City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall
65 Ntemi Piliso Street
Newtown
Johannesburg

Johannesburg Water
PO Box 61542
Marshalltown
2107

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

www.johannesburgwater.co.za

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

- Submit on E tender portal, following the below:

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

If the application is not going through on the E-tender portal Contact:
eTenders Contact Centre
+27(0)12 406 9222 / 012 406-9229 / 012 312-5000
etenders@treasury.gov.za https://etenders.treasury.gov

Directors:
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Mr Molate Mashifane, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela, Mr Kefiloe Mokoena

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

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YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF JOHANNESBURG WATER

DESCRIPTION: SPECIFICATION: SUPPLY, DELIVERY AND COMMISSIONING OF LABORATORY EXTRACTION FAN SYSTEMS

RFQ NUMBER: RFQJW152TN26 - R
ADVERT DATE: 12 NOVEMBER 2026
CLOSING DATE: 30 NOVEMBER 2026
CLOSING TIME: 16:00
RFQ VALIDITY PERIOD: 60 Days **TOTAL QUOTATION VALUE MUST BE INCLUSIVE OF ALL APPLICABLE TAXES. NB: FAILURE TO INCLUDE ALL APLICABLE TAXES ON QUOTATION WILL LEAD TO DISQUALIFICATION.**
SUBMISSION OF QUOTATIONS: SUBMISSIONS MUST BE MADE ON THE E-TENDER PORTAL (https://www.etenders.gov.za/)
COMPOLSORY BRIEFING SESSION - VENUE: CYDNA LABORATORIES, DATE: 20 NOVEMBER 2026 TIME: 10:00

CONTACT PERSON **SUPPLY CHAIN MANAGEMENT** **Name: Tlangelani Nkuna** **Tel No: 011 688 1925** **Email: tlangelani.nkuna@jwater.co.za**	**CONTACT PERSON** **END USER DEPARTMENT** **Name: Nondalo Shandu** **Tel No: 011 483 9500** **Email: nondalo.shandu@jwater.co.za**

Name of Bidder: .....

Total Amount excl. VAT: .....

VAT Amount: .....

Total Amount Incl. VAT: .....

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

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

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

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

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Specification:

SPECIFICATION: SUPPLY, DELIVERY AND COMMISSIONING OF LABORATORY EXTRACTION FAN SYSTEMS

1. Purpose

Johannesburg Water invites suitably qualified and experienced suppliers to submit quotations for the supply and installation of extraction fans for the Microbiology Laboratory, Water Laboratory and the Customer Liaison office located at Cydna Laboratories, No. 75 4th Street, Houghton, 2198.

2. Specification

2.1 Scope of Work

The successful supplier will be required to:

- Supply and install appropriate extraction fans for laboratory environments.
- Recommend the most suitable installation type (wall-mounted or ceiling-mounted) based on site conditions.
- Ensure fans are designed for fume and chemical resistance, suitable for environments where sterilisation, decontamination, and chemical handling (e.g., phenol) occur.
- Ensure standard airflow performance and acceptable operational noise levels for laboratory settings.
- Provide all necessary electrical connections, ducting, mounting accessories, and commissioning services.

2.2 Mandatory Requirements

- Proof of Relevant Experience: at least one (2) reference letter, or project completion report demonstrating similar work completed (e.g., supply and installation of extraction or ventilation systems in laboratories, industrial, or commercial facilities).

NB: Reference letters must be on official letterheads and include contact details for verification. All reference letters and related documentation will be verified prior to appointing. Johannesburg Water reserves the right to contact previous clients to confirm authenticity and performance quality.

- **Tenderers are required to possess a CIDB contractor grading designation of 1SO or higher.**

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MANDATORY REQUIREMENTS:

1.1 *Full Completion of the Bill of Quantities (BOQ)/ Specification (where applicable)*

1.2 *Attendance of compulsory site briefing (where applicable)*

1.3 *Attachment of datasheet, reference letter, proof of certification, proof of accreditation, functionality requirements (where applicable)*

1.4 *No RFQ will be considered from persons in the service of the state*

1.5 **No Bidder who is blacklisted by National Treasury or any National Authority due to non-performance will be considered**

1.6 *All Quotes should be on PDF (MS WORD, MS EXCEL, PICTURES ARE NOT ALLOWED) and On Company Letterhead*

1.7 *Submission of a Joint Venture Agreement, where applicable, which has been properly signed by all parties*

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POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

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

1. Privacy Notice applies to:

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

2. Definitions of personal information

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

3. About the Public Entity

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

3.1 The information we collect

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

3.2 How Johannesburg Water use your information

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

3.3 Disclosure of information

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

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We may also disclose your information:

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

3.4 Information Security

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

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

3.5 Your rights: Access to Information

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

3.6 Correction of your personal information

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

3.7 How to contact us

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

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

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

1. I …….…… a natural person "herein referred to as the Data Subject" with ID Number.....hereby give my consent to Johannesburg Water SOC Ltd. "herein referred to as the Responsible Party" to collect, process and distribute my personal information where Johannesburg Water SOC Ltd. is legally required to do so.

2. I understand my right to privacy and the right to have my personal information processed in accordance with the conditions for the lawful processing of personal information.

3. I understand the purposes for which my personal information is required and for which it will be used and consent to third parties accessing my personal information and to Johannesburg Water SOC Ltd. sharing my personal information strictly for reporting purposes.

4. I understand that, should I refuse to provide Johannesburg Water SOC Ltd. with the required consent and/or information, Johannesburg Water SOC Ltd. will be unable to assist me.

5. I declare that all my personal information supplied to Johannesburg Water SOC Ltd. is accurate, up to date, not misleading and that it is complete in all respects and that I will notify Johannesburg Water SOC Ltd. of any changes to my Personal Information should any of these details change.

6. I also understand that I have the right to request that my personal information be corrected or deleted, if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully or that the personal information or record be destroyed or deleted if the Responsible Party is no longer authorised to retain it.

Signed at ..... this ..... day of .....20……

…..
Signature of data subject/designated person

……	……	……
Full Name/Dept of Responsible Party	Signature	Date

JOHANNESBURG WATER

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

CONSENT

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

……
……
……..
which was previously granted using the DATA SUBJECT CONSENT FORM.

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

Details of Data Subject

Name and surname:	……..
Identification number:	……..
Date of Birth:	……..
Residential address:	……..
	……..
	……..
Contact number(s):	……..
E-mail address:	……..
Relationship to Responsible Party:	……..

Signed at _____on this _____day of _____20 ___

_____
Signature of Data Subject

_____
Information Officer/Deputy
Johannesburg Water SOC Ltd.

JOHANNESBURG WATER

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ADMINISTRATIVE REQUIREMENTS

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

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

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MBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of Bidder…… Bid Number……

Closing Time ……. ….. Closing Date…….

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

ITEM NO.	QUANTITY (QTY)	DESCRIPTION	UNIT PRICE (P)	TOTAL PRICE (QTY*P)
		SUB-TOTAL		R
		VAT AT 15%		R
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)				R

I (full name) _____, in my capacity as _____, the duly authorized representative of _____(company name) hereby declares that the offer is in

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accordance with the attached specification, notes to suppliers & accepts all conditions/ clauses contained in the said documents.	
Signature of duly authorized representative	**Date:**

- Required by: …….

- At: …….

……

- Brand and Model ……..

- Country of Origin

……..

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s) ……..

- Period required for delivery ……..

*Delivery: Firm/Not firm

- Delivery basis ……..

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

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

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MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

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

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

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

3.2 Identity Number:.....

3.3 Position occupied in the Company (director, trustee, hareholder[2]): .....

3.4 Company RegistrationNumber: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

3.8 Are you presently in the service of the state… ..... **YES / NO**

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

[1]MSCM Regulations: "in the service of the state" means to be –
(a) a member of –
(i) any municipal council.
(ii) any provincial legislature; or
(iii) the national Assembly or the national Council of provinces.

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

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

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

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

(f) an employee of Parliament or provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.....

.....

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

3.11.1 If yes, furnish particulars.....

.....

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

3.12.1 If yes, furnish particulars.....

.....

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

3.13.1 If yes, furnish particulars.....

.....

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

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

.....

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Fax +27(0) 11 688 1528

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

Full Name	Identity Number	State Employee Number

…….. ……..

Signature **Date**

…… ……

Capacity **Name of Bidder**

Directors:

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

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

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MBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

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

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.

Directors:

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

1.4 To be completed by the Organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

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

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

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

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

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Chief Executive Officer and Executive Director),
Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Directors:

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

Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,

Mr Molate Mashifane, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela, Mr Kefiloe Mokoena
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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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)	Means of verification documents
SMME (An EME or QSE) **51% or more black owned by Black People**	20		• Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI /CIPC BBBEE Certificate for Exempted Micro Enterprises or Qualifying Small Enterprise or Affidavit sworn under oath.
TOTAL	**20**		

Directors:
Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Chief Executive Officer and Executive Director),
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5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm……

5.2 Company registration number……

5.3 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]

5.4 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.

Directors:
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Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
Mr Molate Mashifane, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela, Mr Kefiloe Mokoena

Ms Kethabile Mabe (Company Secretary),
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(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.

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

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

(e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME: .....
DATE: .....

ADDRESS: .....

.....

.....

.....

Directors:
Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Chief Executive Officer and Executive Director),
Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
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MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system.
b. been convicted for fraud or corruption during the past five years.
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

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

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

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

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

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS

DECLARATION FORM TRUE AND CORRECT.

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

……... **……..**

Signature **Date**

…… **……..**

Position **Name of Bidder**

Directors:
Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Chief Executive Officer and Executive Director),
Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
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CERTIFICATE OF INDEPENDENT BID DETERMINATION MBD9

1 This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

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

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

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

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

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

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

Directors:
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CERTIFICATE OF INDEPENDENT BID DETERMINATION **MBD 9**

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

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

Directors:
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CERTIFICATE OF INDEPENDENT BID DETERMINATION MBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
    (a) prices.
    (b) geographical area where product or service will be rendered (market allocation)
    (c) methods, factors or formulas used to calculate prices.
    (d) the intention or decision to submit or not to submit, a bid.
    (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
    (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

…… ……

Signature Date

…… ……

Position Name of Bidder

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Chief Executive Officer and Executive Director),
Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
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1. SCOPE OF WORK

Supply and installation of extraction fans for the Microbiology Laboratory and Water Laboratory

2. PURPOSE

The aim of the SHE specification is to ensure that any contractor which is appointed by Johannesburg Water to conduct any work complies with the SHE requirements of the SHE specification and any other legislative requirement applicable to the contract scope.

3. APPLICABILITY

This document is applicable to all contractors and suppliers conducting contractual activities for and on behalf of Johannesburg Water.

4. APPOINTMENTS

The contractor and its appointed sub-contractor must make the relevant legislative and non-statutory appointments, which must be maintained valid for the entire contract duration.

All appointees shall be suitably trained and found to be competent for the responsibilities there are assigned for.

Copies of all relevant appointments and the relevant competence certificates must be kept in the relevant SHE file.

5. INSURANCE

The contractor and all its appointed sub-contractor(s) shall be registered with an appropriate compensation commissioner and have a valid letter of good standing from commissioner. The contractor is responsible for ensuring the Letter of Good Standing is valid for the entire duration of the project/contract. A copy of the letter of Good Standing must be kept in the SHE file.

6. COSTING FOR SHE REQUIREMENTS

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

7. INDUCTION

An initial induction shall be done with key personnel to familiarize them with the requirements on site and for compiling the SHE file.

Once labourers are appointed JW will conduct an induction on SHE requirements, and the contractor is also required to conduct their company specific induction

8. SUBMISSION OF SAFETY FILE

- Once appointed the contractor can submit their safety file for approval.
- Approval will be granted when the critical items have been sufficiently addressed.

9. RISK ASSESSMENT

- Every Contractor who has been appointed contractually to conduct work for Johannesburg water shall do compile a baseline risk assessment prior to starting with work, subject to the approval of the Client.
- Thereafter the task based risk assessments will be done daily with every task being done.

10. SAFE WORKING PROCEDURES / METHOD STATEMENTS

The following method statements / safe working procedures must be compiled:

- Incident investigation, emergency plan, waste management plan, PPE procedure, hand tool procedure, hazardous chemical substance procedure.

11. WORKING AT HEIGHTS

- JW shall not require or permit any person to work in an elevated position, and no person shall work in an elevated position unless is performed safely from a ladder or scaffolding, or from a position where such person has been made as safe as if he were working from scaffolding.

12. WORKING ON A LADDER

- An employer shall ensure that every ladder is constructed of sound material and is suitable for the purpose for which it is used, and is fitted with non-skid devices at the bottom ends and hooks or similar devices at the upper ends or of the stiles which shall ensure the stability of the ladder during normal use; or is so lashed, held or secured whilst being used as to ensure the stability of the ladder under all conditions and at all times.

13. WELDING, FLAME, CUTTING, SOLDERING AND SIMILAR OPERATIONS

- JW shall not require or permit welding or flame cutting operations to be undertaken, unless the contractor operating the equipment has been fully instructed in the safe operation and use of such equipment and in the hazards which may arise from its use and effective protection is provided and used for the eyes and respiratory system and, where necessary, for the face, hands, feet, legs,

body and clothing of persons performing such operations, as well as against heat, incandescent or flying particles or dangerous radiation;

- The Contractor must ensure that the workplace is effectively partitioned off where practicable and where not practicable all other persons exposed to the hazards are warned and provided with suitable protective equipment

14. MEDICAL SCREENING REQUIREMENTS

- The contractor shall ensure that a medical surveillance programme is implemented for all employees.
- The medical examination shall be conducted in line with the employee job profile/job description.
- A valid medical fitness certificate must be submitted together with the SHE File for approval for all employees who will be doing work for Johannesburg Water.
- Any employee(s) who are declared conditionally fit must be provided with employment which does not aggravate their medical condition as to endanger themselves or other employees.
- The following tests shall be done:
    - Audiograms.
    - A cardio-respiratory examination
    - Lung function tests.
    - Eye/ sight tests.
    - A general physical examination.
    - A review of previous medical history.
    - Blood pressure tests
    - Glucose tests
    - Vaccinations (Hepatitis A & Typhoid)

15. TOOLBOX TALKS

- The contractor shall ensure they conduct toolbox talks with their employees on a weekly basis and records of these must be kept in the SHE file.
- The objective of toolbox talks should be to communicate relevant site information to assist in improvement of occupational health and safety performance.
- Employees must acknowledge the receipt of toolbox talks and this record must also be kept in the SHE file.

16. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractor must issue their employees SABS approved PPE. A copy of the PPE issue register signed by the employee issued with the PPE must be kept in the SHE file.
- Contractor supervisor are required to conduct continuous inspections of the PPE issued to their employees to ensure that they are still in good condition to be used by the employee or they still comply with manufacture requirements.
- The contractor is responsible for ensuring that employees are trained on the safe use of the PPE issued to them, how to maintain it and the limitations of the PPE.
- NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE

17. WORKPLACE SIGNAGE

- Appropriate symbolic signage must be displayed where it is required by legislation.
- Appropriate warning, mandatory and information signs must be placed where required.
- All signs must comply to SANS/SABS requirements.
- Contractors shall use mandatory and prescribed symbolic safety signs at their lay down and site areas.

18. INCIDENT REPORTING AND INVESTIGATION

- All incidents shall be reported to the Client before the end of the shift or within 24hrs of occurrence.
- Section 24 incidents shall be reported to DOL using the prescribed format.
- The contractor shall develop an incident management procedure and communicate with all employees.

19. NOTIFICATION OF CONSTRUCTION WORK

- The contractor shall notify the DOL in the prescribed format of the intended work prior to work.

20. COMPLIANCE MONITORING

- Weekly inspections and monthly audits will be conducted on site.

21. PROJECT COMPLETION

- Upon completion of the project the SHE file shall be returned to the Client for retention and close out.

Johannesburg Water	Document title :	**Minimum SHE Requirements for Construction Related RFQ projects**		
	Revision	00	Author:	OHS: Projects
	Effective Date	January 2017	Pages:	01

Project details						
Project Scope: Supply and installation of extraction fans for the Microbiology Laboratory and Water Laboratory						
Depot / Site / Department:	**Cydna Lab**					
Estimated duration:	**TBC**					
Documents required						
Letter of Good Standing	**Yes**	X	**No**		**N/A**	
SHE plan	**Yes**	X	**No**		**N/A**	
Risk Assessment	**Yes**	X	**No**		**N/A**	
Safe working Procedures	**Yes**	X	**No**		**N/A**	
Notification of Construction work	**Yes**	X	**No**		**N/A**	
Inspection registers	**Yes**	X	**No**		**N/A**	
Items required before starting						
Medicals	**Yes**	X	**No**		**N/A**	
Vaccinations	**Yes**		**No**	X	**N/A**	
PPE (boots, hard hats, overall)	**Yes**	X	**No**		**N/A**	
Induction	**Yes**	X	**No**		**N/A**	
Approval from OHS	**Yes**	X	**No**		**N/A**	
APPOINTMENTS AND COMPETENCIES						
	Construction Supervisor					
Appointment	**Yes**	X	**No**		**N/A**	
CV (and/ certificates)	**Yes**	X	**No**		**N/A**	
	Safety Officer					
Appointment	**Yes**		**No**	X	**N/A**	
CV (and/ certificates)	**Yes**		**No**	X	**N/A**	
NB* Other appointments will be based on the number of employees on site as required by law.						

RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES

CONTRACTOR:	

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

- Johannesburg Water SOC Ltd, Safety, Health & Environmental (SHE) Specification, Annexure 1: Baseline risk assessment conducted for or on behalf of Johannesburg Water SOC Ltd;

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

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

	HEALTH, SAFETY & ENVIRONMENTAL (SHE) SPECIFICATION: BASELINE RISK ASSESSMENT	
Johannesburg Water	PROJECT NUMBER:	**RFQ**
	PROJECT LOCATION:	**CYDNA LABORATORY**
	PROJECT DESCR:	**Supply and installation of extraction fans for the Microbiology Laboratory and Water Laboratory**

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
Compliance with applicable legislation for safety, health, and environment	✓ Contractor processes and/or procedures not developed according to legislation requirements.	✓ Not complying with applicable legislation and client SHE specifications.	✓ Litigation, multiple injuries, and death. ✓ Work stoppages	**E**	✓ Appointment of a qualified person to assist with the development of legislative guided processes and procedures.
Conducting SHE Induction training	✓ Employees, contractors, suppliers, and visitors not aware of applicable legislating for the project and policies.	✓ Non-compliance to legislation.	✓ Work stoppages ✓ Multiple injuries and/or fatality.	**E**	✓ Every new employee or visitor must be inducted before entering company premises or starting work. ✓ All employees absent from work or on leave for a period of 14days must be inducted.
Arrangements and submission of Notification of construction work	✓ Department of Labour not notified about construction work underway.	✓ Violation of construction regulatory requirements for all project construction work.	✓ Work stoppages.	**H**	✓ Department of Labour must be notified 7days before start of any construction work within Contractor and clients projects. No construction activity must be conducted if Department of Labour has not been notified.
Arranging Medical surveillance or examination	✓ Employees, contractors, subcontractors, not	✓ Non-compliance to statutory requirements.	✓ Work stoppages.	**E**	✓ Medical examination or assessments must be conducted prior to start of work and annually by an Occupational Medical Practitioner.

	✓ medically fit for work appointed for. ✓ No proof of medical fitness certificate.	✓ Exposure to unidentified contagious diseases carriers.	✓ Incidents resulting to injuries		✓ Every person must be declared medically fit for the type of work they are performing.
Gate access to site premises - by people	✓ Walking on the vehicle's driveways ✓ Lack of observation ✓ Intoxicated pedestrian employee or visitor entering security gate ✓ Employees, visitors or subcontractors entering with firearm ✓ Unauthorized entry	✓ Personal injuries due to vehicles driving over people. ✓ Personal fight due to arrogant intoxicated people. ✓ Theft due to unauthorized entry.	✓ Personal fight due to arrogant intoxicated people. ✓ Work stoppages resulting in delay to production ✓ Theft due to unauthorized entry.	**H**	✓ All Employees, contractors, suppliers and visitors to walk only on designated walkways in and around site/client premises. ✓ All Employees, subcontractors, suppliers and visitors to observe for mobile machineries when they walk from one point to another within site/client premises operational area.
Gate access to site / client premises – by motorists	✓ Speeding ✓ Intoxicated drivers. ✓ Unlicensed drivers ✓ Not familiar with the water depot traffic management plan	✓ Vehicle accidents.	✓ Fatalities and Injuries ✓ Death	**E**	✓ Security guards at the gate to explain the access control procedure to all motorists entering site /client premises. ✓ All motorists to be sober
Driving from home to work	✓ Driving under the influence of alcohol	✓ Vehicle accident	✓ Fatalities and Injuries ✓ Death	**E**	✓ Terminate - Stop any distractions such as cell phone usage while driving. Stop anyone that has consumed alcohol or taken non-prescription drugs from driving and working on site
Obtain necessary JW documentation and JW approvals	✓ Working without authorization from JW	✓ JW removing Contractor from site	✓ Delay in production	**H**	✓ No construction work is allowed to start without the necessary documentation and approvals in place.
Offloading of material and loading	✓ Faulty machinery ✓ Poor ergonomics	✓ Hands can be caught in between materials	✓ Injuries ✓ Back sprain	**L**	✓ The correct PPE must be worn ✓ Designate the stacking areas and put signs

	✓ Equipments (suspended load) falling on employees ✓ Unsafe slings and guide ropes ✓ uneven surface	✓ Obstructed walkways by materials ✓ Unsafe stacking of materials			✓ Stacking and storage inspector must be appointed and in charge
Placing of office equipment's	✓ Material handling ✓ Use of hand tools	✓ Falling material and Equipments ✓ Unsafe use of hand tools	✓ Personal injury ✓ Personal injuries	**L**	✓ Handling material with care ✓ Do not handle more material than you can carry ✓ Compile safe use of hand tool procedure ✓ Train employees on the correct use of hand tools ✓ Inspect all hand tools before use ✓ Report damaged hand tools ✓ Remove damaged hand tools from the site to prevent unauthorised use ✓ Wear hand gloves
Removing existing (old) extraction fan	✓ Falling equipment / object ✓ Electricity ✓ Falls from ladders	✓ Wrong lifting techniques ✓ Coming in contact with live electricity ✓ Injuries	✓ Person Injuries ✓ Back injuries ✓ Electrocution	**M**	✓ Employees not to carry weights above 15kg alone ✓ Implement LOTO procedure ✓ Ladders must be always secured
	✓ Brick work and plastering	✓ Nipping and pinching points ✓ Hands getting in contact with cement ✓ Cement / Dust Inhalation	✓ Injuries ✓ Back pains ✓ Skin irritation ✓ Lung's complications	**L**	✓ Wear Gloves ✓ Job rotation ✓ Wear dust musk
Working from a fall risk position	✓ The use of a ladder	✓ Fall from height	✓ injuries	**H**	✓ Appoint ladder inspector ✓ Inspect ladders ✓ Do not work alone on the ladder ✓ Compile ladder procedure ✓ Wear fall prevention Equipments.

Installation of fan ducts	✓ Falling equipment / object ✓	✓ Wrong lifting techniques	✓ Person Injuries ✓ Back injuries		✓ Employees not to carry weights above 15kg alone ✓ Implement LOTO procedure ✓ Ladders must be always secured
Installation of extraction Fan	✓ Drilling walls ✓ Exposure to dust ✓ Exposure to electricity ✓ The use of a ladder ✓ Use of hand tools	✓ Inhalation of dust ✓ Electrocution ✓ Falling from heights ✓ Equipments/ tools falling from heights ✓ Incorrect tools used/ damaged tools used	✓ Respiratory irritation ✓ Injuries ✓ Fatality ✓ Burns	**H**	✓ Wear dust masks ✓ Appoint ladder inspector ✓ Inspect the ladder before use ✓ Appoint competent portable electrical equipment inspector ✓ The contractor must provide JW with COC. ✓ Inspect drilling machine ✓ Ensure there is proper isolation of electricity ✓ 2 employees should work together when accessing the aircon and using the ladder ✓ Employees should be provided with tool bags that hang on the waist. ✓ Use the correct tool for the task ✓ Inspect tools before use ✓ Report defective tools and remove them from site
Using of cherry picker or lifting equipment	✓ Machine/equipment failure ✓ Incompetent operator	Fall from heights Lifting equipment Machine collapse	✓ Injuries ✓ Fatality ✓ Property damage		✓ Complete DSTI prior commencement of work ✓ Complete Pre use equipment checklist ✓ Competent person to operate
Use of scaffolding	✓ Incompetent erectors and inspectors ✓ Scaffolding collapse	✓ Fall from heights	✓ Injuries ✓ Fatality ✓ Property damage		✓ Pre–use Inspection ✓ Complete DSTI prior commencement of work ✓ Competent person to erect and dismantle scaffolding ✓ Scaffolding supervisor
	✓ Manual handling or lifting of equipment and fan duct	✓ Nipping and pinching points ✓ Equipment's falling	✓ Person Injuries ✓ Back injuries	**H**	✓ Follow correct lifting techniques ✓ Full time supervision ✓ Always wear gloves

Electrical isolation **Working with electricity**	✓ Live equipment's	✓ Components causing electrical shock, burns or electrocution.	✓ Burns ✓ Property damage ✓ Fire ✓ Explosions	**H**	✓ Only qualified and competent persons to work on electrical equipment. ✓ All work on electrical equipment only to be carried out following isolation. ✓ The contractor must be in a position to provide the Client with COC.
Housekeeping	✓ Poor housekeeping	✓ Trip and fall	✓ Trip and fall injuries	**L**	✓ Remove all Equipments/ tools that will not be needed for the tasks ✓ Clean all the areas during and after each task
Testing and Commissioning	✓ Incorrect installed wires ✓ Uncontrolled release of energy	✓ Fire	✓ Electrical shock ✓ Damage to property ✓ Person Injuries	**L**	✓ Correct full PPE must be worn ✓ Fire extinguishers or fire blanket to be at hand ✓ LOTO procedure

RISK ASSESSMENT MATRIX

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

LEGENDS							
LOW	**L**	**MODERATE**	**M**	**HIGH**	H	**EXTREME**	E