

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS
OF JOHANNESBURG WATER**

**DESCRIPTION: SERVICING AND MAINTENANCE OF FIRE EQUIPMENT FOR JW HEAD OFFICE,
TURBINE HALL, NEWTOWN.**

RFQ NUMBER: RFQJW117TN26	
ADVERT DATE: 22 JULY 2026	
CLOSING DATE: 06 AUGUST 2026	
CLOSING TIME: 16:00	
RFQ VALIDITY PERIOD: 60 Days	
TOTAL QUOTATION VALUE MUST BE INCLUSIVE OF ALL APPLICABLE TAXES. NB: FAILURE TO INCLUDE ALL APPLICABLE TAXES ON QUOTATION WILL LEAD TO DISQUALIFICATION.	
SUBMISSION OF QUOTATIONS: SUBMISSIONS MUST BE MADE ON THE E-TENDER PORTAL (https://www.etenders.gov.za/)	
BRIEFING SESSION - VENUE: NOT APPLICABLE DATE: 30 JULY 2026 TIME: 09:00	
CONTACT PERSON SUPPLY CHAIN MANAGEMENT Name: Tlangelani Nkuna Tel No: 011 688 1925 Email: tlangelani.nkuna@jwater.co.za	CONTACT PERSON END USER DEPARTMENT Name: Elelloang Fortune Mohlakoana Tel No: 011 688 1859 Email: elelloang.mohlakoana@jwater.co.za
Name of Bidder: Total Amount excl. VAT: VAT Amount: Total Amount Incl. VAT:	

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Kgauelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
Mr Molate Mashifane, Ms Pamela Mabece, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela, Mr Kefiloe Mokoena
Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30



City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall
65 Ntshavheni Street
Newtown
Johannesburg

Johannesburg Water
PO Box 61542
Marshalltown
2107

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Fax +27(0) 11 688 1528

www.johannesburgwater.co.za

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 22, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR SPECIFIC GOALS AS PER PPPFA 2022

ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD)

- 1. QUOTATIONS MUST BE ON COMPANY LETTERHEADS**
- 2. QUOTATIONS RECEIVED AFTER CLOSING DATE AND TIME WILL NOT BE ACCEPTED.**
- 3. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED**
- 4. TOTAL QUOTATION VALUE TO INCLUDE ALL APPLICABLE TAXES.**
- 5. SUBMIT A COPY OF A VALID BBBEE CERTIFICATE OR SWORN AFFIDAVIT.**
- 6. ENSURE THAT ALL ATTACHED MBD'S ARE DULY COMPLETED AND SIGNED**
- 7. SUBMIT A COPY OF VALID LEASE AGREEMENT OR MUNICIPAL ACCOUNT STATEMENT NOT OLDER THAN 3 MONTHS AND NOT IN ARREARS FOR MORE THAN 90 DAYS**
- 8. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY**

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Guide: How to submit a response on the E-tender Portal

- Submit on E tender portal, following the below:
 1. (<https://www.etenders.gov.za/>)
 2. Search/Click Browse Opportunities by organ of state (Johannesburg Water)/search by RFQ reference number.
 3. Click the **+ sign** to expand the tender/ RFQ information.
 4. start the e submission process.
 5. Supplier login
 6. Use your CSD Credentials to Login. Contact CSD on (csd@treasury.gov.za) in case you forgot your login credentials. "My profile should show if you have logged in successfully".
 7. select supplier.
 8. check the submission checklist and attached the compulsory documents.
 9. confirm and proceed.

If the application is not going through on the E-tender portal Contact:

eTenders Contact Centre

+27(0)12 406 9222 / 012 406-9229 / 012 312-5000

etenders@treasury.gov.za <https://etenders.treasury.gov>

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SPECIFICATIONS: SERVICING AND MAINTENANCE OF FIRE EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN.

Evaluation CRITERIA				
#	Criteria	Description	Documentary Evidence	COMPLY
1.	Professional registration	The bidder must hold a valid SAQCC Fire registration in the Portable Fire Fighting Equipment (PFFE) discipline and provide proof of such registration.	Tenderer must furnish proof of accreditation	(YES/NO)

Bidders **must** submit the above documentation as a **mandatory requirement**. Failure to comply with this requirement will result in the bid being deemed **non-responsive** and the bidder will be disqualified from further evaluation.

Johannesburg Water reserves the right to verify the bidder's registration and certification status with the **South African Qualification and Certification Committee (SAQCC)**. If the bidder's registration or certification cannot be verified as valid and current by the SAQCC, the bidder will be disqualified and eliminated from the evaluation process.

1. EXPERIENCE IN SERVICING OF FIRE EXTINGUISHERS AND HOSE REELS	SUB-CRITERIA	50
Supply a list of similar projects undertaken in servicing of fire extinguishers and hose reels servicing/ similar with reference letters as proof. (Contactable references) Reference letters must be dated and on company letterhead	More than six (6) years relevant experience	20
	Five (5) to six (6) years relevant experience	15
	Three (3) to four (4) years relevant experience	10
	One (1) to two (2) years relevant experience	5
	No submission of evidence for less than one (1) year experience.	0
TOTAL		
Minimum score must be 60% to progress to the next stage of the evaluation process		



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Fire Equipment Register

Location	Product	Weight	Qty
IT Store Room	CO2	5kg	10
Entrance Area	Fire Hydrant		1
Basement 3	Dry Powder	9kg	6
	Fire Hydrant		3
	Fire Hose Reel		2
Basement 2	Dry Powder	9kg	15
	Fire Hydrant		5
	Fire Hose Reel		6
Basement 1	CO2	5kg	4
	CO2	2kg	1
	Dry Powder	2kg	2
	Dry Powder	4,5kg	15
	Dry Powder	9kg	10
	Fire Hydrant		8
	Fire Hose Reel		16
	Liquid wet chemical extinguisher	6 litres	1
Ground Floor	CO2	5kg	1
	Dry Powder	4,5kg	22
	Fire Hose Reel		10
First Floor	Dry Powder	4.5kg	17
	Fire Hydrant		3
	Fire Hose Reel		8
2nd Floor	Dry Powder	4,5kg	15
	Fire Hydrant		9
	Fire Hose Reel		8
3rd Floor	Dry Powder	4,5kg	16
	Fire Hydrant		5
	Fire Hose Reel		8
Roof Top	Dry Powder	4,5kg	2



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PRICING SCHEDULE

ITEM DESCRIPTION	QUANTITY	UNIT PRICE (ZAR)	TOTAL PRICE (ZAR)
CO2 - 2KG	1		
CO2 - 5KG	15		
Dry Powder - 2KG	2		
Dry Powder - 4.5KG	87		
Dry Powder - 9kg	31		
Fire Hydrant	34		
Fire Hose Reel	58		
Liquid Wet Chemical Extinguisher	1		
Labour			
Sub-Total			
VAT			
Grand Total			

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SPECIAL CONDITIONS

- **The Technicians must possess a valid SAQCC certification.**
- **The Company must hold a valid SANS 1475 (Part 1 & 2) :2010 permit**
- **The Service Provider will comply with Occupational Health and Safety requirements post award**
- **The Service Provider will provide a service Certificate together with a Fire Register upon completion of the service**
- **Service provider must have SF1 CIDB grading**



OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

PROJECT NUMBER:	-
PROJECT LOCATION:	TURBINE HALL, NEWTOWN
PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN.

BASELINE RISK ASSESSMENT



OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

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PROJECT LOCATION:	TURBINE HALL, NEWTOWN
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ACTIVITY: TRANSPORTATION OF MATERIALS TO SITE

Task	Hazard	Risk	Consequence	Rating	Controls
Transportation of material to site	✓ Unsafe road conditions ✓ Un-road worthy vehicles ✓ Equipment and material not safely secured ✓ Incompetent drivers ✓ Driving under the influence of alcohol ✓ Inclement weather ✓ Speeding ✓ Slippery road	✓ Overturning vehicles ✓ Vehicle collisions ✓ Bumping pedestrians / employees	✓ Injuries ✓ Property damages ✓ Third party liability	M	✓ Adherence to the speed limit ✓ Only competent/ authorised drivers should operate the vehicle ✓ Inspection of vehicles ✓ Equipment and material to be properly secured ✓ Alcohol testing to be done ✓ The road to be paved to prevent accidents ✓ Traffic control to be implemented to avoid collisions
Transportation of material to site	✓ Defective strapping ✓ Incompetent driver ✓ No inspection ✓ Overloading of truck	✓ Falling load - Loss of control of vehicle	✓ Injuries - Property damages	M	✓ Ensure that the load is properly secured in the truck. ✓ Driver must have a valid PDP ✓ Driver must inspect truck and ensure that it is roadworthy ✓ Driver must keep the speed limit while driving
Offloading of material	✓ Poor housekeeping	✓ Trip and falls ✓ Obstructed walkways by materials	✓ Injuries	L	✓ Train the employees in manual lifting ✓ Ensure proper housekeeping ✓ The correct PPE must be worn ✓ Designate the stacking areas and put signs



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ACTIVITY: TRANSPORTATION OF MATERIALS TO SITE

Task	Hazard	Risk	Consequence	Rating	Controls
					✓ Stacking and storage inspector must be appointed and in charge
offloading of material from truck	✓ No stop blocks ✓ Ignition on ✓	✓ Accidental movement of truck ✓ Falling loads	✓ Fatalities ✓ Property damages	H	✓ Place stop blocks behind the wheels. ✓ Operators should ensure that the ignition is off prior to leaving the plant. ✓ Keys should be removed from the ignition and returned to the office for safekeeping,



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ACTIVITY: SERVICING AND MAINTENANCE OF EQUIPMENT

Task	Hazard	Risk	Consequence	Rating	Controls
Servicing, refilling and maintenance	✓ Discharge of extinguishing agents / gases	✓ Inhalation of toxic chemicals	✓ Suffocation	M	✓ Ensure that only trained technicians registered with the SAQCC service and maintain fire equipment ✓ Employees to be provided with proper PPE including eye protection, gloves, and respiratory protection when needed. ✓ Verify pressure gauges, ✓ Conduct leak tests, ✓ Use correct agents for refilling
	✓ Manual handling	✓ Dropping the cylinder	✓ Injuries	L	✓ Training in manual handling ✓ Provide employees with proper PPE
	✓ Handling high-pressure cylinders	✓ Explosion	✓ Fatalities	H	✓ Perform hydrostatic tests in a designated, safe area to mitigate the risk of cylinder rupture. ✓ Ensure that cylinders are not overfilled ✓ Verify pressure gauges, ✓ Conduct leak tests, ✓ Use correct agents for refilling ✓ Always ensure proper depressurization before opening. ✓ Verify the extinguisher's integrity for corrosion or damage before refilling. ✓ Refill with the correct agent weight and type (powder, water, foam, CO2) as specified by the manufacturer.



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ACTIVITY: SERVICING AND MAINTENANCE OF EQUIPMENT

Task	Hazard	Risk	Consequence	Rating	Controls
					✓ Document the servicing, including date and technician details
Servicing, refilling and maintenance	✓ Unsecured equipment	✓ Cylinder activation	✓ Property damages ✓ Suffocation	M	✓ Ensure all equipment is secured during transport to prevent damage and unintentional activation
Servicing of smoke detectors	Incorrect ladder	✓ Overreaching	✓ Back pain	L	✓ Ensure that a proper ladder is used
	✓ Improperly placed ladder	✓ Slipping of the ladder	✓ Injuries	M	✓ Ensure that ladders are firmly placed and secured. ✓ Inspect ladders prior to use ✓ Ensure that proper housekeeping is maintained where the ladder is place
	✓ Dust	✓ Inhalation	✓ Upper respiratory tract irritation	L	✓ Ensure that the area is free of dust prior to servicing ✓ Use a wet cloth for removing the dust ✓ Wear dust mask if there is too much dust



OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

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RISK ASSESSMENT MATRIX

Likelihood	Consequences				
	Insignificant (minor problem easily handled by normal day to day processes)	Minor (Some disruption possible e.g., damage equal to R150k)	Moderate (significant time / resources required. E.g., damage equal to R500k)	Major (Operations severely damaged. E.g., damages equal to R1m)	Catastrophic (business survival is at risk. Damage equal to R5m – 10m)
Almost certain (90% chance)	High	High	Extreme	Extreme	Extreme
Likely (between 50-90%)	Moderate	High	High	Extreme	Extreme
Moderate (between 10-50%)	Low	Moderate	High	Extreme	Extreme
Unlikely (between 3-10%)	Low	Low	Moderate	High	Extreme
Rare (<3%)	Low	Low	Moderate	High	High

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
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VOLUME 2

Occupational Health & Safety Specification

RFQ

FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

Prepared by: OHS Department 65 Ntengi Piliso Street Newtown 2000 Tel: +27 11 688 1476	PRINCIPAL CONTRACTOR:	
	CEO (16.1 APPOINTEE):	
	TELEPHONE NUMBER:	
	FAX NUMBER	
	E-MAIL ADDRESS:	
	SIGNATURE:	

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
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General Notification

This document forms an integral part of the Contract Specification and, in particular, shall constitute the Client's (Johannesburg Water SOC Ltd.) Occupational Health & Safety (OHS) Specification, as required by the Construction Regulations, 2014, as promulgated under the Occupational Health and Safety Act (Act no. 85 of 1993). The Specification shall furthermore be applied for the management of Mandatories performing activities for or on behalf of Johannesburg Water SOC Ltd, irrespective whether the contract work constitutes construction work or not.

The Contract Specification is contained in Volume 1 of the contract documents in Part 3: Scope of Work.

Acknowledgements

This Occupational Health & Safety (OHS) Specification was developed by the internal OHS Department for the sole use by Johannesburg Water SOC Ltd. The issue date of this OHS Specification is September 2016.

ITEM	Page no
1. Introduction	6
1.1 JW's commitment to OHS management	6-7
1.2 Scope of OHS specification	7
1.3 Omissions	7
1.4 Change management	7
2. Overview of contractor management	7
2.1 Contractor management process	8
3. OHS Documentation	9
3.1 Safety file	9
3.2 Principal Contractor appointment	9-10
3.3 37.2 agreement	10-11
3.4 OHS plan	11
3.5 Legislative framework	11
3.6 OHS Policy	11
3.7 Appointments & competencies	11
3.7.1 Appointment index	12
3.8 Insurances	13
3.9 Costing for OHS	13
3.10 Sub-contractors	13
3.11 Notification of construction work	13
4. Organisational Structure / Organogram	14
5. Commitment to OHS	14
6. HIRA	14-15
6.1 Baseline risk assessment	16
6.2 Issue based risk assessment	16



OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION

PROJECT NUMBER:	-
PROJECT LOCATION:	TURBINE HALL, NEWTOWN
PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

6.3	Continuous risk assessment	16
6.4	Safe work procedures	17
7.	Incident Management	17
7.1	Reporting	17
7.2	Investigation	18
7.3	Close-out	18
7.4	Lost time injury rate	18
8.	Medicals screening requirements	18-19
9.	Emergency management	18-20
10.	OHS Training	20-21
11.	PPE requirements	21
12.	Disciplinary processes	21
13.	Site rules	21
14.	Public health and safety	21
15.	Refusal to work	22
16.	Security on site	22
17.	Accommodation on site	22
18.	Welfare facilities	22-24
19.	Compliance monitoring	22
19.1	Inspections	23
19.2	Audits	23-24
19.3	Work stoppages	24
19.4	Non-compliance monitoring	25-41
20.	Operational Control	25-27
20.1	Excavations	27
20.2	Setting out	29
20.3	Existing services	30
20.4	Confined space entry	30
20.5	Barricading	30
20.6	Symbolic signage	30-31
20.7	Use and storage of flammables	31-32
20.8	Hazardous chemical substances	32
20.9	Fire prevention and protection	32-33
20.10	Stacking and storage	33
20.11	Housekeeping	34
20.12	Traffic management	34

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
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20.13	Hand tools	34-35
20.14	Portable electrical equipment	35
20.15	Lifting equipment and machinery	35-38
20.16	Ladders	38-39
20.17	Construction vehicles and mobile plant	39
20.18	Fall protection	39-40
20.19	Structures	40
20.20	Explosive powered tools	40
20.21	Bulk mixing	41
20.22	Working in proximity to Eskom lines	41-43
20.23	Horizontal Directional Drilling	44
20.24	Pipe jacking	44
20.25	Water environments	45
22.	Monthly reporting	45
23.	Project close out	45
24.	Sign off form	46

ABBREVIATIONS

Abbreviation	Description
CR	Construction Regulations
COID	Compensation for Occupational Injuries and Diseases
DoL	Department of Labour
GAR	General Administrative Regulations
GMR	General Machinery Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
HIRA	Hazard Identification and Risk Assessment
JW	Johannesburg Water (SOC) Ltd
SDS	Safety Data Sheet
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
PER	Pressure Equipment Regulations
SANS	South African National Standards
SABS	South African Bureau Standard

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SOC	State Owned Company
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DEFINITIONS

Word / Phrase	Definition
“WCL 1”, “WCL 2” and “WCL 22”	Means the prescribed forms for reporting of incidents and occupational diseases referred to in the Compensation for Occupational Injuries and Diseases Act.
Competent Person	A person who has in respect of the work or task to be performed the required knowledge, training, experience and, where applicable, qualifications specific to that work or task: provided that where appropriate, qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act 67 of 2000).
Contractor (inclusive of Principal Contractor)	Any organization, person, entity performing activities for or on behalf of Johannesburg Water SOC Ltd.
Corrective Action	Action to eliminate the cause of a detected nonconformity or other undesirable situation.
Employee	Any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	Any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him, but excludes a labour broker as defined in section 1 (1) of the Labour Relations Act, 1956 (Act No. 28 of 1956)
Hazard	Means a source of or exposure to danger.
Hazard identification	The identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.
Incident	Means an incident as contemplated in section 24 (1) of the OHS Act 85 of 1993.
Machinery	means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy
Mandatory	Includes an agent, a contractor or a subcontractor for work, but without derogating from his status in his own right as an employer or a user
Medical surveillance	Means a planned programme or periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner.
Method Statement	A document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment.
Principal Contractor	Any employer who performs work and is appointed by the Client to be in overall control and management of the contract work (inclusive of Mandatories).
OHS File	A file or other record in permanent form, containing the information required as contemplated in the S.H.E Specification Document and legal requirements applicable to work activities.
OHS Plan	A documented plan which seeks to address all hazards identified means and ways to control and eliminate such to ensure compliance to the S.H.E Specification.
Workplace	Any physical location in which work related activities are performed under the control of the organization.

1. Introduction

In terms of Section 37 of the Occupational Health and Safety Act (Act no. 85 of 1993), Johannesburg Water SOC Ltd is required to control persons/organizations conducting activities for or on their behalf (Mandatories) and the Construction Regulations promulgated under the Occupational Health and Safety Act (Act no. 85 of 1993), is requiring

CLIENT OHS SPECIFICATION – JOHANNESBURG WATER SOC LTD	Page Number
VOLUME 2.4 – SEPTEMBER 2016	Page 5 of 29

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
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Johannesburg Water SOC) Ltd. to compile an occupational health and safety specification for any intended project classified as construction work and to provide the specification to prospective tenderers / Mandatories.

The dual objective of this specification is to ensure that the Mandatories and Principal Contractors (herein after called Principal Contractor (including Mandatories)) entering into a contractual agreement/relationship with Johannesburg Water SOC Ltd. achieves and maintains an acceptable level of occupational health, safety and environmental performance whilst conducting activities to perform the contract work.

This document forms an integral part of the Contract Specification and, in particular, shall be the OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION FOR CONSTRUCTION WORK. The Contract Specification is contained in Volume 1 of the contract documents. The principal and other contractors shall ensure that this specification is included with any contract/s that they may have with other contractors and/or suppliers that are engaged for the provision of labour, goods or services for this project. The Principal Contractor and its Contractors shall furthermore implement any reasonable practicable means to ensure compliance to this Occupational Health & Safety (OHS) Specification and any other applicable legislation on their organization and/or activities performed by or for them. This OHS Specification will be read in conjunction, where issued and applicable, with the Environmental Specification issued for listed activities requiring environmental authorization by a relevant authority.

Compliance with this OHS specification does not absolve the Principal Contractor from complying with any other applicable minimum legal requirement and the Principal Contractor remains responsible for the sustainable integrity of the environment and the health and safety of its employees, mandatories as well as any persons affected by activities conducted for or on behalf of Johannesburg Water SOC Ltd (SOC) Ltd..

1.1 Johannesburg Water SOC Ltd's commitment to Occupational Health, Safety & Environmental (OHS) Management

Johannesburg Water SOC Ltd is committed to responsible occupational health, safety and environmental management. This commitment is essential to protect the environment, employees, Mandatories, visitors and provide a work environment conducive to health and safety. Principal Contractors and their Contractors shall demonstrate their commitment and concern by:

- Ensuring that decisions and practices affecting occupational health, safety and environmental performance are consistent with the issued OHS specification;
- Ensuring adequate resources are made available for the effective implementation of occupational health, safety and environmental control and mitigation measures;
- Participating in hazard identification and risk assessments and design safety reviews;
- Communicating occupational health, safety and environmental management processes, strategies and control measures with all levels of employees, contractor and/or visitors;
- Ensuring visible leadership at all sites;
- Promoting and enforcing the use of correct types of Personal Protective Equipment (PPE);
- Reporting and investigation of incidents and accidents and ensuring actions are identified and implemented to prevent similar types of incidents reoccurring;
- Participating in Client audits and meetings and ensuring required actions are implemented within reasonable time frames on the site/project;
- Recognizing and commending safe work practices and coaching employees who require guidance;
- Applying and enforcing consequence management from deviations and transgressions of/from compliance to this OHS Specification noted and/or observed, where applicable;
- Carrying out safety observations, implement corrective and preventative actions and giving immediate feedback;
- Encouraging employee participation in the formulation of work instructions and safety rules.

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

1.2 Scope of Occupational Health, Safety and Environmental (OHS) Specification

The scope of this Occupational Health, Safety and Environmental (OHS) Specification is to address the reasonable and foreseeable aspects of occupational health, safety and environmental management, which will be affected by the contract work.

The specification will provide the requirements that the Principal Contractor and other Contractors shall comply with in order to reduce the risks associated with the contract work, and that may lead to incidents causing injury and/or ill health or degradation of the environment, to a level as low as reasonably practicable and possible.

In particular, Johannesburg Water SOC Ltd will ensure that it shall not appoint any Principal Contractor unless it is reasonably satisfied that the contractor which it intends to appoint has the necessary competencies and resources to carry out the work safely.

1.3 Omissions from OHS Specification

Where any omission from the OHS Specification is identified, applicable legal requirements will constitute the minimum standard for compliance to the relevant omission. The responsibility will be on the Principal Contractor to provide assurance to Johannesburg Water SOC Ltd on compliance to the applicable legal requirements related to the activity / task / process.

1.4 Change management

Whenever Johannesburg Water SOC Ltd identifies the need to change or review the OHS Specification, approved changes and revisions will be communicated to the Principal Contractor. A cost analysis on the implementation of the proposed changes / revisions will be calculated through a collaborative processes between Johannesburg Water SOC Ltd and the Principal Contractor – where the approved changes and/or revisions has no cost implication for the Principal Contractor the Principal Contractor will be required to accept the approved changes / revisions and ensure implementation within the OHS Plan / File framework.

2 Overview of contractor management process

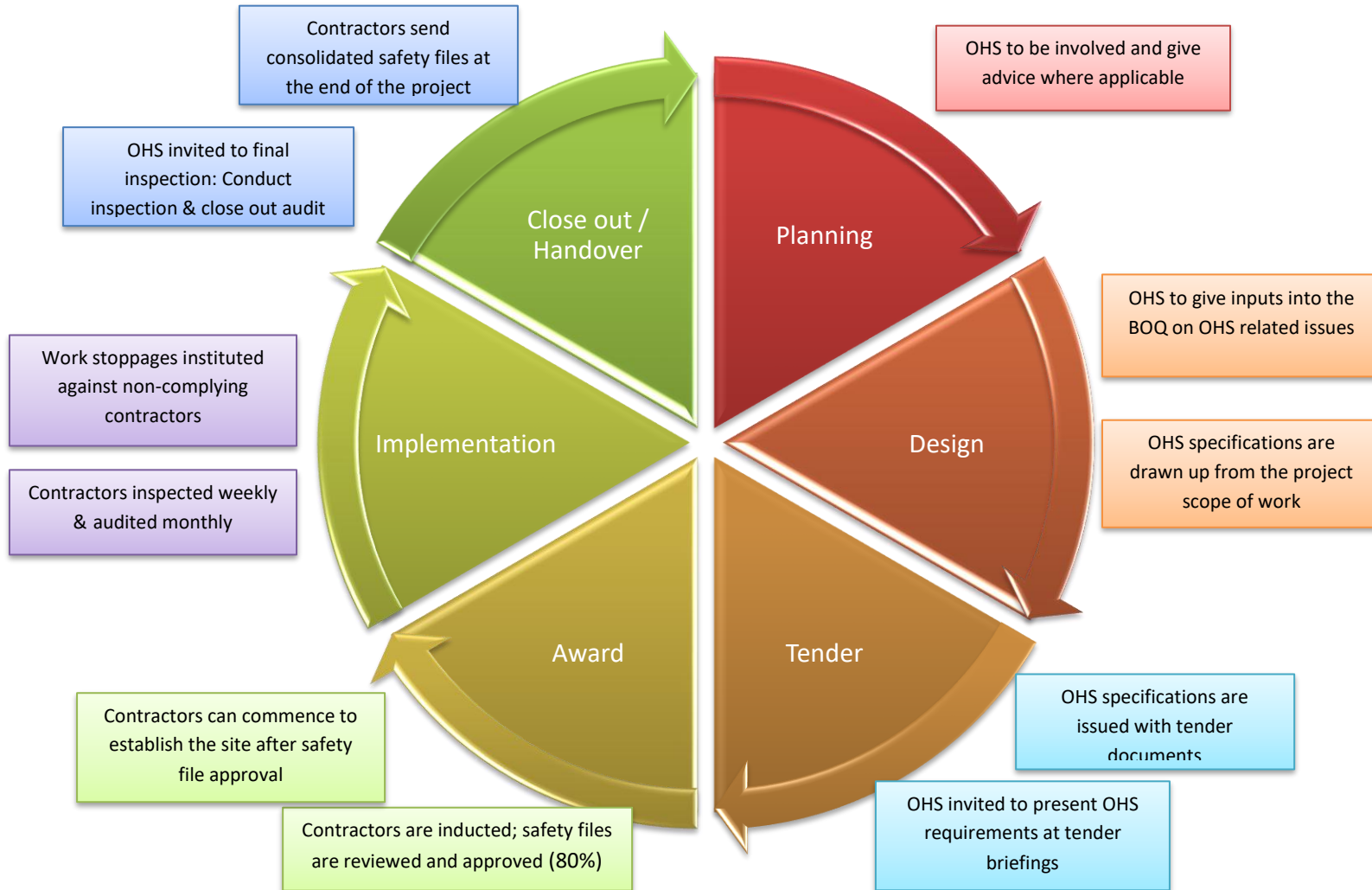
The contractor management process consists of the following phases:

- Tender briefing and tender documentation;
- Competency evaluation of Principal Contractors (integrated into Supply Chain Management processes);
- Appointed contractor to attend OHS system induction;
- Preparation of OHS File by Principal Contractor;
- Evaluation of OHS File;
- Principal Contractor engagement phase;
- Project close-out and submission of consolidated Health & Safety File.



OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION

PROJECT NUMBER:	-
PROJECT LOCATION:	TURBINE HALL, NEWTOWN
PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN



 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

2. OHS DOCUMENTATION

2.1 Safety file

The Principal Contractor will prepare a OHS File containing the processes / procedures and templates to be applied during the project period for the scope of work. The Principal Contractor will be evaluated during the contract period against the submitted OHS File.

At a minimum the OHS File will contain the following documentation:

- Notification of construction work to the relevant Department of Labour (stamped on each page)
- Scope of work to be performed;
- Personnel list (Principal Contractor employees);
- OH&S / OHS Policy and other Policies;
- Updated copy of the Occupational Health and Safety Act (Act no. 85 of 1993) and its Regulations; COIDA Act.
- Proof of valid registration and good standing with the Compensation Commissioner or another licensed Insurer;
- OHS Plan agreed with Johannesburg Water SOC Ltd.
- Approved risk assessments, review and monitoring plans and safe work procedures (method statements);
- A list of contractors (sub-contractors) including copies of the agreements between the parties and the type of work being done by each contractor;
- All written designations and appointments for project scope of work (CV and competency copies);
- Management structure (inclusive of OH&S responsibility & meeting structure);
- Induction training and site OHS rules;
- Occupational health and safety training matrix / plan;
- Arrangements with contractors and/or mandatories;
- Description of security measures;
- The following registers (as applicable to contract scope of work):
 - Accident and/or incident notifications, investigation & control register;
 - Occupational health and safety representatives inspection register;
 - Template for entry into confined space;
 - Toolbox talks pro-forma;
 - Fall protection inspections template;
 - First-aid box content template;
 - Record of first-aid treatment template;
 - Fire equipment inspection and maintenance template;
 - Templates of issuing of Personal Protective Equipment;
 - Monthly reporting and recording of statistics templates;
 - Keeping of any other record in terms of applicable legislation falling within the scope of OHS Legislation applicable to the project and the Principal Contractor / Contractor's activities and organization.
- Emergency preparedness and response programmes;
- Medical examination tests

2.2 Principal contractor appointment

- The principal contractor will be appointed in terms of Construction Regulations 2014, Reg 5(1) k
- All responsibilities imposed on the contractor by the Regulations will be applicable
- The duties will include:
 - a) Prepare a site specific OHS file based on client OHS specification and project scope.
 - b) Have an updated Letter of Good standing.
 - c) Ensure the necessary legal appointment letters are compiled and signed by affected parties.
 - d) Ensure OHS file submitted before work commences to Johannesburg Water for evaluation and approval.
 - e) Must ensure an organizational medical programme for its employees is in place. This must address pre-employment, periodic examination, and exit examinations.

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

- f) Ensure all employees undergo medical examination and are declared fit for the job they are employed for by a Medical Practitioner.
- g) All employees undergo his control undergo company specific induction and Johannesburg water induction.
- h) Ensure before work commences employees are trained on the health and safety risks associated with the work they are conducting.
- i) Ensure employees are trained on company procedures, policies, method statements and informed of the Johannesburg Water OHS requirements as per the specification.
- j) Ensure legislative requirements are complied with during the duration of the contract and ensure that their employees comply also.
- k) Sign the 37 (2) Agreement between Johannesburg Water and themselves before any work commences and kept on their OHS file.
- l) Ensure that 37(2) Agreement(s) are signed between themselves and their sub-contractors.
- m) Ensure that sub-contractors have valid Compensation Commissioner Letter of Good Standing.
- n) Have a disciplinary procedure to address those found to be transgressing requirements of OHS specification, OHS plan, site rules or any other OHS act and its Regulation requirement.
- o) Prevent any employee or visitor who is under the influence of any alcohol or drugs (in state of intoxication) from being allowed to site.
- p) Ensure the safety of employees who are taking legal medication.
- q) Must hand over a consolidated OHS file at the end of the contract.
- r) Stop his/her employees who are doing unsafe acts or who are creating an unsafe environment.
- s) Investigate all incidents and report to Johannesburg water and ensure all reportable incidents as per the legislative requirement are complied with.
- t) Ensure work is supervised by competent personnel and that work is done by competent employees.
- u) Ensure pre-task risk assessment is done by a competent person and that employees are informed of the pre-task risks and the risk control measures.
- v) Ensure tool box talks are conducted to communicate OHS issues in connection to the work being done and any other aspects.
- w) Ensure that appointed personnel as per the OHS file are executing their duties as per the legal appointment.
- x) Ensure first aid kit is made available in case of any emergency.
- y) Ensure that housekeeping is maintained in good condition and that materials are store/stacked properly in designated areas.
- z) Have sufficient waste receptacles and ensure the correct disposal of the different wastes.
- aa) Proof of hazardous waste disposal to be requested from disposal site and to be kept inside OHS file.
- bb) Take reasonable steps to ensure that each appointed sub-contractor health and safety plan is implemented and maintained on the site and OHS File documentation is up to date.
- cc) Stop any work from being executed which is not in accordance with the client's health and safety specification and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons.
- dd) Must maintain an up to date list of all the sub-contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done; and
- ee) Ensure that all his or her employees have a valid medical certificate of fitness.

2.3 37.2 Agreement

- Johannesburg Water will enter into a 37(2) Agreement with all the appointed contractors
- A copy of the 37(2) Agreement must be kept in the OHS file of the contractor at all times.
- It is the responsibility of the contractor to ensure that there are 37(2) agreements between themselves and all their appointed sub-contractors.

2.4 OHS Plan

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

- The contractor shall prepare a OHS plan to address and manage all applicable sources of risk that are identified during the execution of the project. The OHS plan shall incorporate the requirements as listed in the OHS specification.
- A copy of the OHS plan shall be submitted together with OHS file for review and approval.
- It is the contractor responsibility to ensure they sub-contractor compiles a OHS plan that in line with the OHS specification requirement of Johannesburg Water.

2.5 Legislative framework

All contractors shall comply with legislation pertaining to this contract, including but not limited to:

- Constitution of the Republic of South Africa
- Occupational Health and Safety Act and its associated Regulations
- National Environmental Management Framework Legislation
- National Road Traffic Act
- Applicable South African National Standards (SANS)
- Compensation of Occupational Injuries and Diseases Act (COID)
- Local by-laws and provincial ordinances

2.6 OHS Policy

A OHS policy is a statement of intent and a commitment by the organization Chief Executive or Managing Director (OHS Act 16(1) appointee) in relation to requirements applicable to their Safety, Health and Environmental legal obligation, relevant OHS roles and responsibilities, and contractual obligations to the Client.

The contractor and their sub-contractor companies shall each have a documented OHS Policy authorized by their Chief Executive/Managing Director (OHS Act Section 16 (1) Appointee). The OHS Policy must meet the following minimum requirements;

- Organizational Mission and Goal.
- State the overall OHS objectives within the project.
- Show commitment to the prevention of injuries and ill-health.
- Show commitment to the protection of environment and the conservation of natural resources.
- Must be reviewed at predetermined intervals, or when there is change in work process, serious incident occurs.
- The OHS Policy must be in line with ISO 45001 and ISO 14001 requirements and guidance documentation.
- Must be authorized by contractor CEO.

2.7 Appointments and competencies

- The contractor and its appointed sub-contractor must make the relevant legislative and non-statutory appointments, which must be maintained valid for the entire contract duration.
- All appointees shall be suitably trained and certified competent for the responsibilities they are assigned for.
- Copies of all relevant appointments and the relevant competence certificates must be kept in the relevant OHS file.

2.8 Supervision of construction work

- N/A

Appointment index

Appointment	Legislative Ref	Competency requirements (Min)
Supervisor (Technician)		SAQCC Certificate 3yrs related experience
Assistant	CR 8(8)	Appoint Artisan / Assistant
Ladder Inspector	CR 10.1	Certificate

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

First-aiders	GSR 3	Certificate
Incident investigator	GAR 9.2	Certificate
Risk assessor	CR 9.1	Certificate

2.9 Insurances

- The principal contractor and all his appointed contractors shall be registered with an appropriate compensation commissioner and have available a valid letter of good standing at all times.
- The obligation lies with the contractor to ensure that the Letter of Good Standing remains valid throughout the entire duration of the project.
- A copy of the said letter must be filed in all OHS files and made available during inspections and audits.

2.10 Costing for OHS

The contractor is responsible for ensuring that OHS costing is taken into consideration for the entire project/contract as this will ensure they comply with the OHS legislative requirements.

2.11 Sub-contractors

- Whenever the Principal Contractor appoints contractors or sub-contractors, it is a requirement that an Occupational Health and Safety Act (Act no. 85 of 1993) Section 37(2) agreement (i.e. Agreement with Mandatory) is entered into between the Principal Contractor and Contractors.
- The Principal Contractor will ensure that all appointed contractors comply with the Johannesburg Water SOC Ltd OHS Specification requirements.
- The Principal Contractor will establish a procedure on sub-contractor management and assurance on compliance to the established procedure will be provided to Johannesburg Water SOC Ltd on a monthly basis.
- Principal Contractors are required to formally notify Johannesburg Water SOC Ltd before appointing subcontractors.
- Johannesburg Water SOC Ltd shall approve all specialist subcontractors to be appointed and/or engaged by the Principal Contractor.

The Principal Contractor shall:

- Ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
- Appoint each contractor in writing for the part of the project on the construction site;
- Take reasonable steps to ensure that each contractor's health and safety plan is implemented and maintained on the construction site;
- Ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
- Stop any contractor from executing construction work which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons;
- Include and make available a comprehensive and updated list of all the contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done; and
- Ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.

2.12 Notification of construction work

- Not applicable

2.13 Construction work permit

- Not applicable

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

3. ORGANISATIONAL STRUCTURE

- The contractor shall develop and submit together with OHS file an organizational organogram related to the contractor, listing all the levels of responsibility from the Chief Executive down to the supervisor(s) responsible for the project.
- The organogram diagram must list all relevant positions, names of appointees and legal appointments.
- The contractor is responsible for updating the organogram timeously when there are changes to the appointments.
- All appointed sub-contractors are also required to compile their own organograms.

4. COMMITMENT TO OHS

- Visible commitment is essential to providing a safe working environment.
- Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day to day OHS operations.
- Legislation requires that each employee takes reasonable care of themselves and their fellow workers

5. HIRA

Annexure 1: List of possible hazards emanating from projects and activities conducted for or on behalf of Johannesburg Water SOC Ltd includes an assessment of site specific health and safety hazards and risks and environmental aspects and impacts that have been identified by Johannesburg Water SOC Ltd as possibly applicable to the contract work for this project. It is by no means exhaustive and is offered as assistance to the tenderers and contractors.

Development of risk assessments

Every Contractor performing construction work shall, before the commencement of any construction work or work associated with the construction work, and during construction work, ensure that a risk assessment is undertaken by a competent person, appointed in writing, and the risk assessment shall form part of the OHS plan to be applied on the site. Risk assessments shall identify occupational health and safety hazards and risks and environmental aspects and impacts emanating from the activity to be performed by the Principal Contractor / Contractor.

The risk assessment (inclusive of impact assessment) shall include (at a minimum):

- Identification of the relevant Johannesburg Water SOC Ltd Project with regard to JW Number, Project name and area;
- Date on which risk assessments were conducted / reviewed;
- The identification of the risks / hazards and aspects / impacts to which persons may be exposed to per activity;
- The analysis and evaluation of the risks / hazards and aspects / impacts identified;
- Existing control measures and proposed corrective measures;
- A plan to review the risk assessments as the work progresses and changes are introduced;
- Identification of significant risks (e.g. high; exceeding 75%);
- A documented plan of Safe Working Procedures (SWP)', and its relevance to the risk assessment, inclusive of method statements, to mitigate, reduce or control the risks and hazards that have been identified;
- A plan to monitor the application of the Safe Working Procedures (SWP);
- Signature of appointed competent person conducting risk assessment; and
- Signature of approval by Principal Contractor management and employees involved in risk assessment.

Based on the risk assessments, the Principal Contractor must develop a set of site-specific occupational OHS rules that will be applied to regulate the health, safety and environmental hazards/aspects of the construction work.

The risk assessments, together with the site-specific occupational health and safety rules, must be submitted to Johannesburg Water SOC Ltd before mobilisation on site commences. These will be included in the OHS plan. The Contractor shall ensure through his risk management process the hierarchy of controls stipulated as follows, are implemented:

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

- **Eliminate** - The complete elimination of the hazard.
- **Substitute** - Replacing the material or process with a less hazardous one.
- **Redesign** - Redesign the equipment or work process.
- **Separate** - Isolating the hazard by guarding or enclosing it.
- **Administrate** - Providing control such as training, procedures etc.
- **Personal Protective Equipment (PPE)** - Use of appropriate and properly fitted PPE where other controls are not practical. (PPE as the last resort)

The Principal Contractor will be required to carry out the following three forms of risk assessment:

- Baseline risk assessment;
- Issue based risk assessment;
- Continuous risk assessments.

Baseline risk assessments

The Principal Contractor is required to develop a baseline risk assessment taking the resources, competency levels, nature and scale of their organization into consideration for submission during OHS File evaluation phase. The hazards and risks to which persons, plant, vehicles and facilities may be exposed during the construction should be identified and evaluated. The aspects and impacts resulting in environmental pollution or degradation should also be identified and evaluated. Measures to reduce or control these risks or hazards should be defined during this assessment. The effectiveness of the measures defined and the baseline risk assessment prepared shall be monitored and reviewed from time to time to ensure that it remains relevant and accurate.

Issue based risk assessments

The Contractor will be required to carry out separate risk assessments during construction of the project when methods and procedures are varied, for example when:

- Designs are amended;
- New machines are introduced;
- Plant is periodically cleaned and maintained;
- Plant is started-up or shut-down;
- Systems of work change or operations alter;
- Indents or near-misses occur; or
- Technological developments invalidate prior risk assessments.

Continuous risk assessments

The Occupational Health and Safety Act (Act no. 85 of 1993) specifically requires that employers shall provide and maintain working environments that are safe and without risk to health. The general awareness of hazards needs to be raised as work ethic to maintain a safe and risk free environment on an on-going basis. This is achieved by continuous risk assessments, a form of risk assessment that takes place as an integral part of day-to-day management. Examples of continuous risk assessments include:

- Maintaining general hazard awareness, and
- Pre-work risk assessments / Daily Safety Task Instructions.

Occupational health and safety risks or environmental impacts that are identified during the risk assessment process shall be communicated before the commencement of the said activity to every employee whose work is associated with the risk. Each employee shall sign to confirm understanding of the safety, health or environmental risks in the tasks.

Review of risk assessments

The Principal Contractor is required to review the hazards identified, the risk assessments and the Safe Work Procedures as the contract work develops and progresses and each time changes are made to the designs, plans and

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

construction methods and/or processes. Revisions to the approved risk assessments and Safe Work Procedures will be presented at each production planning and progress meeting.

Risk assessments are to be reviewed whenever there is change on the scope of work, process, and accidents or when required by Johannesburg Water SOC Ltd

The Principal Contractor must provide Johannesburg Water SOC Ltd, other contractors and all other concerned or affected parties with copies of any changes, alterations or amendments to risk assessments and Safe Work Procedures within 14 days of such changes.

6. SAFE WORK PROCEDURES / METHOD STATEMENTS

Method statements or written safe work procedures shall be documented for all high risk activities:

- Design change or scope change/addition
- Change in job or task
- Introduction of new machinery, equipment or substance.

Method statements or written safe work procedures shall identify following:

- Tasks that are to be undertaken
- The hazards and associated risks of the task(s)
- The control measures for the task(s)
- The equipment and substances that are associated with task(s)
- Any training or qualification needed to do the task
- Personal protective equipment to be worn.

7. INCIDENT MANAGEMENT

7.1 Reporting of accidents and incidents

The Principal Contractor must report all incidents where an employee is injured on duty to the extent that he:

- Dies
- Becomes unconscious
- Loses a limb or part of a limb
- Is injured or becomes ill to such a degree that he is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he was usually employed

Or where -

- A major incident occurred
- The health or safety of any person was endangered
- Where a dangerous substance was spilled
- The uncontrolled release of any substance under pressure took place
- Machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects
- Machinery ran out of control

to Johannesburg Water SOC Ltd within two days and to the Provincial Director of the Department of Labour within seven days from date of incident (Section 24 of the Occupational Health and Safety Act (Act no. 85 of 1993) and General Administrative Regulations), except that, where a person has died, has become unconscious for any reason or has lost a limb or part of a limb or may die or suffer a permanent physical defect, the incident must be reported to both Johannesburg Water SOC Ltd and the Provincial Director of the Department of Labour forthwith by telephone, telefax or e-mail.

- All other reports required by this specification must also be completed. Reporting of accidents / incidents to Johannesburg Water SOC Ltd will be on the prescribed format.
- The Principal Contractor is required to provide Johannesburg Water SOC Ltd with copies of all statutory reports required in terms of the Occupational Health and Safety Act (Act no. 85 of 1993) within 7 days of the incident occurring.

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

- The Principal Contractor is required to provide Johannesburg Water SOC Ltd with copies of all internal and external accident/incident investigation reports, within 7 days of the incident occurring.

7.2 Accident and incident investigation

- The Principal Contractor is responsible for the investigation of all accidents and/or incidents where employees and non-employees were injured to the extent that they had to receive medical treatment other than first aid.
- The results of the investigation are to be entered into the accident and/or incident register. The Principal Contractor is responsible for the investigation of all incidents, including those described in Section 24 (1) (b) and (c) of the Occupational Health and Safety Act (Act no. 85 of 1993) and for keeping a record of the results of the investigations including the steps taken to prevent similar accidents in future.
- The Principal Contractor is responsible for the investigation of all road traffic accidents, related to the construction activities, and for keeping a record of the results of the investigations including the steps taken to prevent similar accidents in future.
- Johannesburg Water SOC Ltd reserves the right to hold its own investigation into an incident or call for an independent external investigation.

7.3 Close out

- All incident investigation reports will be closed out once all the recommendations to prevent further incidents have been implemented.
- A copy of the investigation report must be handed to JW Safety Officer conducting the investigation.

8. MEDICAL SCREENING REQUIREMENTS

- The Principal Contractor shall ensure that a medical surveillance programme is implemented for all employees.
- An initial health evaluation shall be carried out by an occupational health practitioner immediately, before after a person commences employment, where any exposure exists or may exist, which comprises:
 - an evaluation of the employees medical and occupational history;
 - a physical examination; and
 - any other essential examination which in the opinion of the occupational health practitioner is desirable in order to enable the practitioner to do a proper evaluation.
- Medical surveillance and immunisation shall be done accredited at / by institutions or occupational health personnel, including, but not limited to:
 - Audiograms.
 - A cardio-respiratory examination / Lung function test;
 - Chest X-rays
 - Eye/ sight tests.
 - A general physical examination;
 - A review of previous medical history.
 - Glucose levels
 - Blood pressure
- An entry medical certificate shall be obtained for all workers prior to commencing with site activities from approved medical institution. Copies of all medical certificates shall be retained in the OHS File prior to site establishment and before an employee is allowed to come onto site.
- Specific attention shall be given to the physical and psychological fitness of people who will be required to work in elevated positions and operators of mobile machinery.
- An exit medical certificate shall be obtained for all workers at the end of the contract and for all workers who leave the employment of the Contractor before the end of the Project. Copies of all exit medical certificates shall be submitted to the Johannesburg Water SOC Ltd Project Specialist or Appointed OHS Agent.

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

9 EMERGENCY MANAGEMENT

The Principal Contractor must appoint a competent person to act as emergency controller and/or coordinator.

The Principal Contractor must conduct an emergency identification exercise and establish what emergencies could possibly develop. He must then develop detailed contingency plans and emergency procedures, taking into account any emergency plan that Johannesburg Water SOC Ltd may have in place.

In the event where a contractor incorporates the services of a 3rd party service provider for the provision of Emergency Response Services, the following criteria must be met:

- Identification of 3rd party emergency response services (organization & contact details);
- Notification of contractor to 3rd party emergency response service of incorporation of services into contractor's emergency response plan (written agreement / signed letter).

The Principal Contractor and the other contractors must hold regular practice drills of contingency plans and emergency procedures to test them and familiarise employees with them.

First-aid

The Principal Contractor must provide first-aid equipment (including a stretcher) and have qualified first-aiders on site as required by General Safety Regulations promulgated in terms of the Occupational Health and Safety Act (Act no. 85 of 1993).

The contingency plan of the Principal Contractor must include arrangements for the speedy and timeous transporting of injured and/or ill person(s) to a medical facility or of getting emergency medical aid to person(s) who may require it.

The Principal Contractor must have written arrangements in place with his other contractors regarding the responsibility of the other contractors towards their own injured and/or ill employees.

10 OHS TRAINING

All employees in jobs requiring training in terms of the Occupational Health and Safety Act (Act no 85 of 1993) and any other applicable legislative requirements are to be in possession of valid proof of training. Other occupational health, safety and environmental training requirements of the Occupational Health and Safety Act (Act no 85 of 1993) and Construction Regulations can include:

- General induction;
- Site and job specific induction, including visitors;
- Occupational health and safety representatives;
- Training of the legal and nominated appointees;
- Operators and drivers of construction vehicles and mobile plant;
- Basic fire prevention and protection;
- Basic first-aid;
- Storekeeping methods and safe stacking; and
- Emergency planning and coordination
- Incident investigation
- Risk Assessment
- Planned job observations (supervisors)
- Emergency planning and coordination
- Incident investigation
- Risk Assessment
- Working at heights /use of ladders
- Servicing and maintenance of pressure vessels

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

All operators, drivers and users of construction vehicles, mobile plant and other equipment are to be in possession of valid proof of training and, where applicable, valid licenses.

12.1 General Job training

The contractor is required to ensure that before an employee commences work their direct supervisor or line manager who is responsible for the employee has informed the employees of his scope of authority, hazards and risks associated with the work to be performed as well as the safety control measure(s). This will involve discussion in connection with any work standard, job description or company policy or procedure.

12.2 Awareness and promotion

The Principal Contractor is required to have a promotion and awareness programme in place to create an occupational health and safety culture within employees. The following are some of the methods that may be used:

- Toolbox talks;
- Posters;
- Videos;
- Competitions;
- Suggestion schemes;
- Participative employee activities such as "occupational health and safety circles".

The Principal Contractor is, at a minimum, required to provide awareness programmes to employees on the following:

- General Health and Safety Awareness
- Environmental Awareness;
- HIV / AIDS awareness.

12.3 General competence requirement

The Principal Contractor shall ensure that his personnel and other contractors' personnel are trained and competent to carry out work safely and without risk to health has been completed before work commences. The Principal Contractor shall ensure that follow-up and refresher training is conducted as the work progresses and whenever the scope or nature of the work changes.

A "**competent person**" in relation to construction work, means any person having the knowledge, training and experience specific to the work or task being performed: Provided that where appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995), these qualifications and training shall be deemed to be the required qualifications and training. It is the responsibility of the Contractor to determine whether any appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act.

Records of all training must be kept in the OHS File. The contents of the file will be audited from time to time.

At a minimum, the Principal Contractor will provide training on Safe Work Procedures / Safe Operating Standards to personnel responsible for performing the related task. Records of training on Safe Work Procedures / Safe Operating Standards will be retained. Competence and skill levels by the employees responsible for performing the task on the implementation of the Safe Work Procedures / Safe Operating Standards will be measured through Planned Job Observations.

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

12.4 Site-specific induction training

The Principal Contractor will be required to develop a project specific induction-training course based on the baseline risk assessment for the contract work. He will ensure that all his employees and other contractors and their employees have received training on the submitted induction-training programme.

All employees of the principal and other contractors are to be in possession of proof (on person) that they have attended a site-specific occupational health and safety induction-training course.

No contractor shall allow or permit any employee, visitor or any other person to enter the site, unless such employee or person has undergone health, safety and environmental induction training pertaining to the hazards prevalent on the site at the time of entry.

Where the Principal Contractor is required to operate within Johannesburg Water SOC Ltd Depot's the Principal Contractor will ensure that all employees undergo the Johannesburg Water SOC Ltd induction.

11 PPE REQUIREMENTS

- The Principal Contractor is required to continuously identify the hazards in the workplace and deal with them. He must either remove them or, where impracticable take steps to protect workers and make it possible for them to work safely and without risk to health under the hazardous conditions.
- The Principal Contractor will establish a Personal Protective Equipment Policy and a Personal Protective Equipment study will be conducted to determine the types of Personal Protective Equipment (PPE) to be supplied related to the hazards and risks emanating from the tasks.
- Cognisance shall be given to the gender of individuals required to where PPE; size required by the employee and size issued.
- Personal protective equipment should, however, be the last resort and there should always first be an attempt to apply engineering and other solutions to mitigating hazardous situations before the issuing of personal protective equipment is considered.
- Where it is not possible to create an absolutely safe and healthy workplace the Principal Contractor is required to inform employees regarding this and issue, free of charge, suitable equipment to protect them from any hazards being present and that allows them to work safely and without risk to health in the hazardous environment.
- It is a further requirement that the Principal Contractor maintains the equipment, instructs and trains the employees in the use of the equipment and ensures that the employees use the prescribed equipment.
- Employees do not have the right to refuse to use and/or wear the equipment prescribed by the employer and, if it is impossible for an employee to use or wear the prescribed protective equipment through health or any other reason, the employee cannot be allowed to continue working under the hazardous condition(s) for which the equipment was prescribed. An alternative solution has to be found that may include relocating the employee.
- The Principal Contractor may not charge any fee for protective equipment prescribed by him.
- All employees shall, as a minimum, be required to wear the following personal protective equipment on any of Johannesburg Water SOC Ltd's projects:
 - Protective overalls with reflective strips;
 - Safety boots (Steel toe cap with steel midsole or equivalent)
 - Safety vests
 - Protective headwear (where work is conducted at elevated position)
 - Eye, face and ear protection.
 - Safety harness (where work is conducted at elevated position)

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

- Gloves
- NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE!!!

All Personal Protective Equipment will clearly display the branding components of the Principal Contractor's organization (e.g. Name of Organization, logo).

12 DISCIPLINARY PROCESSES

- The contractor is required to implement disciplinary process in order to enforce compliance with requirements.
- All sub-contractors are required to have the same.

13 SITE RULES

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

14 PUBLIC HEALTH AND SAFETY

The Principal Contractor is responsible for ensuring that non-employees affected by the work are made aware of the dangers likely to arise from the work being conducted as well as the precautionary measures to be observed to avoid or minimise those dangers.

15 REFUSAL TO WORK

- Section 14 of the OHS Act states that employees shall carry out any lawful orders given to them, suggesting that they have the right to refuse to obey any unlawful order or work instruction.
- In terms of legal and JW requirements, if an employee has reasonable belief that the work to be carried out is likely to endanger themselves or other persons in any way, he/OHS has the right to refuse to work.
- An employee may also refuse to work in term of Section 29 of NEMA, if the work would result in imminent and serious threat to the environment.
- All contractors shall ensure that their employees are conversant with hazards associated with their work and work environment, and be aware of the precautionary measures to take.
- The contractor must ensure that all refusals to work are investigated promptly and resolved timeously.

16 WELFARE FACILITIES

JW toilets may be used by the Service Provider and his employees.

Care must be taken to ensure that facilities are left in an orderly manner.

The employer needs to provide his employees with the following (where these are not available at JW premises):

- Potable water for drinking;
- Water and soap for hand washing
- Toilet paper

17 COMPLIANCE MONITORING

19.1 Inspections

- Contractors will be inspected at least once per week by the JW Safety Practitioners.

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

- Feedback of the inspections will be issued immediately on work instructions, and a formal report sent within 7 days of conducting the inspection to all relevant stakeholders.
- Johannesburg Water SOC Ltd. Reserves the right to conduct other ad-hoc assessments and inspections as deemed necessary.
- This may include, amongst other measures, site safety walks. Corrective actions will be identified by Johannesburg Water SOC Ltd. And the Principal Contractor's representative and implemented by the Principal Contractor (at no cost to Johannesburg Water SOC Ltd.) to ensure OHS Performance improvement.

19.2 Monthly audits

- Monthly audits will be conducted within periods not exceeding 30 days.
- The Principal Contractor is to conduct his own monthly internal audits and inspections to verify compliance with his own occupational health and safety plan and management system as well as compliance with the requirements of the Johannesburg Water SOC Ltd. OHS Specification.
- The Principal Contractor will also assess and inspect the compliance of other contractors under its control. Management members of the Principal Contractor will be involved in the internal assessments and inspections.

19.3 Monthly compliance rating

A monthly compliance rating will be calculated for each Principal Contractor as per a formula determined by Johannesburg Water SOC Ltd focussing on or incorporating outcomes of assurance (e.g. monthly audit), operational (e.g. behavioural based safety inspection) assessments and other requirements, as necessary. Johannesburg Water SOC Ltd reserves the right to adjust the monthly compliance calculation formula as and when required – each revision of the monthly compliance calculation formula will be communicated to the Principal Contractor before implementation.

Each Principal Contractor is required to maintain a minimum compliance rating of 93% (Ninety Three Percent).

Scoring	Classification	Classification description
93% -100%	Good	Substantial compliance
80% -92%	Average	Compliance status needs to be improved
60% - 79%	Poor	Methods to ensure compliance require substantial improvement – operations with substantial non-compliance risks
<60%	Very poor	Methods to ensure compliance failed completely – troubled operation with severe non-compliance risks

19.4 Work stoppages

Work stoppages will be identified for 2 (two) types of work stoppages to be implemented:

- Overall work stoppage – the Principal Contractor and its Contractors are not allowed to continue with any type of construction / site work up until the work stoppage has been closed-out;
- Activity work stoppage – The Principal Contractor and its Contractors are not allowed to continue with the specific activity / task / job up until the work stoppage has been closed-out.

Overall work stoppages will be issued where non-conformances are identified against the criteria in the following table.

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

NR	DESCRIPTION OF AUDIT NON-CONFORMANCE / NON-COMPLIANCE
1	PROOF OF REGISTRATION WITH COMPENSATION COMMISSIONER
1.1	Proof of registration with Compensation Commissioner or other insurer not available
1.2	Registration with Compensation Commissioner or other insurer not valid and up-to-date
2	POLICY COMMITMENT & OHS SPECIFICATION
2.1	OHS Plan not compiled, approved by contractor management and available on site
3	SECTION 37(2) AGREEMENT
3.1	Signed section 37(2) Agreement not signed and available on site
4	RISK ASSESSMENTS
4.1	Risk assessments not developed/ not applicable to scope of work issued by Client
5	SUPERVISOR / TECHNICIAN
5.1	No Supervisor / Technician appointed / available on site
5.2	Appointed Supervisor / Technician does not meet requirements
5.3	Proof of competency not available on-site
6	OHS FILE
6.1	No file on site

Activity work stoppages will be issued where non-conformance are identified per activity where the health and safety of employees or the public is compromised.

20.4 Non-compliance management process

The following actions will be instituted where non-conformances are identified in terms of compliance to relevant legislative requirements and the Johannesburg Water SOC Ltd OHS Specification.

CRITERIA	ACTION TO BE INSTITUTED	RESPONSIBLE PARTY
Compliance rating: 93-100%	Non-conformance closure	Principal Contractor / Contractor
Compliance rating: 80-92%	Letter of compliance improvement to Principal Contractor	Johannesburg Water SOC Ltd
	Non-conformance closure	Principal Contractor / Contractor
Compliance rating: 60-79%	Non-compliance hearing	Johannesburg Water SOC Ltd
	Letter of commitment for performance improvement	Principal Contractor / Contractor
	Non-conformance closure	Principal Contractor / Contractor
Compliance rating: <60%	Non-compliance hearing	Johannesburg Water SOC Ltd
	Letter of commitment for performance improvement	Principal Contractor / Contractor

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

CRITERIA	ACTION TO BE INSTITUTED	RESPONSIBLE PARTY
	Non-conformance closure	Principal Contractor / Contractor
	Supply Chain Management to be informed of non-compliance standing	Johannesburg Water SOC Ltd
3 x Work stoppages	Non-compliance hearing	Johannesburg Water SOC Ltd
	Letter of commitment for performance improvement	Principal Contractor / Contractor
	Non-conformance closure	Principal Contractor / Contractor
	Supply Chain Management to be informed of non-compliance standing	Johannesburg Water SOC Ltd
3 x Non-conformance to <93% monthly compliance rating	Non-compliance hearing	Johannesburg Water SOC Ltd
	Letter of commitment for performance improvement	Principal Contractor / Contractor
	Non-conformance closure	Principal Contractor / Contractor
	Supply Chain Management to be informed of non-compliance standing	Johannesburg Water SOC Ltd
3 x consecutive repeat findings	Non-compliance hearing	Johannesburg Water SOC Ltd
	Letter of commitment for performance improvement	Principal Contractor / Contractor
	Non-conformance closure	Principal Contractor / Contractor
	Escalation to SCMU & CAPEX	Johannesburg Water SOC Ltd

20 OPERATIONAL REQUIREMENTS

20.1 EXCAVATIONS

- The service provider must be aware of any excavations around area of work, and avoid them.

20.2 EXISTING SERVICES

- The Contractor must ensure that any damage to existing services, equipment and structures are avoided and prevented.

20.3 SETTING OUT OF WORKS

- N/A

20.4 CONFINED SPACE ENTRY

- Care should be taken where work will be conducted in confined spaces such as MCC rooms, etc.

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

20.5 BARRICADING

- The service provider shall ensure that where work is conducted, unauthorised access is restricted.

20.6 SYMBOLIC SIGNGAGE

Contractors shall use mandatory and prescribed symbolic safety signs at their lay down and site areas. Signs must include but not be limited to:

No entry
Minimum PPE required

20.7 USE AND STORAGE OF FLAMMABLES

- N/A

20.8 HAZARDOUS CHEMICAL AGENTS

- N/A

20.9 FIRE PREVENTION AND PROTECTION

The Principal Contractor must ensure that:

- The risk of fire is avoided;
- Sources of ignition are removed wherever flammable or highly combustible material is present in the workplace, for example:
 - Good housekeeping is maintained to prevent the accumulation of unnecessary combustibles
 - Adequate ventilation is maintained
- All employees are instructed in the use of the fire fighting equipment and know how to attempt to extinguish a fire;
- A sufficient number of employees are appointed and trained to act as an emergency team to deal with fires and other emergencies;
- Employees are informed regarding emergency evacuation procedures and escape routes;
- Emergency escape routes are kept clear at all times and clearly marked;
- Evacuation assembly points are demarcated;
- Evacuation is practiced to ensure that all persons are evacuated timeously;
- Roll call is held after evacuation to account for all personnel and ensure that no-one has been left behind; and
- A siren or alarm is fitted which is clearly audible to all persons on site.

20.10 HOUSEKEEPING

The Principal Contractor to ensure that:

- Housekeeping is continuously implemented and maintained;
- Materials and equipment are properly stored;
- Scrap, waste and debris is removed regularly;
- Materials placed for use are placed safely and not allowed to accumulate or cause obstruction to the free-flow of pedestrians and vehicular traffic;
- Waste and debris not to be removed from heights by throwing but rather by chute or crane;
- Where practicable, construction sites are fenced off to prevent entry of unauthorised persons;
- Catch platforms or nets are erected over entry and exit ways or over places where persons are working to prevent them being struck by falling objects;

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

- An unimpeded work space is maintained for every employee;
- Every workplace is kept clean, orderly and free of tools, materials and the like that are not required for the work being done;
- As far as is practicable, every floor, walkway, stair, passage and gangway is kept in good state of repair, skid-free and free of obstruction, waste and materials;
- The walls and roof of every indoors workplace sound and leak-free; and
- Openings in floors, hatchways, stairways and open sides of floors or buildings are barricaded, fenced, boarded over or provided with protection to prevent persons from falling.

20.11 HAND TOOLS

The Principal Contractor must inspect all hand tools before it is brought onto the site.

- As far as possible all hand tools must be numbered and placed on register to be inspected monthly by a person designated to do so.
- Any tools found to be in an unsafe condition must immediately be removed from service and either discarded or rectified.
- No chisels with “mushroomed” heads must be used.
- No hammer shall be used with a cracked or damaged handle.
- All files must be fitted with handles.
- All trolleys, pushcarts, etc. used on site must be identifiable, placed on register and inspected at least once every month.
- Non-sparking tools must be used in areas where the risk of fire or explosion is present.
- No homemade hand tools are allowed on the project.
- All tools shall be attached to a suitable lanyard when utilised in elevated positions

20.12 LADDERS

The following requirements for ladders will apply:

- All ladders used on the site shall be constructed and used in compliance with the OH&S Act and Regulations.
- Ladders, which provide access to a working platform, shall extend one metre above the platform where it provides access, and shall be secured to prevent slipping.
- Timber ladders shall not be painted other than with clear preserving oils, clear varnishes or clear plastics.
- Ladders, which are in a damaged condition, shall not be used and shall be labelled accordingly and removed from the Premises.
- All Ladders shall be numbered, logged in a register, and inspected monthly.
- A ladder in use shall be held by an assistant and/or properly tied down in position.
- Only ladders that do not conduct electricity shall be used in live electrical sub-stations and switching rooms.
- Ladders shall be removed after use and stored in an appropriate facility as to not expose them unnecessarily to the elements or potential damage by surrounding activities.

20.13 CONSTRUCTION VEHICLES AND MOBILE PLANT

21.1 CONSTRUCTION VEHICLES AND MOBILE PLANT

Johannesburg Water SOC Ltd will inspect all vehicles prior to being allowed on a project site. Suppliers of hired vehicles, plant and equipment will be required to comply with this specification as well as the Occupational Health and Safety Act (Act no. 85 of 1993) and Regulations.

All vehicles to be:

- Of acceptable design and construction;
- Maintained in good working order;

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

- Used in accordance with their design and intention for which they were designed;
- Operated and/or driven by trained, competent and authorised operators/drivers. No unauthorised persons are to be allowed to drive construction vehicles and mobile plant;
- Provided with safe and suitable means of access;
- Fitted with adequate signalling devices to make movement safe including reversing;
- Provided with roll-over protection (where applicable);
- Inspected daily before start-up by the driver, operator and/or user and the findings recorded in a register/log book;
- Fitted with two head and two tail lights that are in good working condition and must be used whilst operating under poor visibility conditions;
- When used for transporting persons must have seats firmly secured and sufficient for the number of persons being transported.

Equipment Approval

Authorization for the use of equipment shall be given in writing only after the following minimum requirements and documentation have been verified and shall as a minimum include the following:

- Minimum two lights in front and rear of vehicle
- Communications system (where required);
- Reflective Taping;
- First-aid kit, fire-fighting equipment and emergency roadside triangles;
- Tyres in good condition;
- Windscreen clear of cracks;
- Safety belts fitted for all occupants;
- Signage for clear identification;
- Windscreen wipers;
- Warning hooter and reverse alarm;
- Rotating warning lights (where applicable);
- Maximum number of persons indicated;
- Equipment free of oil and other leaks;
- Maintenance/Service & Equipment manuals available;

21.14 General requirements for servicing, refilling and maintenance of fire equipment

21.14.1 Facilities

The reconditioning of extinguishers shall be done in an acceptably managed and equipped permanent workshop, supported, when relevant, by a mobile workshop or service vehicle.

21.14.2 Training and registration of staff

- All staff members involved in the reconditioning of extinguishers shall have been trained and, where relevant, registered to ensure that each section of the work is carried out in accordance with this part of SANS 1475.
- They shall have been made fully aware of safe working practices and any dangers involved in the reconditioning and use of an extinguisher.

21.14.3 Pressure test area

- Owing to the dangers involved, pressure testing shall be treated with particular caution.
- The pressure test area shall be so constructed or arranged that the safety of all personnel is ensured.

21.14.4 Quality of extinguishing mediums

- All extinguishing mediums used in the filling of extinguishers shall comply with the original extinguisher manufacturing standard (see also SANS 1910).

21.14.5 Removal of extinguishers from a building

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

- Extinguishers shall be removed for reconditioning and replaced instantly.
- If an extinguisher has to be removed from site, not more than 25 % of the available fire extinguishers shall be removed from site at any one time.

21.14.6 Storage area or receptacles for powder

- Different grades and types of powder shall not be mixed or so stored that they can become contaminated. (Some powder mixtures react, sometimes after a long delay, to produce water and carbon dioxide, which causes caking of the powder and, in closed cylinders, a rise in pressure. This rise in pressure could cause an extinguisher to burst).

21.14.7 Discarded powder

- Areas or receptacles marked or identified for the storage of discarded powder before its disposal shall be protected to ensure that the powder cannot in any way cause contamination of new powder or be used unintentionally to charge reconditioned extinguishers.
- Powders that are collected from the workshop floor or from the floor in the work area shall be discarded.
- Discarded powder shall be kept in sealed or clearly identified receptacles and discarded in accordance with the provisions of the Hazardous Waste Act and Waste management guidelines.

21.14.8 Charging of extinguishers

Filling area of permanent workshops

The extinguisher filling area shall be so designed and constructed as to render it free from contamination from other areas and by other services.

21.14.9 Carbon dioxide (CO₂) extinguishers

CO₂ extinguishers shall be charged with CO₂ that complies with the requirements given for CO₂ in SANS 1567.

21.14.10 Foam extinguishers

Foam extinguishers shall be charged only with the type of foam marked on the extinguisher label. If there is no indication of the type of foam on the label, or if the label is missing or illegible, replace the extinguisher with one suitable for the risk.

WARNING: It is important that foam extinguishers are refilled, not only with the correct type foam, but also with a foam of the correct concentration.

21.14.11 Protection of employees

- Employees shall be furnished with the necessary personal protective equipment.
- Employees shall have been warned of any dangerous actions and of the presence of any dangerous chemicals.

The inspection, servicing, refilling, charging, leak testing, record keeping and marking of fire equipment shall be as per the requirements of SANS 1475-1:2010

Company Accreditation: The service provider must carry an active company-level permit for SANS 1475 Parts 1 and 2, issued by the SABS, BSI, or SACAS.

Technician Certification: Individual technicians performing the work must be registered with the SAQCC Fire and display their registration number on service labels. [

22. Monthly reporting

- The Principal Contractor is required to provide Johannesburg Water SOC Ltd. with a monthly report in the format provided on the last working day of the month.

 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

- The report will include the monthly man-hours, incidents, training, inductions, audits, etc

23. Project close out

- Upon completion of the project, the contractor is required to hand over a consolidated project file to the Client with all the working documents for retention.
- The documents shall be submitted in an electronic format, preferably a memory stick or a downloadable link
- The contractor shall also ensure that the site is left in a safe manner that cannot cause injury or harm to JW employees or third parties.

Returnable Annexure A: Acknowledgement of OHS Specification & Annexures

CONTRACTOR:	
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 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	-
	PROJECT LOCATION:	TURBINE HALL, NEWTOWN
	PROJECT DESCR:	FULL SERVICING FIRE SAFETY EQUIPMENT FOR JW HEAD OFFICE, TURBINE HALL, NEWTOWN

I, the undersigned, hereby acknowledge that I have obtained copies of the following listed documentation and confirm that I fully understand the contents thereof and the consequences of non-compliance. The Contractor furthermore reiterates its commitment to compliance of the requirements contained within the following provided documentation:

- Johannesburg Water SOC Ltd, Occupational Health and Safety Specification, Volume 2;
- Annexure 1: Baseline Risk Assessment
- Annexure 2: Medical Screening Policy

Signed at on this Day of 20.....

CONTRACT MANAGER			
NAME	SURNAME	DATE	SIGNATURE
CONTRACT SUPERVISOR			
NAME	SURNAME	DATE	SIGNATURE
WITNESS (1)			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (2)			
NAME	DESIGNATION	DATE	SIGNATURE



a world class African city



City of Johannesburg

Johannesburg Water SOC Ltd

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MANDATORY REQUIREMENTS:

- 1.1 Full Completion of the Bill of Quantities (BOQ)/ Specification (where applicable)**
- 1.2 Attendance of compulsory site briefing (where applicable)**
- 1.3 Attachment of datasheet, reference letter, proof of certification, proof of accreditation, functionality requirements (where applicable)**
- 1.4 No RFQ will be considered from persons in the service of the state**
- 1.5 No Bidder who is blacklisted by National Treasury or any National Authority due to non-performance will be considered**
- 1.6 All Quotes should be on PDF (MS WORD, MS EXCEL, PICTURES ARE NOT ALLOWED) and On Company Letterhead**
- 1.7 Submission of a Joint Venture Agreement, where applicable, which has been properly signed by all parties**

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
Mr Molate Mashifane, Ms Pamela Mabece, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela, Mr Kefiloe Mokoena

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30



City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall
65 Ntengi Piliso Street
Newtown
Johannesburg

Johannesburg Water
PO Box 61542
Marshalltown
2107

Tel +27(0) 11 688 1400
Fax +27(0) 11 688 1528

www.johannesburgwater.co.za

POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

In terms of the Protection of Personal Information Act 213 (Act 4 of 2013), also called the POPI Act or POPIA, Johannesburg Water SOC Limited, undertakes all reasonable measures to protect personal information and to keep it private and confidential.

1. Privacy Notice applies to:

Suppliers, vendors, contractors, service providers, etc whether appointed or prospective.

2. Definitions of personal information

According to the Act "personal information" means information relating to an identifiable living, natural person, and where it is applicable, an identifiable, existing juristic person. All addresses including residential, postal and email addresses.

3. About the Public Entity

Johannesburg Water (SOC) Limited, registration number 2000/029271/30

3.1 The information we collect

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

3.2 How Johannesburg Water use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. For example: to gather contact information, to confirm and verify your identity, for the evaluation and adjudication of bids and quotations for tenders, request for quotations, and other personal information for the procurement of goods and services by the Entity.

3.3 Disclosure of information

We may disclose your personal information to our Shareholder, the City of Johannesburg, and other Government agencies such as National Treasury, and the Auditor-General of South Africa. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Kgaugetlo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
Mr Molate Mashifane, Ms Pamela Mabece, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela, Mr Kefiloe Mokoena

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We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law.
- Where we believe it is necessary to protect our rights.

3.4 Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for is kept secure. We will ensure that anyone with whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

3.5 Your rights: Access to Information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at informationofficer@jwater.co.za, and specify what information you require.

3.6 Correction of your personal information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your identification document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate and up to date.

3.7 How to contact us

If you have any queries about this document; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers listed on our website or send an email to informationofficer@jwater.co.za.

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CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF 2013 (POPIA)

The purpose of the Protection of Personal Information Act, no. 4 of 2013 (POPIA), is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution. By signing this form, you consent to lawful collection, processing, storage and, where necessary, sharing your personal information by Johannesburg Water SOC Ltd. and consent is effective immediately and will remain effective until such consent is withdrawn in terms of POPIA.

1. I a natural person "herein referred to as the Data Subject" with ID Number.....hereby give my consent to Johannesburg Water SOC Ltd. "herein referred to as the Responsible Party" to collect, process and distribute my personal information where Johannesburg Water SOC Ltd. is legally required to do so.
2. I understand my right to privacy and the right to have my personal information processed in accordance with the conditions for the lawful processing of personal information.
3. I understand the purposes for which my personal information is required and for which it will be used and consent to third parties accessing my personal information and to Johannesburg Water SOC Ltd. sharing my personal information strictly for reporting purposes.
4. I understand that, should I refuse to provide Johannesburg Water SOC Ltd. with the required consent and/or information, Johannesburg Water SOC Ltd. will be unable to assist me.
5. I declare that all my personal information supplied to Johannesburg Water SOC Ltd. is accurate, up to date, not misleading and that it is complete in all respects and that I will notify Johannesburg Water SOC Ltd. of any changes to my Personal Information should any of these details change.
6. I also understand that I have the right to request that my personal information be corrected or deleted, if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully or that the personal information or record be destroyed or deleted if the Responsible Party is no longer authorised to retain it.

Signed at this day of20.....

.....
Signature of data subject/designated person

.....
Full Name/Dept of Responsible Party

.....
Signature

.....
Date

DATA SUBJECT CONSENT WITHDRAWAL FORM
IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF
2013 (POPIA)

CONSENT

Ia natural person "herein referred to as the "Data Subject" with identification number hereby withdraw my consent to process my personal information by Johannesburg Water SOC Ltd (Responsible Party). Therefore, Johannesburg Water SOC Ltd. no longer has my consent to process my personal information for the intended purpose

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

which was previously granted using the DATA SUBJECT CONSENT FORM.

The withdrawal of consent does not affect the lawfulness of the processing activities up to the date on this form.

Details of Data Subject

Name and surname:

Identification number:

Date of Birth:

Residential address:

.....

.....

Contact number(s):

E-mail address:

Relationship to Responsible Party:

Signed at _____ on this _____ day of _____ 20 ____

Signature of Data Subject

Information Officer/Deputy
Johannesburg Water SOC Ltd.

ADMINISTRATIVE REQUIREMENTS

PLEASE SUPPLY THE FOLLOWING DOCUMENTS TO ENABLE US TO EVALUATE YOUR SUBMISSION:

Returnable Documents	Description	Yes/No
1	Original Valid Tax Clearance Certificate /valid SARS PIN	COMPULSORY
2	A, certified /original/valid, BBEE certificate /affidavit (Please note that the Sworn Affidavit must be compliant as per B- BBEE Practice Guide 01 of 2018 , NON-COMPLIANT AFFIDAVIT WILL BE SCORED ZERO)	COMPULSORY
3	Municipal rates and taxes (Must not be older than 90 days in arrears in line with regulation 38.	COMPULSORY
4	Signed Declaration of Interest form (MBD 4)	COMPULSORY
5	Declaration of Bidders past supply chain management practices (MBD 8)	COMPULSORY
6	Certificate of Independent Proposal Determination (MBD 9)	COMPULSORY
7	Proof of CSD registration /MAAA Supplier Number	COMPULSORY
8	Preference points claim form in terms of the preferential procurement regulations 2022 (MBD 6.1)	COMPULSORY
9	Company registration documents with ID copies of directors / shareholders.	COMPULSORY

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MBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING,
A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY
POINT**

Name of Bidder..... Bid Number.....

Closing Time Closing Date.....

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY (QTY)	DESCRIPTION	UNIT PRICE (P)	TOTAL PRICE (QTY*P)
SUB-TOTAL				R
VAT AT 15%				R
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)				R
I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (company name) hereby declares that the offer is in				

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accordance with the attached specification, notes to suppliers & accepts all conditions/ clauses contained in the said documents.

Signature of duly authorized representative

Date:

-
- Required by:
 - At:
.....
 - Brand and Model
 - Country of Origin
.....
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/Not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

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MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

- 3.1 Full Name of bidder or his or her representative:
- 3.2 Identity Number:.....
- 3.3 Position occupied in the Company (director, trustee, shareholder²):
- 3.4 Company Registration Number:
- 3.5 Tax Reference Number:
- 3.6 VAT Registration Number:
- 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
- 3.8 Are you presently in the service of the state... YES / NO
- 3.8.1 If yes, furnish particulars.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

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

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- (b) a member of the board of directors of any municipal entity.
- (c) an official of any municipality or municipal entity.
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?..... **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.....

.....

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

3.11.1 If yes, furnish particulars.....

.....

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

3.12.1 If yes, furnish particulars.....

.....

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

3.13.1 If yes, furnish particulars.....

.....

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

3.14.1 If yes, furnish particulars:

.....

Directors:

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4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

Directors:

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MBD 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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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.

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1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

- “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.
- “price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- “Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- “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

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(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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

3.2.2.

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

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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

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will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Proof of documents as per spec
SMME (An EME or QSE) 51% or more black owned by Black People	80		Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI /CIPC BBBEE Certificate for Exempted Micro Enterprises or Qualifying Small Enterprise or Affidavit sworn under oath.

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- (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.

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

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MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
Mr Molate Mashifane, Ms Pamela Mabece, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela, Mr Kefiloe Mokoena

Ms Kethabile Mabe (Company Secretary),
Johannesburg Water SOC Ltd
Registration Number: 2000/029271/30



a world class African city



City of Johannesburg

Johannesburg Water SOC Ltd

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

Directors:

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4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
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MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

Directors:

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MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

Directors:

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MBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices.
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices.
 - (d) the intention or decision to submit or not to submit, a bid.
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

Directors:

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
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