

#### 4. TERMS AND CONDITIONS

- The worker will have no entitlement to the benefits of a full time employee, namely;  

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- The worker should not have the expectation that this contract will be renewed or extended.
- The worker will be subject to all laws, rules, policies, codes and procedures applicable to the;  

---
- The worker must meet the standards and requirements of the contractor
- The worker must render his/her services during normal working hours of minimum of forty to fifty five hours in any week; which comprise of an eight-hour working day in a five-day week.

#### 5. REMUNERATION

The worker will receive compensation to the amount of R\_\_\_\_\_00 which must be paid by the 25<sup>th</sup> or on the last day of each month.

#### 6. ROLES AND RESPONSIBILITIES

##### 6.1 Employer / Worker

- Work for \_\_\_\_\_ in terms of the period as specified in the employment agreement contract.
- Be available for and participate in all learning and work experience required by the company.
- Comply with workplace policies and procedures.
- Complete any attendance or any written assessment tools supplied by the contractor to record relevant workplace experience.
- Demonstrate willingness to grow and learn through work experience.

Provide the following documentation to the employer,

- Certified identity document not longer than 3 months
- ID size photos
- Sign employment contract

## 6.2 Employer

- Employ the worker for a period specified in the agreement.
- Provide the worker with appropriate work based experience in the work environment.
- Facilitate payments of wages / stipends.
- Keep accurate records of workers.
- Where a worker/ learner is disabled, the employer will have to provide in the additional needs e.g. special materials, learning aids and in some cases physical or professional support (such aids remain the property of the employer).
- Keep up to date records of learning and discuss progress with the intern on a regular basis.
- Apply fair disciplinary, grievance and dispute resolution procedures to the worker.
- Prepare an orientation/ induction course to introduce worker/ learner to the workplace and specific workplace requirements.
- Ensure the daily attendance register is signed by the worker.

## 7. DURATION.

This agreement commences on: \_\_\_\_\_

and

expires on: \_\_\_\_\_

## 8. BREACH.

If either party commits any breach of the terms of this contract (and fails to rectify it within 30 days of receipt of a written notice calling it to do so, then) the other party shall be entitled to terminate the contract or to claim specific performance without prejudice to any of its other legal rights, including its rights to claim damages.

## 9. CONDITIONS OF EMPLOYMENT

### 9.1. Meal Breaks

- 9.1.1 A worker may not work for more than five hours without taking a meal break of at least thirty minutes duration.
- 9.1.2 An employer and worker may agree on longer meal breaks.
- 9.1.3 A worker may not work during a meal break. However, an employer may require a worker to perform duties during a meal break if those duties cannot be left unattended and cannot be performed by another worker. An employer must take reasonable steps to ensure that a worker is relieved of his or her duties during the meal break.
- 9.1.4 A worker is not entitled to payment for the period of a meal break. However, a worker who is paid on the basis of time worked must be paid if the worker is required to work or to be available for work during the meal break.

### 9.2. Special Conditions for Security Guards (Only applicable to security Guards)

- 9.2.1 A security guard may work up to 55 hours per week and up to eleven hours per day.
- 9.2.2 A security guard who works more than ten hours per day must have a meal break of at least one hour or two breaks of at least 30 minutes each.

### 9.3. Weekly Rest Period

Every worker must have two days off every week. A worker may only work on their day off to perform work which must be done without delay and cannot be performed by workers during their ordinary hours of work ("emergency work").

### 9.4. Work on Sundays and Public Holidays

- 9.4.1 A worker may only work on a Sunday or public holiday to perform emergency or security work.

9.4.2 Work on Sundays is paid at the ordinary rate of pay.

9.4.3 A task-rated worker who works on a public holiday must be paid;

- (a) the worker's daily task rate, if the worker works for less than four hours;
- (b) double the worker's daily task rate, if the worker works for more than four hours.

9.4.4 A time-rated worker who works on a public holiday must be paid

- (a) the worker's daily rate of pay, if the worker works for less than four hours on the public holiday;
- (b) double the worker's daily rate of pay, if the worker works for more than four hours on the public holiday.

## **9.5 Sick leave**

9.5.1 Only workers who work more than 24 hours per month have the right to claim sick-pay in terms of this clause.

9.5.2 A worker who is unable to work on account of illness or injury is entitled to claim one day's paid sick leave for every full month that the worker has worked in terms of a contract.

9.5.3 A worker may accumulate a maximum of twelve days' sick leave in a year.

9.5.4 Accumulated sick-leave may not be transferred from one contract to another contract.

9.5.5 An employer must pay a task-rated worker the worker's daily task rate for a day's sick leave.

9.5.6 An employer must pay a time-rated worker the worker's daily rate of pay for a day's sick leave.

9.5.7 An employer must pay a worker sick pay on the worker's usual payday.

9.5.8 Before paying sick-pay, an employer may require a worker to produce a certificate stating that the worker was unable to work on account of sickness or injury if the worker is

- (a) absent from work for more than two consecutive days; or
- (b) absent from work on more than two occasions in any eight-week period.

9.5.9 A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or a clinic staff member authorised to issue medical certificates indicating the duration and reason for incapacity.

9.5.10 A worker is not entitled to paid sick-leave for a work-related injury or occupational disease for which the worker can claim compensation under the Compensation for Occupational Injuries and Diseases Act.

## **9.6 Maternity Leave**

9.6.1 A worker may take up to four consecutive months' unpaid maternity leave.

9.6.2 A worker is not entitled to any payment or employment-related benefits during maternity leave.

9.6.3 A worker must give her employer reasonable notice of when she will start maternity leave and when she will return to work.

9.6.4 A worker is not required to take the full period of maternity leave. However, a worker may not work for four weeks before the expected date of birth of her child or for six weeks after the birth of her child, unless a medical practitioner, midwife or qualified nurse certifies that she is fit to do so.

9.6.5 A worker may begin maternity leave as follows;

- (a) four weeks before the expected date of birth; or
- (b) on an earlier date
  - (i) if a medical practitioner, midwife or certified nurse certifies that it is necessary for the health of the worker or that of her unborn child; or
  - (ii) if agreed to between employer and worker; or

(c) on a later date, if a medical practitioner, midwife or certified nurse has certified that the worker is able to continue to work without endangering her health.

10.6 A worker who has a miscarriage during the third trimester of pregnancy or bears a stillborn child may take maternity leave for up to six weeks after the miscarriage or stillbirth.

**9.7. Family responsibility leave**

9.7.1 Workers, who work for at least four days per week, are entitled to three days paid family responsibility leave each year in the following circumstances;

- (a) when the employee's child is born;
- (b) when the employee's child is sick;
- (c) in the event of a death of
  - (i) the employee's spouse or life partner;
  - (ii) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

**9.8. Keeping Records**

9.8.1 Every employer must keep a written record on site for the duration of the project and three (3) year after completion records should consists of at least the following;

- (a) the worker's name and position;
- (b) copy of an acceptable worker identification
- (c) in the case of a task-rated worker the number of tasks completed by the worker;
- (d) in the case of a time-rated worker, the time worked by the worker;
- (e) payments made to each worker in a form of Proof of Payment, Payroll registers and the acknowledgement of payment receipt signed by the worker.

9.8.2 The employer must keep this record for a period of at least three years after the completion of the EPWP.

**9.9. Payment**

9.9.1 An employer must pay all wages at least monthly in cash or by cheque or into a bank account.

9.9.2 A worker may not be paid less than the Ministerial Determination wage rate.

9.9.3 A task-rated worker will only be paid for tasks that have been completed.

9.9.4 An employer must pay a task-rated worker within five weeks of the work being completed and the work having been approved by the manager or the contractor having submitted an invoice to the employer.

9.9.5 A time-rated worker will be paid at the end of each month.

9.9.6 Payment must be made in cash, by cheque or by direct deposit into a bank account designated by the worker.

9.9.7 Payment in cash or by cheque must take place

- (a) at the workplace or at a place agreed to by the worker;
- (b) during the worker's working hours or within fifteen minutes of the start or finish of work;
- (c) in a sealed envelope which becomes the property of the worker.

9.9.8 An employer must give a worker the following information in writing

- (a) the period for which payment is made;
- (b) the numbers of tasks completed or hours worked;
- (c) the worker's earnings;
- (d) any money deducted from the payment;
- (e) the actual amount paid to the worker.

9.9.9 If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it.

9.9.10 If a worker's employment is terminated, the employer must pay all monies owing to that worker within one month of the termination of employment.

**9.10. Inclement weather**

If no work has begun on site, and if an employee has reported for work, the employee will be paid for four hours. Should work be stopped after the first four hours, the employee will be paid for the hours worked. Where the employer has given employees notice on the previous working day that no work will be available due to inclement weather, then no payment will be made.

**9.11. Deductions**

9.11.1 An employer may not deduct money from a worker's payment unless the deduction is required in terms of a law.

9.11.2 An employer must deduct and pay to the SA Revenue Services any income tax that the worker is required to pay.

9.11.3 An employer who deducts money from a worker's pay for payment to another person must pay the money to that person within the time period and other requirements specified in the agreement of Law; court order or arbitration

9.11.4 It is the responsibility of the employers to arrange for all persons employed on a Project to be covered in terms of the Unemployment Insurance Fund Contributions Act, 2002 (Act No. 4 of 2002)

9.11.5 An employer may not require or allow a worker to

- (a) repay any payment except an overpayment previously made by the employer by mistake;

- (b) state that the worker received a greater amount of money than the employer actually paid to the worker; or
- (c) pay the employer or any other person for having been employed.

### 9.12. Health and Safety

9.12.1 Employers must take all reasonable steps to ensure that the working environment is healthy and safe.

9.12.2 A worker must;

- (a) work in a way that does not endanger his/her health and safety or that of any other person;
- (b) obey any health and safety instruction;
- (c) use any personal protective equipment or clothing issued by the employer;
- (d) report any accident, near-miss incident or dangerous behaviour by another person to their employer or manager.

### 9.13. Compensation for Injuries and Diseases

9.13.1 It is the responsibility of the employers to arrange for all persons employed on a Project to be covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993 as amended by COIDA Act 61, 1997.

9.13.2 A worker must report any work-related injury or occupational disease to their employer or manager.

9.13.3 The employer must report the accident or disease to the Compensation Commissioner.

9.13.4 An employer must pay a worker who is unable to work because of an injury caused by an accident at work 75% of their earnings for up to three months. The employer will be refunded this amount by the Compensation Commissioner. This does NOT apply to injuries caused by accidents outside the workplace such as road accidents or accidents at home.

### 9.14. Termination

9.14.1 The employer may terminate the employment of a worker for good cause after following a fair procedure.

9.14.2 A worker will not receive severance pay on termination.

9.14.3 A worker is not required to give notice to terminate employment. However, a worker who wishes to resign should advise the employer in advance to allow the employer to find a replacement.

9.14.4 A worker **who is absent for more than three consecutive days** without informing the employer of an intention to return to work will have terminated the contract. However, the worker may be re-engaged if a position becomes available.

9.14.5 A worker who does not attend required training events, without good reason, will have terminated the contract. However, the worker may be re-engaged if a position becomes available.

Notice procedure is as follows;

- One week if employed for four weeks or less
- Two weeks if employed for more than four weeks but not more than a year
- Four weeks of employed for one (1) year or more

### 9.15. Certificate of Service

9.15.1 On termination of employment, a worker is entitled to a certificate stating;

- (a) the worker's full name;
- (b) the name and address of the employer;
- (c) the Project on which the worker worked; the work performed by the worker;
- (d) any training received by the worker;
- (e) the period for which the worker worked on the Project; and
- (f) any other information agreed on by the employer and worker.

### 9.16. DOMICILE

The address to which notices and all legal documents may be delivered or served are as follows:

#### Employee Details

Name & Surname: \_\_\_\_\_

ID No: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Contact No: \_\_\_\_\_

Date of Employment: \_\_\_\_\_

To be supervised by:	Main Contractor:	<input type="text"/>
	or Sub Contractor:	<input type="text"/>
Category of employment:	Skilled:	<input type="text"/>
	Semi-skilled:	<input type="text"/>
	Unskilled:	<input type="text"/>

For Skilled & Semi-skilled state the trade: \_\_\_\_\_

Period of employment: Fixed for until when your services are still required on site

I confirm that I have been inducted and fully understand the condition of my appointment.

Employee Signature: \_\_\_\_\_ Witness by SGB/CLO: \_\_\_\_\_

Signature by Witness: \_\_\_\_\_

#### Employer Details

Name & Surname: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact No: \_\_\_\_\_ Signature: \_\_\_\_\_



**EXPANDED PUBLIC WORKS PROGRAMME**

**The Attendance Register for on-site Workers**

Reporting month: \_\_\_\_\_ Cell No: \_\_\_\_\_

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Project Name: **ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

Project Code: **057604** Tender No **ZNTU 04291 W**

IDENTITY NUMBER:

Day	Date	Time In	Signature	Time Out	Signature	Report On Any Formal Training Provided In The Reporting Month
<b>WEEK 1</b>						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
<b>WEEK 2</b>						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
<b>WEEK 3</b>						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
<b>WEEK 4</b>						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
<b>WEEK 5</b>						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
<b>Total Days worked</b>						



**BUSINESS PLAN**

Reference No	
Profile ID	
Project Name	
<b>Project Details</b>	
Project Name	
Project Reference Number	
Project description	
Project Start Date	
Project End Date	
Estimated Budget	
<b>Project Location</b>	
Province	
District/Metro Municipality	
Local Municipality/Metro Region	
Latitude (in decimal format)	
Longitude (in decimal format)	
<b>Public Body Details</b>	
Public body sphere	
Reporting public body that is the project owner (and will report on the project)	
Implementing public body type	
Public body that will implement the project	
DP reference number allocated to the project	
<b>PWP Details</b>	
PWP Sector	
PWP Program	
PWP Sub programme	
<b>Budget Amount</b>	
April 2014/March 2015	
April 2015/March 2016	

<b>Total Budget Amount</b>	
<b>Wages</b>	
<b>UIF</b>	
<b>COIDA</b>	
<b>Training</b>	
<b>Administration</b>	
<b>Equipment and materials</b>	
<b>Other</b>	
<b>Describe other</b>	
<b>Outputs and Training</b>	
<b>Output</b>	
<b>Description</b>	
<b>Target Quantity</b>	
<b>Number of persons to be trained</b>	
<b>Contact person</b>	
<b>Title</b>	
<b>Initials</b>	
<b>First Name</b>	
<b>Surname</b>	
<b>Email</b>	
<b>Tel (Office)</b>	
<b>Fax Number</b>	
<b>Cell Number</b>	
<b>Physical Address 1</b>	
<b>Physical Address 2</b>	
<b>Physical Address 3</b>	
<b>Physical Address 4</b>	
<b>Postal Address 1</b>	
<b>Postal Address 2</b>	

<b>Postal Address 3</b>	
<b>Postal Address 4</b>	



**KZN PUBLIC WORKS**

**Monthly Data collection for LOCAL Labour**



Name of Contractor: \_\_\_\_\_

Project Code: 057604

**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604: MVUTSHINI CLINIC:  
 PROVISION OF BOREHOLE WITH BOOSTER PUMP AND WATER TREATMENT SYSTEM**

Name of Project: \_\_\_\_\_

Reporting month: \_\_\_\_\_

No	Beneficiary Details										Other Language Language 1					
	First Name	Initial	Surname	ID number	D.O.B	Gender F/M	Disability Y/N	Start Date on the current month	End Date on the current month	Total days worked		Job description	Registered on UIF (Y/N)	Registered with COIDA (Y/N)	Are you receiving any Gov grant? (Y/N)	1st Language
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
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30																







**KZN PUBLIC WORKS**

**Worker payment capture form for LOCAL Labour**

Name of Contractor: \_\_\_\_\_

Name of Project: \_\_\_\_\_

**ZNTU 04291 W: DEPARTMENT OF HEALTH:  
 WIMS NO. 057604: MVUTSHINI CLINIC:  
 PROVISION OF BOREHOLE WITH BOOSTER  
 PUMP AND WATER TREATMENT SYSTEM**

Project Code: **057604**



**KWAZULU-NATAL PROVINCE**  
 PUBLIC WORKS  
 REPUBLIC OF SOUTH AFRICA

Reporting month: \_\_\_\_\_

**Payment Upload**

No.	First Name	Initials	Surname	Identity No.	D.O.B	Job Description	Daily Wage Rate	Total Paid Days	Total Amount Paid	Total days Worked Days
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Contractor sign: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Contact no: \_\_\_\_\_

DPW Official/Consultant sign: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Contact no: \_\_\_\_\_

EPWP Official sign: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Contact no: \_\_\_\_\_





**KZN PUBLIC WORKS**  
**Worker Training capture form for LOCAL Labour**

Name of Contractor: \_\_\_\_\_  
Name of Project: \_\_\_\_\_

**ZNTU 04291 W: DEPARTMENT OF HEALTH: WIMS NO. 057604:**  
**MVUTSHINI CLINIC: PROVISION OF BOREHOLE WITH**  
**BOOSTER PUMP AND WATER TREATMENT SYSTEM**

Project Code: **057604**

Reporting month: \_\_\_\_\_

**Training**

No	Name	Surname	ID No.	Job description	Course Name	Was training Accredited or Non - accredited by a relevant SETA	Start date on current month	End date on current month	Training Days Paid	Training Days Not Paid	Total Number of Training Days	Cost per trainee	Is training complete or on - going	Name of Training Provider
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														

Contractor sign: \_\_\_\_\_ DPW Official/Consultant sign: \_\_\_\_\_ EPWP Official sign: \_\_\_\_\_  
 Designation: \_\_\_\_\_ Designation: \_\_\_\_\_ Designation: \_\_\_\_\_

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

Contact no: \_\_\_\_\_

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

Contact no: \_\_\_\_\_

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

Contact no: \_\_\_\_\_

### Location

Locality Name	Kwa-Gingindlovu
Municipality	Umlalazi local municipality
Subplace	Mvutshini
Ward	29
Government Facility	Clinic
Latitude	-28,95144 S
Longitude	31,56926 E
Physical Address/Location	Kwa-Gingindlovu Area

Please do a print preview  
before printing.

