Province of the
EASTERN CAPE
PUBLIC WORKS & INFRASTRUCTURE

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QUOTATION

EASTERN CAPE PROVINCE

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

TWO YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE

ALF5-26/27-0029

NAME OF COMPANY: _____

CSD Nr: _____

CRS Nr (CIDB): _____

CLOSING DATE: 20 JANUARY 2027 TIME: 11:00 am

Department of Public Works & Infrastructure
Corner of Nkosi Senyukele Jojo and Ngqubusini Street, Off Ntsizwa Street
Mt Ayliff
4735

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A. T1.1 Tender Notice and Invitation to Tender

The Eastern Cape Department of Public Works & Infrastructure invites Contractors with a CIDB Grading of **1SI OR HIGHER.**

The contract will be based on the NEC3 Term Service Contract (April 2013) and the Eastern Cape Public Works and Infrastructure will enter into a contract with the successful tenderer.

Only tenderers who have suitable experience and suitably qualified personnel in providing similar services to those that are required are eligible to submit tenders.
Tender Documents are downloadable for free of charge from the Department of Public Works & Infrastructure website: www.ecdpw.gov.za/tenders from the **19 NOVEMBER 2026**. Note, that documents will not be available at the departmental offices.

Technical enquiries: may be addressed in writing to Miss S. Ngudle - email: sihle.ngudle@ecdpw.gov.za

The closing time for receipt of tenders by the ECDPWI is **11:00am** on the **20th JANUARY 2027.** Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Bids must be submitted in sealed envelopes clearly marked **"TENDER NO: ALF5-26/27-0029: TWO YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE**" and must be deposited in the bid box, at Block A, Department of Public Works & Infrastructure, Cnr Nkosi Senyukele & Ngqubusini street, off Ntsizwa street, Mt Ayliff, 4735 not later than **11h00 am.**

It is the responsibility of the bidder/s to ensure that bid documents /proposals are submitted on or before closing time and the correct location as the department will not take responsibility of wrong delivery. Bidders using courier services for delivery of their bid documents must ensure the delivery is at the correct place / location and time as the department will not be held responsible for wrong delivery. Tenders may only be submitted on the tender documentation that is issued. Tenderers must be registered on the Central Supplier Data Base and proof of registration must be submitted with the proposal (https://secure.csd.gov.za). Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

B. BID EVALUATION:

This bid will be evaluated in Two (2) phases as follows:
Phase One: Compliance, responsiveness to the bid rules and conditions
Phase Two: Tenderers passing the phase above will thereafter be evaluated on PPPFA of 2022 and its regulations.

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

Maximum points on price	-	**80 points**
Maximum points for specific goals	-	**20 points**
Maximum points	-	**100 points**

Please note:

1. Bidders need to complete and sign SBD 6.1 to claim points for specific goals. Failure will lead in non-awarding of points for specific goals
2. The Department intends to award this to the highest point scorer as whole, unless circumstances justify otherwise
3. When evaluating bids/quotations of joint ventures/consortia, preference points must be allocated proportionately for such bidders in terms of their attributes or qualification for the relevant specific goal that is being scored, subject to the joint venture/consortium submitting

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the relevant proof of substantiation of points claimed as stipulated in the bidding documents. The points scored for the specific goals must then be added to the points scored for price and rounded off to the nearest two decimal points." A JV/consortia agreement must be submitted with the bid to substantiate the calculations. Failure will also lead in non-awarding of points for specific goals.

4. All information will be verified through CSD (where applicable)
5. SBD 6.1 is attached

C. BID SPECIFICATIONS, CONDITIONS AND RULES

The minimum specifications, other bid conditions and rules are detailed in the bid document under Tender Data

The specifications, rules, special conditions of bid, evaluation criteria, and rules for evaluation for compliance and other bid conditions are detailed in the document.

The Department of Public Works & Infrastructure SCM policy applies.

Tender validity period is **84 calendar days.**

D. TENDER SUBMISSIONS:

Bids must be submitted in sealed envelopes clearly marked **"TENDER NO: ALF5-26/27-0029 TWO YEAR TERM CONTRACT OF MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE"** and must be deposited in the bid box, Block A, Department of Public Works & Infrastructure, Cnr Nkosi Senyukele Jojo & Ngqubusini street, Off Ntsizwa street, Mt Ayliff,4735

E. ENQUIRIES WITH REGARD TO THIS ADVERT MAYBE DIRECTED TO:

- **SCM RELATED ENQUIRIES**
  Miss. N. Mpiti
  Tel No: **082 304 0403**
  Email Address: namhla.mpiti@ecdpw.gov.za

- **TECHNICAL ENQURIES**
  Miss. S. Ngudle
  Tel No: **071 481 5913**
  Email Address: sihle.ngudle@ecdpw.gov.za

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



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T1.2 Tender Data

The conditions of tender are the latest edition of SANS 10845-3, *Standard conditions of tender*.
SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender.
The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3 *and* as contained in **Annexure F** of **Standard for Uniformity in Construction Procurement (Board Notice 136 Government Gazette No 38960 of 10 July 2015)**,
Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

Clause number	Tender Data
3.1	The Employer is Public Works & Infrastructure
3.2	The tender documents issued by the employer comprise the following documents: **THE TENDER** **Part T1: Tendering procedures** T1.1 - Tender notice and invitation to tender T1.2 - Tender data **Part T2 : Returnable documents** T2.1 - List of returnable documents T2.2 - Returnable schedules **THE CONTRACT** **Part C1: Agreements and Contract data** C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 - Performance Bond **Part C2: Pricing data** C2.1 - Pricing assumptions C2.2 - Bill of Quantities **Part C3: Scope of work** C3 - Scope of work **Part C4: Site information** C4 - Site information
3.3	The tender documents issued by the employer comprise the documents listed on the contents page
3.4	The employer's agent is: Name: Namhla Mpithi Corner of Nkosi Senyukele Jojo & Ngqubusini Street, Off Ntsizwa Street Mt Ayliff • 4735• Tel: **082 304 0403** E-mail: namhle.mpithi@ecdpw.gov.za
3.5	The language for communications is English
3.6	The competitive negotiation procedure shall be applied.
3.7	Method2: Two (2) stage procurement procedures shall be applied, i.e. **Phase One**: Compliance, responsiveness to the bid rules and conditions **Phase Two:** Tenderers passing the phase above will thereafter be evaluated on PPPFA of 2022 and its regulations.
4	**Tender's obligations**

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4.1	Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:
4.1.1	Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a **1SI OR HIGHER** class of work, are eligible to have their tenders evaluated. Joint ventures are eligible to submit tenders provided that: a) Every member of the joint venture is registered with the CIDB; b) The lead partner has a contractor grading designation in the **1SI OR HIGHER** class of work; and The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for **1SI OR HIGHER** class of work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.
4.1.2	The following tenderers who are registered with the CIDB, or are capable of being so registered prior to the evaluation of submissions, are eligible to have their tenders evaluated: a) Contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) of 25(7A) of the Construction Industry Development Regulations, for a **1SI OR HIGHER** class of work; and b) Contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading **1SI OR HIGHER** in terms of a) above and who satisfy the following criteria: **1)** Potential to develop and qualify to be registered in that higher grade as determined in accordance with the provisions of the *CIDB Specification for Social and Economic Deliverables in Construction Works Contracts*; and **2)** Whom the employer agrees that they will provide the financial, management or other support that is considered appropriate to enable the contractor to successfully execute that contract.
4.2	The employer will compensate the tender as follows **as per the conditions of the Form of Contract signed NEC3 contract** The employer **will not** compensate the tenderer for any costs incurred in attending interviews or making any submissions in the office of the employer.
4.3	No pre-tender briefing meeting
4.4	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
4.5	**Confidentiality and copyright of documents** Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

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4.6	The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list. **Tender documents will also be made available at the clarification meeting**
4.7	**Seek clarification** *Request clarification of the tender documents, if necessary, by notifying the employer no later than* ***5*** **(Five) working days** ***before the closing time and date stated in the tender data.***
4.8	Tenderers are required to state the rates and currencies in Rands.
4.9	Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations. Do not make erasures using masking fluid.
4.10	No alternative tender offers will be considered
4.10.1	Parts of each tender offer communicated on paper shall be submitted as an original. Submit a) the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with a translation of any documentation in a language other than the language of communication established in 3.5, and b) the parts communicated electronically by the employer of its agents on paper format with the tender.
4.10.2	The successful bidder will take full liability during the 24 months service period.
4.10.3	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: **Location of tender box: Block A** **Physical address: Corner of Nkosi Senyukele Jojo & Ngqubusini Street, Off Ntsizwa Street Mt Ayliff • 4735•** **Identification details: ALF5-26/27-0029, and the closing date and time is 20 JANUARY 2027 @ 11:00 am**
4.10.4	The tenderer is required to submit with his tender the following certificates: 1) A copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services. *In the case of a Joint Venture/Consortium/Sub-contractors each party must submit a separate* CSD report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services. 2) CIDB Grading certificate or CRS number.
4.10.5	A two-envelope procedure will not be required.
4.10.6	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
4.11	The closing time and date for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
4.12	The tender offer validity period is **84 calendar days**.
4.13	Access shall be provided for the following inspections, tests and analysis: **N/A**

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<table>
<tr><td>4.14</td><td>Return all retained tender documents within 28 days after the expiry of the closing period: N/A</td></tr>
<tr><td>5</td><td>Employer's undertakings</td></tr>
<tr><td>5.1</td><td>The Employer will respond to requests for clarification received up to Five (5) working days before the tender closing date and time.</td></tr>
<tr><td>5.2</td><td>Tenders will be opened immediately after the closing time for tenders at 11:00am hours.</td></tr>
<tr><td>5.3

5.3.1</td><td>The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule.

Table F.1: Formulae for calculating the value of A
<table>
<tr><td>Formula</td><td>Comparison aimed at achieving</td><td>Option 1[a]</td><td>Option 2[a]</td></tr>
<tr><td>1</td><td>Highest price or discount</td><td>$A = \left(1 + \frac{(P - P_m)}{P_m}\right)$</td><td>$A = \left(\frac{(P)}{P_m}\right)$</td></tr>
<tr><td>2</td><td>Lowest price or percentage commission/ fee</td><td>$A = \left(1 - \frac{(P - P_m)}{P_m}\right)$</td><td>$A = \left(\frac{(P_m)}{P}\right)$</td></tr>
<tr><td colspan="4">a P_m is the comparative offer of the most favourable comparative offer
P is the comparative offer of the tender offer under consideration</td></tr>
</table></td></tr>
<tr><td>5.3.2</td><td>The procedure for the evaluation of responsive tenders is Method 2: Compliance, responsiveness to the bid rules and conditions, Price and Preference.</td></tr>
<tr><td>5.3.3</td><td>Phase One: Compliance, responsiveness to the bid rules and conditions
Phase Two: Tenderers passing the phase above will thereafter be evaluated on PPPFA of 2022 and its regulations.

1. <u>PHASE 1: COMPLIANCE, RESPONSIVENESS TO THE BID RULES AND CONDITIONS (ELIMINATING)</u>

Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration:

1. Bid Document (This Document must be submitted in its original format)

2. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
3. Bidder must be registered with CIDB grading of 1SI OR HIGHER the following class of works (SI) as per the tender notice and requirements. It is the responsibility of the bidder to keep the status on CIDB active throughout bidding process (advert till award stage).

4. Form of offer and Acceptance must be dully completed and signed
5. SBD 1 – invitation to bid must be dully completed and signed.
6. SBD 4- Declaration of Interest must be dully completed and signed.
All questions from 2.4 to 2.4.1 must be adequately answered.
All questions from 3 to 3.6 must be adequately answered.
In the event a director or one of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or</td></tr>
</table>

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not they are bidding for this contract, such interest must be disclosed on question 2.4 to 2.4.1 and failure to disclose will result in the elimination of the bidder (this information will be verified by evaluation committee through CSD.

7. Compulsory Enterprise Questionnaire **must** be dully completed and signed.
8. Compulsory Declaration **must** be dully completed.
9. Declaration: Validity of Information provided must be dully completed and signed.
10. Resolution to Sign must be dully completed and signed (applicable if the company has **more than one** shareholder or director).
11. Only one offer per item per bidder is allowed and alternative offers will not be considered. If more than one offer per item is received, none of the offers will be considered.
12. This tender will be awarded as a whole (Inclusive provisional sums and allowances). All trades listed in the Bills of Quantities or Pricing schedule must be priced for, failure to do so will result increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
13. The bidder must submit the following documents either for an employee of the company or Director of the company or of the company, failure to submit will result in elimination;

- **Registered Lift Inspector with ECSA and**
- **Trade Certificate of Lift Mechanic or Elevator Technician and**
- **SANAS Certificate of accreditation for Inspection of Lifts, escalators and passenger conveyors and**
- **Registration certificate of ISO 9001:2015**

Other Conditions of bid (non-eliminating)

1. The bidder must be registered on the Central Supplier Database (CSD) prior the award.
2. All bidders' tax matters must be in order prior award. Bidders' tax matters will be verified through CSD.
3. Prospective tenderers must register on CSD prior submitting bids. Any prospective tenderer found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process.
4. SBD 6.1- Preference points claim form in terms of the preferential procurement regulations 2022 (to be completed and signed) failure to do so will result in none awarding of points.
5. The Department will contract with the successful bidder by signing a formal contract.
6. Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.
7. If the offer (any of the items quoted for) is "Vat Inclusive", the VAT registration number of service provider must be indicated. Bidders are not entitled to claim the VAT if they are not VAT registered

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e) PHASE TWO: EVALUATION ON NEW PPPFA OF 2022 AND ITS SPECIFIC GOALS

THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT WILL BE APPLIED AND THE 80/20 PREFERENCE POINTS SYSTEM WILL BE APPLICABLE

POINTS FOR PRICE	**80 POINTS**
SPECIFIC GOALS	**20 POINTS**
TOTAL POINTS	**100 POINTS**

Please note:

1.Bidders need to complete and sign SBD 6.1 to claim points for specific goals. Failure will lead in non-awarding of points for specific goals
2,The Department intends to award this to the highest point scorer as whole, unless circumstances justify otherwise
3.All information will be verified through CSD
4.SBD 6.1 is attached
</td></tr>
<tr><td>5.3.4</td><td>The procedure for the evaluation of responsive tenders is Method 4 (Financial offer, quality and preference) – N/A</td></tr>
<tr><td>5.3.5</td><td>The quality criteria and maximum score in respect of each of the criteria are as follows: N/A</td></tr>
<tr><td>5.3.6</td><td>Each evaluation criteria will be assessed in terms of five indicators – N/A</td></tr>
<tr><td>5.3.7</td><td>The prompts for judgment and the associated scores used in the evaluation of quality shall be as follows: N/A</td></tr>
<tr><td>5.4</td><td>

Tender offers will only be accepted if:

- The tenderer is registered on the Central Supplier Database (CSD) for the South African government (see https://secure.csd.gov.za/) unless it is a foreign supplier with no local registered entity
- The tenderer is in good standing with SARS according to the Central Supplier Database. Tenderers must submit a CSD number or tax status compliance pin.
- The tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation.
- The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- The tenderer has not:

i) Abused the Employer's Supply Chain Management System; or
ii) Failed to perform on any previous contract and has been given a written notice to this effect;

- The tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process;
- The tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the
</td></tr>
</table>

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	contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract; • The tenderer has duly completed and signed the **SBD1 and SBD4.** Incomplete or unsigned or poorly completed forms will lead to a tenderer being declared nonresponsive. No second chance will be afforded to a tenderer to come and complete or sign any information. • Bids which are late, incomplete, unsigned or submitted by facsimile or electronically will not be accepted. • The tender has offered a market related offer. If the offer is believed not to be market related, the department through its Supply Chain Management bid committees will attempt to negotiate the offer with identified tenderer/s to a reasonable amount. Tenderers are not allowed to increase their tender offers during this process. • A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid. • Prospective tenderers must register on CSD prior submitting bids (open tenders). Any prospective tenderer found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred tenderer/s will be afforded an opportunity to rectify their tax affairs within 7 days. A tenderer that fails to rectify its tax matters with SARS will be eliminated. • **NOTE:** The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in tenderer's tender submission. If the Form of Offer and Acceptance has no value or figure, the tenderer will be regarded as having made no offer.
5.5	The number of paper copies of the signed contract to be provided by the employer is one(1).
5.6	The additional conditions of tender are: • Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.
T.2.1	***B. List of returnable documents***
1	**Documentation to demonstrate eligibility to have tenders evaluated I.e.** *List all documentation to demonstrate eligibility to have a submission evaluated.* • Appropriate CIDB grading suitable for the works (as stated in 4.1.1).
2	**Returnable Schedules required for tender evaluation purposes** The tenderer must fully and appropriately complete and sign the following returnable schedules as relevant: • As per the bid conditions
3	**Other documents required for tender evaluation purposes**

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	The tenderer must provide the following returnable documents: • A CSD Report for a contractor with valid and correct information.
4	**Returnable Schedules that will be used for tender evaluation purposes and be incorporated into the contract** The tenderer must complete the following returnable documents: • As per the Bid conditions.
5	Only authorized signatories may sign the original and all copies of the tender offer where required. In the case of a ONE-PERSON CONCERN submitting a tender, this shall be clearly stated. In the case of a **COMPANY** submitting a tender, include a copy of a **resolution by its board of directors** authorizing a director or other official of the company to sign the documents on behalf of the company. In the case of a **CLOSE CORPORATION** submitting a tender, include a copy of a **resolution by its members** authorizing a member or other official of the corporation to sign the documents on each member's behalf. In the case of a **PARTNERSHIP** submitting a tender, **all the partners** shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case **proof of such authorization** shall be included in the Tender. **Accept that failure to submit proof of authorization to sign the tender shall result in the tender offer being regarded as non-responsive.**
6	**Information and data to be completed in all respects** Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as nonresponsive.
7	**Canvassing and obtaining of additional information by tenderers** The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon. The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.
8	**Prohibitions on awards to persons in service of the state** The Employer is prohibited to award a tender to a person - *a)* Who is in the service of the state; or *b)* If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or *c)* A person who is an advisor or consultant contracted with the Department or municipal entity. **In the service of the state** means to be - *a)* A member of: - *a* Any municipal council; *b* Any provincial legislature; or *c* The National Assembly or the National Council of Provinces; *b)* A member of the board of directors of any municipal entity;

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	c) An official of any Department or municipal entity; *d)* An employee of any national or provincial department; *e)* Provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); *f)* A member of the accounting authority of any national or provincial public entity; or *g)* An employee of Parliament or a provincial legislature. In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.
9	**Awards to close family members of persons in the service of the state** Accept that the notes to the Employer's annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state (defined in clause 8 above), or has been in the service of the state in the previous twelve months, including the following: a) The name of that person; b) The capacity in which that person is in the service of the state; and c) The amount of the award. In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.
10	**Respond to requests from the tenderer** The employer will respond to requests for clarification up to **5 (five) working days** before the tender closing time.
11	**Opening of tender submissions** Tenders will be opened immediately after the closing time and date for tenders
12	**Scoring quality / functionality:** N/A
13	**Cancellation and re-invitation of tenders** An organ of state may, prior to the award of the tender, cancel the tender if- (a) Due to changed circumstances, there is no longer a need for the services, works or goods requested; or (b) Funds are no longer available to cover the total envisaged expenditure; or (c) No acceptable tenders are received. (d) Tender validity period has expired. Where applicable, the decision to cancel the tender will be published in the CIDB website and in the Tender Bulletin or the media in which the original tender invitation as advertised.
14	Dispute resolution mechanism will be done through the **Litigation** route**.**

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T2.1 List of Returnable Documents

The tenderer must complete the following returnable documents:

1 **Returnable Schedules required for quotation evaluation purposes**

- As per the bid Conditions

2 **Other documents required for quotation evaluation purposes**

- Form of Offer and Acceptance
- Final Summary (Bills of Quantities)

3 **Returnable Schedules that will be incorporated into the contract**

- As per the Bid Conditions

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SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE					
BID NUMBER:	**ALF5-26/27-0029**	**CLOSING DATE:**	**20 JANUARY 2027**	**CLOSING TIME:**	**11:00AM**
DESCRIPTION	**TWO-YEAR TERM CONTRACT OF MAINTENANCE, REPAIRS & SERVICEOF LIFTS AT SOPHIA DOE**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
Bid response documents may be deposited in the bid box situated at Department of Public Works and Infrastructure Alfred Nzo Regional Office, Mount ayliff. Block A, Department of Public Works & Infrastructure, Cnr Nkosi Senyukele & Ngqubusini Street, off Ntsizwa Street, Mt Ayliff, 4735					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Ms. N. Mpiti**	**CONTACT PERSON**	**Ms. S. Ngudle**
TELEPHONE NUMBER	**082 304 0403**	**TELEPHONE NUMBER**	**071 481 5913**
FACSIMILE NUMBER		**FACSIMILE NUMBER**	
E-MAIL ADDRESS	**namhla.mpiti@ecdpw.gov.za**	**E-MAIL ADDRESS**	**Sihle.ngudle@ecdpw.gov.za**

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR** CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

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

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SBD1

PART B

TERMS AND CONDITIONS FOR BIDDING

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

-

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

SIGNATURE OF THE BIDDER:

……

CAPACITY UNDER WHICH THIS BID IS SIGNED:

……

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

DATE:

……

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Compulsory Enterprise Questionannare

A

Compulsory Enterprise questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.
Section 1: Name of enterprise: . . . . .
Section 2: VAT registration number, if any: . . . . .
Section 3: cidb registration number, if any: . . . . .
Section 4: Particulars of sole proprietors and partners in partnerships

Name*	**Identity number***	**Personal income tax number***

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

Section 5: Particulars of companies and close corporations

Company registration number . . . . . .

Close corporation number . . . . . Tax reference number . . . . . .

Section 6: The attached SBD 4 must be completed for each tender and be attached as a tender requirement.

Section 7: The attached SBD 6.1 must be completed for each tender and be attached as a requirement.

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

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

ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004; iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;

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

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

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

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

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1. COMPULSORY DECLARATION

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

Section 1: **Enterprise Details**

Name of enterprise:	
Contact person:	
Email:	
Telephone:	
Cell no	
Fax:	
Physical address	
Postal address	

Section 2: Particulars of companies and close corporations

Company / Close Corporation registration number	

Section 3: SARS Information

Tax reference number	
VAT registration number:	*(State Not Registered if not registered for VAT)*

Section 4: Central Supplier Database Registration Number

Central Supplier Database Registration number *(Compulsory)*	
CIDB Registration number *(if applicable)*	

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Section 5: Particulars of principals

Principal: means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984).

Full name of principal	Identity number	Personal tax reference number

Attach separate page if necessary

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Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

- ☐ a member of any municipal council
- ☐ a member of any provincial legislature
- ☐ a member of the National Assembly or the National Council of Province
- ☐ a member of the board of directors of any municipal entity
- ☐ an official of any municipality or municipal entity
- ☐ an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999)
- ☐ a member of an accounting authority of any national or provincial public entity
- ☐ an employee of Parliament or a provincial legislature

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

Name of principal	**Name of institution, public office, board or organ of state and position held**	**Status of service** *(√(tick) appropriate column)*	
		Current	**Within last 12 months**

*insert separate page if necessary

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Section 7: Record of family member in the service of the state

Family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

Indicate by marking the relevant boxes with a cross, if any family member of a principal as defined in section 5 is currently or has been within the last 12 months been in the service of any of the following:

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

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

Name of family member	**Name of institution, public office, board or organ of state and position held**	**Status of service** (√ (tick) appropriate column)	
		Current	**Within last 12 months**

*insert separate page if necessary

Section 8: Record of termination of previous contracts with an organ of state

Was any contract between the tendering entity including any of its joint venture partners terminated during the past 5 years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract.

☐ Yes ☐ No (Tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

Section 9: Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity confirms that the contents of this Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:

i) neither the name of the tendering entity or any of its principals appears on:

a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004)

b) National Treasury's Database of Restricted Suppliers (see www.treasury.gov.za)

ii) neither the tendering entity of any of its principals has within the last five years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);

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iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);

iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers

v) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc.) or intention to not win a tender;

vi) has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;

vii) neither the tenderer or any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are not in arrears for more than 3 months;

viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer's tax compliance status to the Employer and when called upon to do so, obtain the written consent of any Sub-Consultants who are subcontracted to execute a portion of the contract that is entered into in excess of the threshold prescribed by the National Treasury, for SARS to do likewise.

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed ..... Date ----------

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

Enterprise name .....

NOTE 1 The Standard Conditions of Tender contained in SANS 10845-3 prohibits anticompetitive practices (clause 3.1) and requires that tenderers avoid conflicts of interest, only submit a tender offer if the tenderer or any of his principals is not under any restriction to do business with employer (4.1.1) and submit only one tender either as a single tendering entity or as a member in a joint venture (clause 4.13.1). Clause 5.7 also empowers the Employer to disqualify any tenderer who engages in fraudulent and corrupt practice. Clause 3.1 also requires tenderers to comply with all legal obligations.

NOTE 2: Section 30(1) of the Public Service Act, 1994, prohibits an employee (person who is employed in posts on the establishment of departments) from performing or engaging remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department. When in operation, Section 8(2) of the Public Administration Management Act, 2014, will prohibit an employee of the public administration (i.e. organs of state and all national departments, national government components listed in Part A of Schedule 3 to the Public Service Act, provincial departments including the office of the premier listed in Schedule 1 of the Public Service Act and provincial departments listed in schedule 2 of the Public Service Act, and provincial government components listed in Part B of schedule 3 of the Public Service Act) or persons contracted to executive authorities in accordance with the provisions of section 12A of the Public Service Act of 1994 or persons performing similar functions in organs of state from conducting business with the State or to be a director of a public or private company conducting business with the State. The offence for doing so is a fine or imprisonment for a period not exceeding 5 years or both. It is also a serious misconduct, which may result in the termination of employment by the employer.
NOTE 3: Regulation 44 of Supply Chain Management regulations issued in terms of the Municipal Finance Management Act of 2003 requires that organs of state and municipal entities not award a contract to a person who is the service of the state, a director, manager or principal shareholder in the service of the state or who has been in the service of the state in the previous twelve months.

NOTE: 4: Regulation 45 of Supply Chain Management regulations requires a municipality or municipal entity to disclose in the notes to the annual statements particulars of any award made to a close family member in the service of the state.

NOTE: 5 Corrupt activities which give rise to an offence in terms of the Prevention and Combating of Corrupt Activities Act of 2004) include improperly influencing in any way the procurement of any contract, the fixing of the price, consideration or other moneys stipulated or otherwise provided for in any contract and the manipulating by any means of the award of a tender.

NOTE: 6 Section 4 of the Competition Act of 1998 prohibits restrictive horizontal practice including agreements between parties in a horizontal relationship which have the effect of substantially preventing or lessening competition, directly or indirectly fixing prices or dividing markets or constitute collusive tendering. Section 5 also prohibits restrictive vertical practices. Any restrictive practices that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.

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SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

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

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2.3.1 If so, furnish particulars:

……
……
……

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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

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

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide

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clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE

APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

……	……
Signature	Date
……	……...
Designation	Name of bidder

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SBD 6.1

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

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

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

---

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

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

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

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adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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Where

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

POINTS AWARDED FOR SPECIFIC GOALS

3.3. 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:

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

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

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	(a) 100% black youth ownership	**6**	
	(b) 30% to 99% black youth ownership	**4**	
	(c) Less than 30% black youth ownership	**0**	
Locality: -			
	(a) Within Eastern Cape Province	**6**	
	(b) Outside the Eastern Cape Province	**0**	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.5. Name of company/firm…….

3.6. Company registration number: ……...

3.7. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

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

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

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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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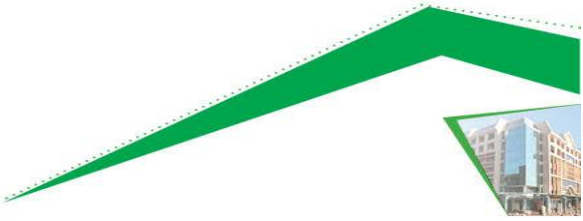
PROOF OF REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD REPORT)

(ATTACH HERE)

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VALID CIDB CERTIFICATE OF A TENDERER

(ATTACH HERE)



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Annex C

(normative)

FORM OF OFFER AND ACCEPTANCE

Project title	**TWO-YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE**
SCMU number	**ALF5-26/27-0029**

OFFER

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

TWO YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

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

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

……..Rand (in words);

R ……(in figures) (or other suitable wording)

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

Signature(s)_____

Tender's

Name(s)_____

Authorized Person
(Names_____
_____

Address of the
Tenderer:_____
_____

Witnesses (Signatures):
1._____Date:_____

2. _____Date:_____

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ACCEPTANCE

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

The terms of the contract, are contained in:

Part C1 Agreements and contract data, (which includes this agreement)
Part C2 Pricing data
Part C3 Scope of work.
Part C4 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

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

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

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

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

Schedule of Deviations

1 Subject _____
Details
_____
2 Subject _____
Details
_____
3 Subject _____
Details
_____

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

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C

RECORD OF ADDENDA TO BID DOCUMENTS

PROJECT TITLE	**TWO-YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE**
Project number	**ALF5-26/27-0029**

I / We confirm that the following communications received from the Department of Public Works before the submission of this tender offer, amending the tender documents, have been taken into account in this bid offer: (Attach additional pages if more space is required)

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

Attach additional pages if more space is required.

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

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

Tenderer .....

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D

PROPOSED AMENDMENTS AND QUALIFICATIONS

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

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

PROJECT TITLE	**TWO-YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE**
Project number	**ALF5-26/27-0029**

Page	Clause /Item	Proposal

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct

Signed ---------- Date ----------

Name ---------- Position ----------

Enterprise name

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E

RESOLUTION FOR SIGNATORY

A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

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

An example is given below:

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

Mr/Mrs/Ms_____, whose signature appears below, has been duly authorised to

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

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

_____

_____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE:_____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

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

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

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G

CAPACITY OF THE TENDERER

PROJECT TITLE	**TWO-YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE**
Project number	**ALF5-26/27-0029**

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

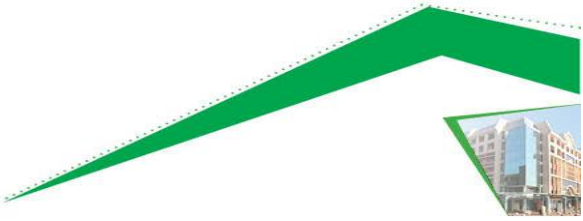
Artisans and Employees: (Artisans and Employees to be ,or are ,employed for this project)

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

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed:	……	**Date**	……
Name:	……	**Position**	……

Enterprise Name: ……



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H

RELEVANT PROJECT EXPERIENCE – COMPLETED PROJECTS

Tenderers must submit a max one-page description of at least three projects successfully completed. **Attach an Completion Certificate for each of the project provided.**

The description of each project must include the following information:

1. Essential introductory information:
   - 1.1. Name of project.
   - 1.2. Name of client.
   - 1.3. Contact details of client.
   - 1.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
   - 1.5. The period during which the project was performed, and also, if this is different, the period during which the tenderer's team members were contracted.
   - 1.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.	NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS OF CLIENT.	PROJECT VALUE	DATE COMPLETED
1					
2					
3					

Attach a separate page to address this issue (the above table is just for reference purposes).

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed…….. Date……..

Name…… Position…….

Enterprise name…… ……

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I

RELEVANT PROJECT EXPERIENCE – CURRENT PROJECTS

Tenderers must submit a max one-page description of at least three projects under construction/ on hold/ just handed over/ towards completion (if they exist). **Attach an Appointment letter for each of the project provided.**

The description of each project must include the following information:

2. Essential introductory information:
   - 2.1. Name of project.
   - 2.2. Name of client.
   - 2.3. Contact details of client.
   - 2.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
   - 2.5. The period during which the project was performed, and also, if this is different, the period during which the tenderer's team members were contracted.
   - 2.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.		NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS OF CLIENT.	PROJECT VALUE	STAGE OF PROJECT
1						
2						
3						

Attach a separate page to address this issue (the above table is just for reference purposes).

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed ---------- Date ----------

Name Position

---------- ----------

Enterprise name

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J

Evaluation Schedule - 1

Project title:	**TWO-YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE**
Project Number:	**ALF5-26/27-0029**

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of
_____ (company name) declare
that I was the Project Manager on the following building construction project successfully executed by _____ (name of tenderer):
Project name: _____
Project location: _____
Construction period: _____ Completion date: _____
Contract value: _____
A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of subcontractors / cash flow, etc.						
TOTAL						

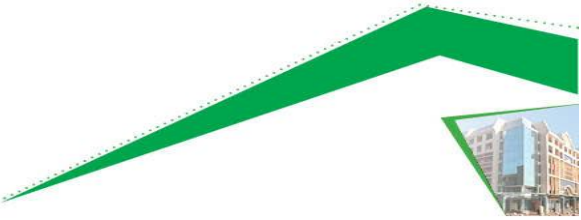
B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments:

_____

_____



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D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2026/27

_____

Signature of principal agent

COMPANY STAMP

_____
Name of Tenderer

_____ _____
Signature of Tenderer Date

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K

Evaluation Schedule - 2

Project title:	**TWO-YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE**
Project Number:	**ALF5-26/27-0029**

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of _____ (company name) declare that I was the Project Manager on the following building construction project successfully executed by _____ (name of tenderer):
Project name: _____
Project location: _____
Construction period: _____ Completion date: _____
Contract value: _____

A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of subcontractors / cash flow, etc.						
TOTAL						

B. Would you consider / recommend this tenderer again:

YES	NO



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•Tel: +27 (0) 39 254 6711 • Email:sihle.ngudela@ecdpw.gov.za

C. Any other comments:

_____

_____

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2026/27.

_____
Signature of principal agent

COMPANY STAMP

_____
Name of Tenderer

_____ _____
Signature of Tenderer Date

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L

Evaluation Schedule - 2

Project title:	**TWO-YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE**
Project Number:	**ALF5-26/27-0029**

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of _____ (company name) declare that I was the Project Manager on the following building construction project successfully executed by _____ (name of tenderer):
Project name: _____
Project location: _____
Construction period: _____ Completion date: _____
Contract value: _____
A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of subcontractors / cash flow, etc.						
TOTAL						

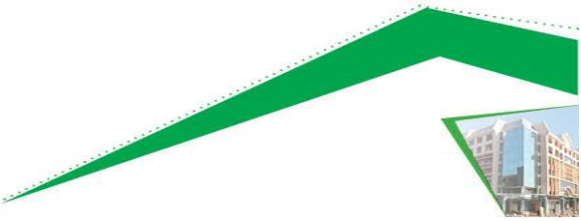
B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments:

_____

_____



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D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2026/27.

_____
Signature of principal agent

COMPANY STAMP

_____
Name of Tenderer

_____ _____
Signature of Tenderer Date

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M

BASELINE RISK ASSESSMENT

PROJECT TITLE	**TWO-YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE**
Project number	**ALF5-26/27-0029**
PLEASE NOTE THAT THIS IS A BASELINE RISK ASSESSMENT AND NOT A DETAILED RISK ASSESSMENT OF ALL ANTICIPATED ACTIVITIES ON SITE	

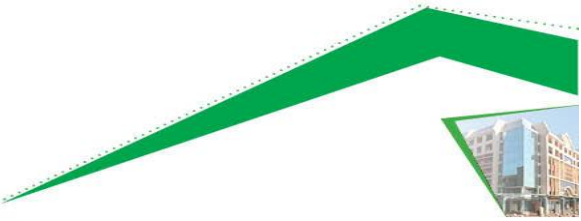
Activity	Risk to Safety	Risk to Health	Risk to Environmental	Risk to Public Safety	Control Measures

You can list all activities on a separate page to address this issue (the above table is just for reference purposes).

Signed ---------- Date ----------

Name ---------- Position ----------

Enterprise name ----------



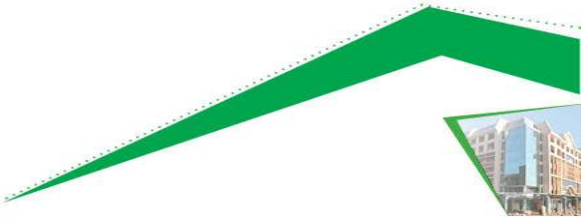
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C1.2CONTRACT DATA: GCC 3rd Version, 2015

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C1.3 CIDB ADJUDICATOR'S AGREEMENT

This agreement is made on the . . . . . day of . . . . . between:. . . . . .

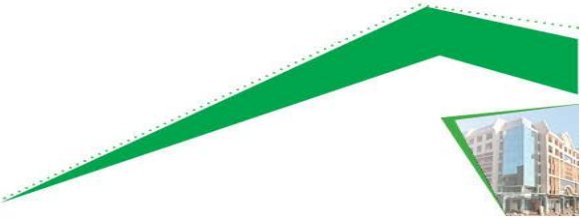


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Contract Data

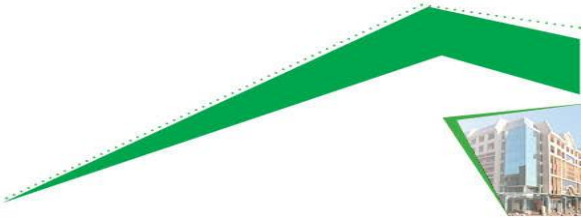
1	The Adjudicator shall be paid at the hourly rate of R. . . . . in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
2	The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to: (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs. (b) Telegrams, telex, faxes, and telephone calls. (c) Postage and similar delivery charges. (d) Travelling, hotel expenses and other similar disbursements. (e) Room charges. (f) Charges for legal or technical advice obtained in accordance with the Procedure.
3	The Adjudicator shall be paid an appointment fee of R . . . . . This fee shall become payable in equal amounts by each Party within ….. days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties.
4	The Adjudicator is/is not* currently registered for VAT.
5	Where the Adjudicator is registered for VAT it shall be charged additionally in accordance with the rates current at the date of invoice.
6	All payments, other than the appointment fee (item 3) shall become due 7 days after receipt of invoice, thereafter interest shall be payable at 5% per annum above the Reserve Bank base rate for every day the amount remains outstanding.

* Delete as necessary



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PART C2.3 BILL OF QUANTITIES / SCHEDULE OF RATES



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PRICING INSTRUCTIONS

Project title:	**TWO-YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE**
Project number:	**ALF5-26/27-0029**

1. BILL OF QUANTITIES

The **bill of quantities** forms part of and must be read with all the other documents forming part of the **contract documents**, the Standard Conditions of Tender, Conditions of Contract, Specifications and all other relevant documentation.

2. VALUE ADDED TAX

The tender price must include for Value Added Tax (VAT). All rates, provisional sums, etc. in the **bill of quantities** must however be net (exclusive of VAT) with VAT calculated and added to the Total Value thereof in the Final Summary.

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PART C3

SCOPE OF WORKS

Project title:	**TWO-YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE**
Project number	**ALF5-26/27-0029**

C3. Scope of Works

1. GENERAL

a) The standard for uniformity in construction procurement published in terms of the Construction Industry Development Board (CIDB) Act, 2000 (Act no. 38 of 2000), the Standardized Construction Procurement Documents for Engineering Construction Works as issued by the CIDB and any other relevant documentation pertaining thereto must be studied and all principles in this regard must be applied to all procurement documentation, practices and procedures.

b) The consultant(s)/ project manager must acquaint themselves fully with all relevant matters pertaining to this section in order to enable prospective tenders to price for all eventualities.

2. EXTENT OF THE WORKS

a) EXTENT OF THE WORKS

To inspect and service 2 passenger lifts on a monthly basis for a contract period of 24 months and replacing defective parts as and when necessary. This includes maintenance or servicing of bearings, brake linings, cables(travelling), coils, bushings, conductors and connectors, door operators and closers, lamps, motors, packing on worm shaft, condition of ropes, actuating wheels and rollers, controllers, governors, car enclosures, hoistway, top and bottom of car etc. Inspection will also be required as per the following table but not limited to:

Components	**Inspection Checks and Service Required**
1. Controller	Switches, fuses, wiring, contacts, resistance
2.Machine	Lubrication, gland, oil leaks, thrust
3.Pit	Bottom car shoe, final limits, safety gear, lowest landing floor, counterweight overrun
4.Hoistway	Doors, hangers, shoes, Top final limit, locks, ropes and fastenings, trailing cable, rope tension, counterweight
5.Brakes	Clearance and linings
6.Sheaves	Wearing on groove

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7.Car Top	Safety gear links, Door operator, car shoes, inspection control unit etc.
8.Car	Car operating panel, safety shoes, car signals, car door
9.Landings	Signals and hall buttons
10.Governor	Groove depth roller and track
11.Motor	Commutator and brush gear

N.B: It is the duty of the Contractor to respond to any emergencies and the response time must be within 1 to 3 hours after an incident or a call out has been communicated.

b) ORDER OF THE WORKS

Works to be executed upon receipt of Instruction in the form of a works order.

The rates shall be inclusive of labour and transport costs. Claims for works executed by the service provider must at all times, as reasonable practicable as possible tie up with the rates as per the service provider's priced Bill of Quantities.

c) ACCESS

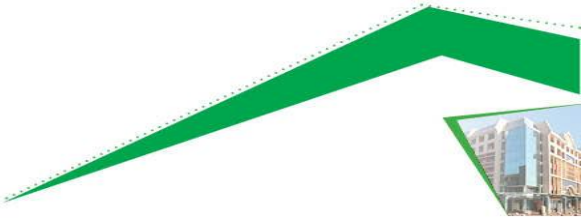
There are no special restrictions or requirements with regards to access on site.

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	BILL NO 1 PRELIMINARIES AND GENERAL					
1						
	PRELIMINARY & GENERAL					
1.1.0						
	DESCRIPTION	**UNIT**	**QTY**	**RATE**	**AMOUNT**	
1.2.0	**Assessment & Inspection**					
1.2.1	**Assessment and fault finding report**	**Sum**	**2**	**R**	**R**	
1.2.2	**Emergency call-out fee**					
	a)Emergency Call out fee. Note only on emergency incidents	**Sum**	**15**	**R**	**R**	
			(Carry to final summary)	**SUB TOTAL 1**	**R**	
	BILL NO 2 HEALTH AND SAFETY					
ITEM NO	**DESCRIPTION**	**UNIT**	**QTY**	**RATE**	**AMOUNT**	
2.1	**Submission of OHS File, and OHS requirements such as PPE, Signage etc (on proven cost)**	**Lump sum**	**1**	**R10,000.00**	**R**	
		(Carry to final summary)		**SUB TOTAL 2**	**R**	

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BILL NO 3.SERVICE, REPAIRS & MAINTENANCE TO THE FOLLOWING 2 X LIFTS INCLUDING LABOUR						
3.1	**Description**	**Quantity**	**Building**	**No of Services**	**Rate**	**Amount**
3.1.1	**Do comprehensive monthly maintenance and all associated documentation for the vertical passenger lifts. Manufacturer: OTIS**	**1**	**Mt Frere Department of Education**	**24**	**R**	**R**
3.1.2	**Do comprehensive monthly maintenance and all associated documentation for the vertical passenger lifts. Mount Frere: Manufacturer: OTIS**	**1**	**Mt Frere Department of Education**	**24**	**R**	**R**
			(Carry to final summary)	**SUB TOTAL 3**		**R**
BILL NO 4. REPLACEMENTS INCLUDING LABOUR:						
	BUDGETARY ALLOWANCE					
4.1	**ITEM**	**UNIT**	**QUANTITY**		**RATES**	**AMOUNT**
4.1.1	**Allow for Budgetary allowance of an amount of Hundred Thousand Rands(R100,000.00) for replacement of faulty equipment or parts i.e. governor eight, governor rope, governor tension contracts, guide oil etc. (3 Quotes to be submitted)**	**Sum**	**1**		**R100,000.00**	**R**
4.1.2	**10 % Mark-up on materials**					**R**
			(Carry to final summary)	**SUB TOTAL 4**		**R**
BILL NO 5. TRANSPORT COST						
5.1	**ITEM**	**PER/UNIT**	**QUANTITY**		**RATES**	**AMOUNT**
5.1.1	**Transport cost per kilometer for a vehicle not exceeding 2.5 Petrol/Diesel.**	**AA rate for LDV vehicle as per fuel tariffs approved by the**	**4500**		**R**	**R**



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		Department Of Transport				
	All distances in kilometers will be measure situated in Alfred Nzo Region at:…… …… …… …… Fill in the address to the site in question					
			(Carry to final summary)	**SUB TOTAL 5**		**R**
FINAL SUMMARY:						
NO	**ITEM**					**AMOUNT**
1	**SUB TOTAL 1 :PRELIMINARIES & GENERAL**					**R**
2	**SUB TOTAL 2 : HEALTH & SAFETY REQUIREMENTS**					**R**
3	**SUB TOTAL 3: SERVICE, REPAIR & MAINTENANCE OF LIFTS INCL LABOUR & ACCOMODATION**					**R**
4	**SUBTOTAL 4:REPLACEMENTS INCL LABOUR**					**R**
5	**SUBTOTAL 5: TRANSPORT RATES**					**R**
Total			**R**			**R**
Vat @ 15 %			**R**			**R**
	Grandtotal Carried to the Form of Offer		**R**			**R**
NOTE: IF THE CONTRACT VALUE GETS DEPLETED BEFORE THE TWENTY-FOUR (24) MONTH PERIOD THE CONTRACT WILL THEN BE DEEMED EXPIRED						

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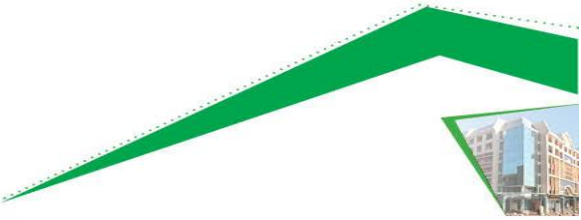
UNPRICED BOQ: TWO-YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE
ALF5-26/27-0029

LIST OF BUILDINGS IN MOUNT FRERE WITHIN ALFRED NZO REGION

Department of Public Works and Infrastructure		
Name of Office	**Area**	**Physical Address**
Department of Education: Mount Frere Cluster offices	MOUNT FRERE	-30.908397,28.991301

Buildings currently are occupied.

Geotechnical Investigation Report (if applicable)? N/A



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Eastern Cape Department of Public Works & Infrastructure

Alfred Nzo

Occupational Health and Safety Specification

Issued in terms of the Occupational Health and Safety Act, 1993
Construction regulations 2014

PROJECT NAME	**TWO-YEAR TERM CONTRACT FOR MAINTENANCE, REPAIRS & SERVICE OF LIFTS AT SOPHIA DOE**



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1 SCOPE

The scope of the work will entail the following aspects.

Provides the overarching framework within which the Principal Contractor is required to demonstrate compliance with certain requirements for occupational health and safety established by the Occupational Health and Safety Act 85 of 1993 during construction work.

- Establishes the way the Principal Contractor is to manage the risk of health and safety incidents during construction; and
- Establishes the way the Client will interact with The Principal Contractor.

This specification establishes general requirements to enable the Principal Contractor to satisfy aspects of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations, 2014. The Principal Contractor is required to develop, implement and maintain a site-specific health and safety plan. The Client is required to provide certain site-specific information to the Principal Contractor or a health and safety specification for the works to enable such a plan to be formulated. Accordingly, this specification on its own cannot ensure compliance with the requirements of the Act.

The Construction Regulations, 2014, requires a client to stop any contractor from executing construction work which is not in accordance with the contractor's health and safety plan for the site or which poses to be a threat to the health and safety of persons.

2 DEFINITIONS

As per the Occupational Health and Safety Act (85 of 1993) and the relevant regulations and applicable standards.

2.1 List of Abbreviations

CC	Compensation Commissioner
CHSA	Construction Health and Safety Agent
CHSO	Construction Health and Safety Officer
CR	Construction Regulations (Gazette 10113 of 07/02/2014)

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DoL	Department of Labour
GAR	General Administration Regulations
GSR	General Safety Regulations
HCSR	Hazardous Chemical Substances Regulations
HIRA	Hazard Identification Risk Assessment
H&S	Health and Safety
OHSA	Occupational Health and Safety Act No. 85 of 1993 (as amended)
OHSS	Occupational Health and Safety Specification
PA	Principal Agent
PSHSS	Project Specific Health and Safety Specification
PC	Principal Contractor
PPE	Personal Protective Equipment
SANS	South African National Standards (Authority)
SDS	Safety Data Sheet
SWP	Safe Work Procedure

2.2 Key References

Occupational Health and Safety Act No. 85 of 1993 and Regulations (as amended) Construction Regulations 2014.

Compensation for Injury and Occupational Diseases Act No. 100 of 1993 (as amended).

SANS codes.

South African Road Traffic Signs Manual (SARTSM)

3 INTERPRETATION

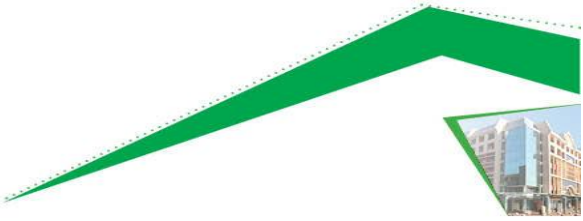
The Act and its associated regulations shall have precedence in the interpretation of any ambiguity or inconsistency between it and this specification.

3.1 Purpose of the Project Specific Health and Safety Specification (PSHSS)

The PSHSS is a performance specification to ensure that the Client and any bodies that enter into formal agreements with the Client / Agents, Professional Service Consultants (Engineers, Quantity Surveyors and Architects), Principal Contractors and Contractors achieve an acceptable level of OHS performance.
No advice, approval of any document required by the PSHSS, such as hazard identification and risk assessments, or any other form of communication from the Client shall be construed as acceptance by the Client of any obligation that absolves the Principal Contractor from achieving the required level of performance and compliance with legal requirements. Furthermore, there is no acceptance of liability by the Client, which may result from the Principal Contractor failing to comply with the PSHSS, i.e. the Principal Contractor remains responsible for achieving the required performance levels.

A Mandatary Agreement in terms of Section 37.2 of the OHSA will be signed between parties prior to any works commencing. The PSHSS highlights the aspects to be implemented over and above the minimum requirements of current legislation. Requirements may be changed should new risks or issues are identified that could not have been foreseen during the design phase of the project, or during the construction phase. Any new legislation or standards (legislated or determined by the Client) that are promulgated or accepted during the contract will automatically be applied.

It should be noted that this OHSS in no way relieves the Principal Contractor of any of his responsibilities set out in the Act and Regulations



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3.2 Requirements

A project specific H&S Plan in response to this PSHSS will be subject to approval by the Client. This must include all supporting documentation as required to verify the H&S system:

4 GENERAL REQUIREMENTS

4.1 Risks

Principal Contractor to provide a detailed risk assessment for the entire work on site.

4.2 Letter of good standing

The principal contractor must have a valid letter of good standing produced by COIDA or FEMA before starting any construction work on site.

4.3 Specified Hazardous Chemical Substances

The PC is to supply the products required, Safety data sheets (SDSs) for each of the products envisaged to be utilized on site.

5 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

5.1 Notification of Construction work

The Principal contractor shall notify the Provincial Director Department of Labour in the form annexure 2, 7 days before commencing construction work as per Construction regulation 4.

5.2 Appointment of Competenct Site Personnel

The CEO (OHSA S16.1) of the PC will take overall responsibility for the appointment of competent site staff for the duration of the project. Should the CEO not be personally involved in the project, the H&S responsibilities are to be delegated to the Site Agent (OHSA 16.2). This individual must have Knowledge and training in H&S. The candidate must produce certificates showing that he has the necessary training in health and safety aspects. All other legal appointments are to be made with relevance to the type of work required.

5.3 Construction Manager / Supervisors

Competent Construction Managers (CR 8.1) must be appointed to manage all the works and have training and/or experience in managing projects. The Construction Manager shall be on site and cannot manage any other construction site.

5.4 Construction health and safety officer

After consultation between the Client and the Principal Contractor a full time or Part time SACPCMP registered safety officer must be appointed.

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5.5 Health and Safety Representative

PC must appoint a full-time health and safety representative when he / she has 20 employees and thereafter the Principal Contractor will be required to appoint SHE representatives for every 50 employees. The health and safety representatives must attend an accredited SHE representatives' course. The course must be provided by an accredited Entity.
The H&S representative will liase and report to the full-time Construction Health and Safety Officer. The health and safety representative must attend health and safety audit meetings so that he / she can be equipped with what is happening on site.

5.6 Other Appointments

Not limited to but other legal appointments must be done as per the OHS Act 85 of 1993 and related regulations.

6 GENERAL RISK MANAGEMENT

6.1 Health Risks and Medical Surveillance

All workers (including those of Contractors and the so-called casual workers) are required to be in possession of a medical certificate of fitness issued by a registered **Occupational Medical Practitioner** prior to commencing work. Induction training will be conducted upon the completion of medical examinations.

All workers are required to be in possession of a medical certificate of fitness prior to commencing work.

Annual medical surveillance is required (unless identified as being required more frequently), as well as exit medical. The last payment certificate of the Principal Contractor should not be released without the exit medical certificates of all employees. There are instances where employees cannot be traced, PC must provide evidence of trying to trace the employee.

Arrangements for keeping medical records for the required time are to be noted.

It is preferable that the PC has a medical surveillance plan.

6.2 Emergency Procedures

An emergency plan and procedure that is appropriate to the risks is required prior to commencement on site. It is advised that the system should be simple and easy for any worker to follow.

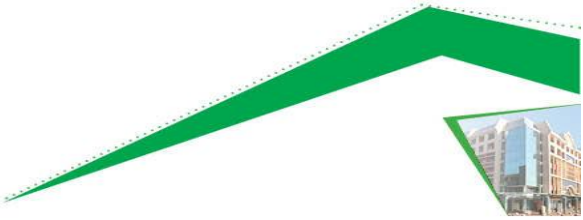
The emergency plan is to ensure the inclusion of local service providers where possible. Such arrangements should be made with these people prior to the commencement of the project.

Local emergency telephone numbers must be displayed and made part of the emergency procedure.

The general principles of emergency management are to be applied as it applies to the hierarchy of control and management. The PC must consult with the Client in preparation of the emergency as buildings will be operational.

6.3 First Aiders and First Aid Equipment

Level 2 trained first aiders shall be appointed on site. The number of first aiders appointed will depend on the ratio. First aiders shall always be available on site, and be able to work as a team when responding to any emergency in the project.



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Appropriately stocked first aid kits, at least to the requirements of the Annexure to the GSR 3, are to be always available to assure continual availability and access on site.

6.4 Fires and Emergency Management

Attention to emergency planning and procedures is very important. Requirement in terms of identified risks:

- Fire;
- Public Safety;
- Falls from heights,

The emergency plan is to ensure the inclusion of local service providers where possible. Such arrangements should be made with these people prior to the commencement of the project; the emergency plan is to include the risks of fire on site and related to any specific activities.

Fire extinguishers shall be appropriate for the risk and in sufficient numbers to deal with the type of fires that could occur. There shall be an appointed and trained fire fighter at all times on site as per Construction Regulations 29(h).

6.3.1 Incident Management and Compensation Claims

All incidents and accidents are to be investigated. All serious incidents involving any form of disabling injury or fatality are to be reported as per Section 24. This shall be confirmed in writing following the incident to the Client. Near misses must also be recorded because they are a very critical indicator of what could happen on site. Near misses must be analyzed in order to prevent them from becoming catastrophic events. There are always lessons to be learnt from the near misses.

6.3.3 Personal Protective Equipment to provide PPE to all employees free of charge The wearing of the

identified SANS approved PPE at all times is non-negotiable.

- Hard hats;
- Protective footwear;
- Overalls that ensure worker visibility.
- Eye protection (if required)
- Hearing protection; (when exposed to noise)
- Reflective jackets/vests (no bibs);
- Respiratory protection (minimum of FFP2);
- Safety Harnesses with Lanyards when working above 2m at height
- Any other necessary PPE identified from SDS's and/or risk assessments.

6.5 Occupational Health and Safety Signage

On-site H&S signage is required. Signage shall be posted up at fixed or temporary working areas, or other potential risk areas/operations. These signs shall be in accordance with the requirements of the General Safety Regulations or SANS requirements as amended. Signage is to be noted on the site drawings indicating where fixed/temporary signage is required.

- 'Hard hat area' or other PPE requirements
- Fire extinguishers
- First aid box

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- Assembly Area
- Smoking areas
- No Un-authorized entry.
- Asbestos
- Hazardous chemicals substances
- Safe for use / Unsafe for use (Scaffolding)
- Storage
- Live Overhead cables
- Safety construction sign. At the gate

Signs shall be posted at areas of work on site indicating that a construction site is being entered and that persons should take note of H&S requirements.

6.6 Induction of Employees and Visitors, General H&S Training

A simple, formal induction program is to be prepared which is site specific. Inductions must be carried out for all workers and visitors (including Client) to the site.

DSTI training is required to ensure workers are familiar with the risks and H&S measures of the work or tasks to be done.

Induction training must be provided before the workers may be allowed to commence their construction activities. Induction training must make employees aware of hazards and risks associated with their activities. Mitigation measures must be provided so that employees may not be exposed to pure risk. Supervisor must not allow any person to gain access to the site if they are not wearing the necessary PPE.

7 COMMUNICATION ON SITE

All H&S communication during the project between the Client and the PC will be done in writing, including the issue and responses to non-conformances and H&S audit results. The nonconformance identified during the audit must be dealt with within 5 working days. Principal Contractor must submit a closeout report after the issues has been managed and closed out. Repetitive deviations will attract a penalties.

8 CARE OF WORKERS ON SITE (WELFARE)

Adequate toilets(male & Female with signage), clean, safe drinking water and decent shelter must be always provided for all workers.

Hand washing facilities must be provided.

Waste procedures to be clearly documented.

Principal Contractor must provide proof of service slip for the ablution facilities.

If adequate toilets and water are not provided by the Principal Contractor, the site will be closed. The Principal Contractor shall provide proper accommodation for his / her employees and the Principal Contractor will be charged should employees be found camping on site. Employees will not be allowed to camp on site. Principal Contractor must not share ablution facilities with the Department. Demarcation shall be installed to separate Public Works personnel from construction activities. Tags (access control cards) shall be created for the identification of employees working on the project and the gate shall have a security to safeguard the site.



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9 DISCIPLINE, ALCOHOL AND SUBSTANCE ABUSE

All employees (management included) are to follow instructions given in the interest of H&S. Disciplinary action is to be imposed on those who do not follow such instructions or company rules or policies.

No person shall work or access a site if under the influence of alcohol or other substances that could impact on their own or others safety.

10 WORKING AT HEIGHTS

A practical site-specific fall protection plan as per CR 10 needs to be compiled by a competent person as per unit standard 229994.
Scaffold erector and inspector to be appointed with competencies. All employees are to be declared medically fit by an occupational medical practitioner to work on heights. Scaffolding erectors must have an experience of 2 years post receipt of certificate of competence from an accredited service provider. Scaffolding inspector must have a minimum of 3 years working experience post receipt of competence certificate. Scaffoldings must be tagged safe for use / or unsafe for use. No employees should work on scaffolding that is tagged as unsafe to work on or scaffolding that is not tagged at all. Consequence management must be applied / instituted for employees who are found to be working on scaffolding that is not tagged at all.

Ladders must be safe to use, no defective ladders are permitted on-site. All defective ladders shall be tagged unsafe to use if faulty.

With roof work the effects of wind forces to be considered and if the wind is travelling at 35 km/h, no work should be undertaken outside the buildings. The employees should be allowed to do work inside the buildings. Principal Contractor to have a wind gauge to measure the wind speed. Daily risk assessment must be conducted by the Principal Contractor to determine which activities should be executed.

All work above 2m from ground level shall be deemed working at height. All personnel working at height shall have working at height training and certificates, shall have working at height medicals and to be in a full body harness with a lanyard attached at anchor points.

11. DEMOLITION WORK

The Contractor must provide a Demolition Method statement for approval by the Client. Dust control and noise reduction measures must be put in place before demolition starts.

All rubble and waste material must be removed from the site asap and registers thereof kept. Proof of disposal of the demolished material must also be provided and kept on record.

12. SLOPE (SITE CONDITIONS)

The Principal Contractor must consider the gradient of the site. The storage and handling of pipes must be treated with caution to avoid the rolling of pipes damaging the property and causing injury to persons. Pipes must be wedged to prevent the pipes from rolling.

13. EXCAVATIONS



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The Principal Contractor is to provide a method statement for excavations, and this will be approved by the Client. The Principal Contractor must ensure that all excavations are safe to enter prior to any work commencing.

Area being worked at needs to be properly barricaded or fenced off. Barricading must be done in such a manner that it prevents people and animals from falling into open excavations.

All deep excavations deeper than 5m must be sloped or shored to make the work environment for employees safe to work in.
If the material is collapsable, all excavations deeper than 2m must be shored, and shoring must be signed off by the Construction Manager before any work can take place in such excavation. Excavation must be properly managed. PC must indicate how long the excavation will exist before backfilling on their Method Statement for excavations.

All excavations on the site where employees are performing work must have a ladder for safe access in and out of excavation. The ladder must be long enough to protrude 900mm above the edge of the excavation.
Excavations should preferably not be opened beyond what can be done daily.

DANGER TAPE OR CANDY TAPE IS NOT PERMITTED TO BE USED ON SITE AS A MEANS OF DEMARCATION!

Suitable material such a hard-plastic mesh (long durability) adequately supported being able to withstand a normal person's weight and the elements (wind, rain) must be utilized as barricading. The PC must ensure that this is priced for in the BOQ. Orange Safety Net is to be used for barricading. The use of danger tape is prohibited.
All open excavations will be kept clean (dewatered) of standing water.

14. HOARDING

Adequate hoarding with green clothed net is to be done to reduce dust generation and prevent public entrance to site. Security features must accompany the hoarding to maintain a secure environment for the existing occupants. Hoarding must be constructed to serve the purpose it is designed for. A 1.8m in height must be installed to prevent construction workers from mixing with hospital personnel.

15. DECANTING / PROVISION OF TEMPORARY STRUCTURES

Temporary Structures (if possible) will be erected to accommodate staff while the principal contractor is doing work in certain areas of the Clinic. Cooperation will be required from the Public Works personnel; we will require them to relocate to the temporary structures. No work will be conducted where the Public Works staff refuses to vacate her/his office for the Principal Contractor to discharge his / her duties without putting the health and safety of persons at risk.

16. CONTRACTORS

The PC is to ensure that every contractor will comply with the health and safety specifications.

All contractor's health and safety files must be approved by the Principal contractor prior to any work commencing on site.

PC shall not allow any contractor to commence work without the letter of good standing from the COIDA / FEMA. Contractors will be audited by the Principal Contractor monthly. The Construction Health and Safety Auditors will sample the files of contractors to check if they are in good order.

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17. WASTE DISPOSAL

- Under no circumstances may the disposal of waste building materials, rubble or rubbish of any sort be disposed of in the surrounding areas of the Municipality.
- All waste must be disposed of to an approved waste disposal site.
- Documentary proof of the use of an approved waste disposal site, in the form of weigh bills or invoices must be produced during the auditing process.
- Bins and / or skips shall be provided at convenient intervals for disposal of waste within the individual construction camps.
- Waste to be separated according to the following

  General waste

  Hazardous waste

18. STORAGE OF MATERIALS

Material stockpiles of stacks, such as pipes, must be stable and well secured to avoid rolling / collapse leading to injuries.

Flammable substances material will be stored separately

No material is to be stored in an unstable or high-risk areas, such as steep slopes / edge of excavations.

Choice and location of storage areas must be considered considering the prevailing wind conditions.

19 MANAGEMENT OF HAZARDOUS SUBSTANCES AND MATERIALS

Hazardous substances are defined as materials that are potentially poisonous, flammable, carcinogenic or toxic. Some examples of hazardous substances are:

- diesel, petroleum, oil.
- cement
- solvent based paints
- lubricants
- explosives
- drilling fluids
- hydraulic fluids
- pesticides
- LPG (gas)

Safety Data Sheets (SDS's) shall be readily available on site for all chemicals and hazardous substances to be used on site. Where possible and available, SDS's should additionally include information on ecological impacts and measures to minimize negative environmental impacts during accidental releases or escapes.

20 ASBESTOS

Roof Sheets are identified to be asbestos containing material. Principal Contractor should therefore stick to Asbestos Abatement Regulation when dealing with asbestos. A registered Asbestos
Contractor must be appointed to attend to asbestos containing material as stipulated in Asbestos Abatement Regulation 13 – 23. A specialist report on the presence of asbestos is to be used when developing the plans to manage the exposure of danger to employees and members of the public.

21 DELIVERY OF MATERIALS

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The PC must reasonably manage all deliveries of material to site. Stacking and storage of materials to be properly coordinated.

The PC is to consider the neighbors and public in all its activities related to this construction work. Principal Contractor to use a different entrance for all construction activities including deliveries.

22 NON-CONFORMANCES

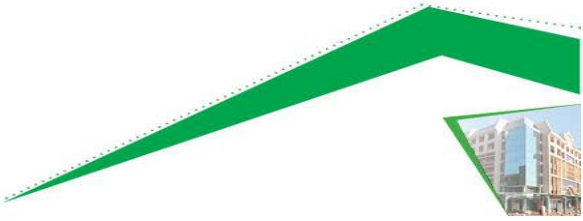
Should at any time, the work, or part of the works, be stopped due to unsafe acts or noncompliance with the Clients OHS Spec or PCs H&S Plan; PC shall have no claim for extension of time or any other compensation. Principal Contractor will be penalized for repetitive deviations.

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

In cases of any repetitive non-conformances, the non-conforming party shall be penalized as per the table below:

The following constitute examples of the types of non-conformances that will attract penalties:

Minor: Fine: R50/count	**Medium:** **Fine: R500/count and a non-conformance**	**Severe** **Fine: R5000/count, a nonconformance and/or activity stoppage**
Non-use of basic PPE supplied (e.g., Overalls, Safety Shoes, Hardhats) per person	Toilets not supplied or regularly serviced; lack of drinking water	Principal Contractors working without OHS Plan approval
Non completion of registers for plant and equipment on site	Principal Contractors not audited	Workers transported in contravention of the OHS Plan or legal requirements
Lack of OHS signage at work areas	Working without training or the appropriate OHS Method Statements / SWP / HIRA	Invalid/expired Letters of Good Standing with licensed Compensation Insurer



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Tools and equipment identified in poor condition during inspections	Non-conformances identified during the previous audit and not addressed within the agreed time frame	Allow people to work at heights without proper training and PPE
	No internal monthly Audit Report on file.	Fall Arrest Harness not tied off / worn when a risk of falling exists
	No Medical Certificates of Fitness for relevant workers	Threat to the OHS of persons
	Unsafe work at heights	3rd Offence on Unsafe Work at Heights
	Poor Housekeeping	Failure to submit consolidated H&S report and relevant document.

All penalties shall be communicated to the Principal Contractor and the relevant Professional Team Members monthly. The Principal Contractor will be expected to confirm receipt of such penalties. The total deductible amount as per penalties issued shall be tabled in the Monthly Progress Meeting for noting purposes. All monthly penalties shall be deducted from the Certified Certificates submitted by the Principal Contractor.

23. HEALTH AND SAFETY FILE

The documentation submitted and approved following the awarding of the contract will be used to form the H&S file. The H&S file is required to be laid out in a logical manner, and documentation filed within the file is to be easily accessible.

The following completed information shall be included (but not be limited to) as part of the index:

- The Site-Specific Health and Safety Specification. (From Client)
- The H&S Plan and Policy.
- Appointment by Client.
- Mandatory agreement with Client.
- Notification of Construction work permit and confirmation letter from DOL.
- Letter of good standing
- Record of Competencies (CVs) and appointments.
- Training Records.

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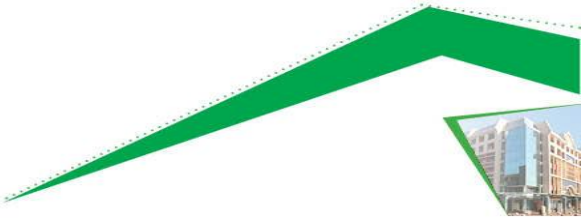
- Method statements.
- Risk assessments.
- Safe work procedures.
- Emergency procedures and emergency numbers.
- Safety data sheets
- Medical surveillance records.
- Registers; and
- Employee records (who is on site)
- PPE issue
- Legislation

II. TEMPORARY WORKS DESIGNER

The Temporary works designer must be appointed in writing by the Principal Contractor. The Temporary Works Designer will ensure that the requirements of CR 12 are fully implemented. The temporary works designer must be a competent person who is registered as a Structural Engineer (ECSA Registration).

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Activity	Hazard	Risk	Consequence	Likelihood	Risk Level	Control Measures
Site Preparation and Excavation	Cave-ins, underground utilities, falling objects	Fatal injury, electric shock	4	5	High	Shoring, sloping, utility scans, PPE, signage, supervision
Concrete Works	Cement burns, falling from heights, formwork collapse	Skin irritation, broken bones, death	4	5	High	PPE (gloves, goggles), safe scaffolding, inspection of formwork, training
Structural Work (Steel, Masonry, Carpentry)	Falling materials, sharp tools, falls from height	Lacerations, fractures, death	5	4	High	Tool safety protocols, guardrails, safety harnesses, hard hats
Working at Heights (roofing, painting)	Falls, falling objects, ladder collapse	Head injury, death	5	5	Critical	Fall protection, lifelines, edge protection, proper ladders/scaffolds, Full body harness with double lanyard. All work above 2m
Electrical Installations	Live wires, faulty tools, electrocution	Burns, cardiac arrest, fire	5	4	High	Lockout/tagout, certified electricians, insulated tools, testing before work
Plumbing and HVAC Work	Confined spaces, chemical exposure, water leaks	Asphyxiation, slips, dermatitis	5	3	Medium	Ventilation, gas detectors, confined space permit, PPE
Demolition	Dust, noise, structural instability, asbestos	Respiratory issues, hearing loss, collapse injuries	2	5	Medium	Engineering survey, dust suppression, hearing protection, asbestos management plan
Painting and Finishing	Solvent fumes, flammable materials, ladder falls	Fire, inhalation risks, injuries	2	5	Medium	Ventilation, non-flammable paints, safe ladder use, PPE (respirators)
Routine Maintenance (e.g., lighting, plumbing, HVAC)	Electrical shocks, slips, falls, exposure to mold	Injury, illness, minor to major accidents	2	5	Medium	Permit to work, lockout/tagout, regular inspections, PPE, housekeeping
Housekeeping and Waste Disposal	Trips, cuts, chemical exposure	Minor injuries, contamination	2	3	Low to Medium	Regular cleaning, proper waste segregation, labeled bins, training
Working with asbestos	Exposure to asbestos material	Lung infections, long time illness	4	5	High	Registered asbestos contractor, asbestos risk assessment and methodology.
Material Handling and Storage	Manual handling injuries, falling loads, fire hazard	Musculoskeletal injuries, crushing, fire	2	5	Medium	Mechanical aids, proper stacking, fire extinguishers, manual handling training
Use of Power Tools and Machinery	Cuts, noise, vibration	Hearing loss, amputations	4	3	Medium	Guards on tools, PPE (gloves, earplugs), operator training, maintenance logs
Scaffolding Erection and Dismantling	Collapse, falling from scaffolds, falling objects	Fractures, head injury, death	5	5	Critical	Qualified erectors, regular inspections, fall protection, proper base and anchorage



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Hot Works (Welding, Cutting, Grinding)	Fire, explosion, burns, eye injury	Severe burns, eye damage, fire spread	4	5	High	Hot work permits, fire watch, flame-resistant clothing, eye protection
Lifting Operations (Cranes, Hoists)	Load drop, equipment failure, overhead hazards	Crushing, fatal injuries	5	5	Critical	Trained operators, rigging inspection, exclusion zones, communication protocols
Noise and Vibration Exposure	Loud machinery, handheld tools	Hearing loss, hand-arm vibration syndrome	3	4	Medium	Hearing protection, job rotation, regular health monitoring
Chemical Handling (Paints, Adhesives, Solvents)	Toxic exposure, skin burns, inhalation	Respiratory problems, skin damage	2	5	Medium	SDS availability, proper ventilation, gloves, spill kits
Temporary Works	Collapse, instability, improper installation	Fatal injury, structural failure	5	4	High	Engineering sign-off, inspections, trained installers
Fire and Explosion Risk	Flammable materials, electrical faults	Burns, death, structural damage	5	4	High	Fire extinguishers, no-smoking zones, regular fire drills
Work Near Roads or Traffic	Vehicle collisions, poor visibility	Severe injury or death	5	4	High	Traffic management plan, high-visibility clothing, barriers
Manual Demolition	Flying debris, unplanned collapse	Lacerations, head injury, fatality	5	5	Critical	Controlled demolition plans, PPE, exclusion zones
Roof Work	Falls through fragile surfaces, weather exposure	Fatal falls, heat stress	4	4	High	Crawl boards, weather monitoring, edge protection, fall arrest systems
Excavations	Underlying services, deep excavations	Damage to underlying services, collapsing of open excavation	3	4	Medium	Scanning and drawing to detect underlying services, shoring for deep excavations, competent excavation supervisor
Working in Confined Spaces	Oxygen deficiency, toxic gases, entrapment	Asphyxiation, poisoning, death	5	5	Critical	Gas detection, confined space permit, standby personnel, rescue plan
Temporary Electrical Setups	Overloading, water ingress, poor insulation	Electrocution, fire	2	5	Medium	RCDs, waterproofing, regular inspection, certified electricians
Night Work / Shift Work	Fatigue, reduced visibility, decreased alertness	Increased accident rate, errors, injuries	1	5	Low	Adequate lighting, shift rotations, regular breaks, supervision
Working in Extreme Weather Conditions	Heat stress, hypothermia, lightning	Dehydration, illness, fatal injuries	4	4	High	Weather monitoring, hydration, rest shelters, appropriate clothing
Public Interaction (Renovations in Occupied Buildings)	Unauthorized access, complaints, trip hazards	Injury to public, project delays	2	5	Medium	Barriers, public notices, noise and dust control

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Use of Temporary Access Platforms	Overturning, improper use, mechanical failure	Falls, crushing injuries	4	5	High	Operator training, equipment inspection, stabilizers, proper use protocols	
Use of Hazardous Substances	Chemical burns, fumes, skin absorption	Health complications, dermatitis	2	5	Medium	PPE, correct labeling, training on safe use	
Working Around Openings	Falls into openings, dropped objects	Fractures, head injury	4	5	High	Guardrails, covers, signage, secured tools	
Emergency Situations (Fires, Gas Leaks, Structural Collapse)	Panic, exposure to hazard	Injury or fatality, property damage	5	5	Critical	Emergency response plan, drills, fire wardens, evacuation maps	
Fatigue from Repetitive Tasks	Loss of focus, strain injuries	Errors, musculoskeletal disorders	2	4	Low	Task variation, rest breaks, ergonomic tools	
Working with Pressurized Systems	Burst pipes, flying parts, noise	Cuts, hearing damage, impact injuries	4	3	Medium	Pressure release procedures, shielding, maintenance checks	
Improper Use of PPE	Lack of protection from known hazards	Increased injury severity	3	4	High	Training, supervision, regular PPE audits	
Unstable or Incomplete Structures	Collapse, unintentional load bearing	Crushing injuries, fatalities	5	4	High	Engineering reviews, bracing, access restriction	
Tool and Equipment Failure	Broken handles, malfunctioning devices	Cuts, shocks, impact injuries	2	3	Low	Routine checks, timely replacements, operator reporting	

Project:

A.

How do you assess risk levels?

Risk levels are categorized in a numbered format. Each hazard is given a rating, and this is multiplied by the probability that these hazards will occur, as shown in the following equation.

Risk level = Consequence x Likelihood

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Step One

Give each hazard a severity marking as indicated in the table below:

Risk Level	Effect of hazard
5	Fatal impact
4	Permanent disabling impact
3	Disabling impact
2	Impact causing time off work
1	Basic first aid only

For example:

If slipping on the stairs (hazard) could result in death or disablement, then it must be given a rating of 4 or 5.

Step Two

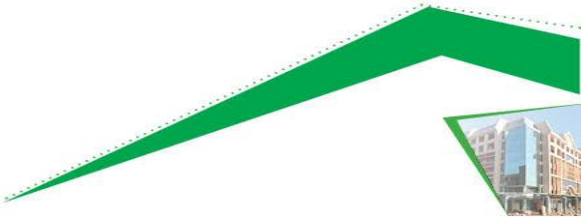
The next step is to consider how often each hazard is likely to occur as indicated in the table below.

Risk Level	Likelihood of occurrence
5	Certain
4	Near certain
3	Very likely
2	Frequent
1	Seldom

Step Three

Multiply the two scores together and you will get the risk level. This figure should be entered into the risk assessment form.

For example:



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5 (hazard) multiplied by 3 (occurrence) = 15

Step Four

Employers must ensure that risks are reduced to the lowest extent **reasonably practicable**.
The legal definition of 'reasonably practicable' is 'any measure which can be reasonably carried out having regard to technical knowledge and acceptable expense'.

The following are **ratings** to help you gauge how quickly you need to put the controls in place.

The level of risk rating will help determine how urgently the risk needs to be attended to. The following is a guide:

Risk Rating	Priority and timeframe for controls to be assigned to the hazard
21-25	Critical (to be corrected immediately)
16-20	High (To be corrected within 24hours)
11-15	Medium (To be corrected within a week)
0-10	Low (To be corrected within a month)