

# PROVINCIAL ADMINISTRATION OF KWAZULU-NATAL DEPARTMENT OF HEALTH



**KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

## BILLS OF QUANTITIES

with GCC for Construction Works - Second Edition 2010

### **RETURNABLE DOCUMENT**

ONE VOLUME APPROACH

### **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

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

KZN Department of Health - Infrastructure Development  
Private Bag X 9051  
Pietermaritzburg  
Pietermaritzburg  
3200  
(033) 940 2518 - Tel Number  
Not Applicable - Fax Number  
mxolisi.myeza@kznhealth.gov.za

#### **Employer:**

Head: Department of Health  
KZN Department of Health  
Private Bag X 9051  
**Pietermaritzburg**  
3200

Tel Number: 0834084933  
Fax Number: Not Applicable

Tender Number: ZNB10032/2021-H  
CIDB Grading: 3ME  
ECDP Number: N/A

Project Code: UMZIXO001  
Closing Date: 28-Feb-2022  
Contract Period: 6 Calendar Months

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

## Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms



**KWAZULU-NATAL PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

### THE TENDER

#### 1. **PART T1: TENDER PROCEDURES**

Page No.

|      |  |    |
|------|--|----|
| T1.1 | Tender Notice and Invitation to Tender     | 9  |
| T1.2 | Tender Data                                | 14 |
| T1.3 | Annexure C - Standard Conditions of Tender | 19 |

#### 2. **PART T2: RETURNABLE DOCUMENTS**

|        |   |
|--------|---|
| T2.1   | List of Returnable Documents  |
| T2.2   | Authority to Sign Tender  |
| T2.3   | Authority for Consortia or Joint Venture's to Sign Tender                                 |
| T2.4   |   |
| T2.5   | Joint Venture Involvement Declaration   |
| T2.6   | Schedule of Proposed Sub-Contractors  |
| T2.7   | Capacity of Tenderer  |
| T2.8   | Financial Standing and other resources of Business Declaration                            |
| T2.9   | Preference Certificate  |
| T2.10  | Site Inspection Certificate as proof for attendance of compulsory briefing meeting        |
| T2.11  | Declaration of Interest - SBD 4   |
| T2.12  | Record of Addenda to Tender Documents   |
| T2.13  | Particulars of Electrical Contractor  |
| T2.14  | Schedule of Imported Materials and Equipment  |
| T2.15  | Declaration of Tenderers Past SCM Practices - SBD 8                                       |
| T2.15a | Annual Financial Statement for past financial year  |
| T2.16  | Equipment Schedules-Mechanical / Electrical / Security Material                           |
| T2.17  | Contractor's Safety, Health and Environmental Declaration.                                |
| T2.18  | Compulsory Enterprise Questionnaire.  |
| T2.19  | Tax Compliance Status (TCS) PIN to verify on line Compliance Supplier Status via e-Filing |
| T2.20  | Proof of Good Standing with the Compensation Commissioner (Attach)                        |
| T2.21  | Form of Offer and Acceptance (Bound into Section 1 of 2)                                  |
| T2.21a | Confirm Receipt of Offer and Acceptance   |
| T2.22  | Complete Priced Bill of Quantities  |
| T2.23  | Proof of Paid Municipal Rates and Taxes (Attach)  |
| T2.24  | Proof of UIF Registration (Attach)  |
| T2.25  | The National Industrial Participation Programme   |
| T2.26  | Certificate of Independent Tender Determination - SBD 9                                   |

|       |   |
|-------|---|
| T2.27 | Proof of Registration Number on the Central Suppliers Database                            |
| T2.28 | Proof of CIDB Registration Number   |
| T2.29 | Proof of payment of Tender deposit (if purchased)   |
| T2.30 | Contract Form - Purchase of Goods/Works - Part 1  |
| T2.31 | Contract Form - Purchase of Goods/Works - Part 2  |
| T2.32 | Required Structure of Contractor's detailed OHSE Plan                                     |
| T2.33 | Client's specific requirements for the Contractor's detailed OHSE Plan                    |
| T2.34 | Base line Risk Assessment   |
| T2.35 | Declaration Certificate for local production and content for designated sectors - SBD 6.2 |
| T2.36 | Functionality Criteria  |
| T2.37 | Invitation to Tender - SBD 1  |

## **THE CONTRACT**

### **3. PART C1: AGREEMENT AND CONTRACT DATA**

|      |                              |
|------|------------------------------|
| C1.1 | Form of Offer and Acceptance |
| C1.2 | Contract Data                |
| C1.3 | Form of Guarantee            |

### **4. PART C2: PRICING DATA**

|      |                      |
|------|----------------------|
| C2.1 | Pricing Instructions |
| C2.2 | Bills of Quantities  |

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

|      |                                      |
|------|--------------------------------------|
| C3.1 | Scope of Works                       |
| C3.2 | Specification for HIV/AIDS awareness |
| C3.3 | HIV/STI Compliance report            |

### **6. PART C4: SITE INFORMATION**

|      |                  |
|------|------------------|
| C4.1 | Site Information |
|------|------------------|

### **7. DRAWINGS**

|      |                  |
|------|------------------|
| C5.1 | List of Drawings |
|------|------------------|

## 8. **ANNEXURES**

|             |   |              |
|-------------|---|--------------|
| Annexure 1  | Standard Preambles for all Trades (Rev 3) - DOH 2009    | 1 to 95      |
| Annexure 2  | General Electrical Specifications                       | E/1 to E/20  |
| Annexure 3  | Lightning Protection Specifications                     | LP/1 to LP/6 |
| Annexure 4  | Map of Tender submission location                       |              |
| Annexure 5  | Joint Venture Agreement                                 |              |
| Annexure 6  | Health and Safety Specification                         |              |
| Annexure 7  | Health and Safety Bill of Quantities                    |              |
| Annexure 8  | Builders Lien Agreement                                 |              |
| Annexure 9  | Geotechnical Investigation Report (If applicable)       |              |
| Annexure 10 | EPWP Employment Contract                                |              |
| Annexure 11 | Attendance Register - Infrastructure and Other projects |              |
| Annexure 12 | EPWP Data Collection tool for Phase 3 system            |              |

### **IMPORTANT NOTICE TO TENDERERS**

Any reference to words Tender or Tenderer herein and/or in any other documentation shall be construed to have the same meaning as the words Tender or Tenderer. These forms are for internal and external use for the KZN Department of Health, Provincial Administration of KwaZulu-Natal.

"**Quality**" shall mean totality of features and characteristics of a product or service that bears on the ability of the product or service to satisfy stated or implied needs.

**No alternative Tenders will be accepted.**

**The Total (Including Value Added Tax) on the Final Summary of the Bill of Quantities must be carried to the "Offer" part only of the Form of Offer and Acceptance - T2.21**

**"Enterprise" shall mean the legal Tendering Entity or Tenderer who, on acceptance of the Offer, would become the contractor"**



---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

### **THE Tender**



---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

### **PART T1. - TENDER PROCEDURES**



---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

### **T1.1 - TENDER NOTICE AND INVITATION TO TENDER**

| <b>T1.1 TENDER NOTICE AND INVITATION TO TENDER</b>                        |   |                         |                          |
|---|---|-------------------------|--------------------------|
| <b>THE KZN DEPARTMENT OF HEALTH INVITES TENDERS FOR THE PROVISION OF:</b> |   |                         |                          |
| <b>Project title:</b>   | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                         |                          |
| <b>Tender no:</b>   | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b>    | <b>UMZIXO001</b>         |
| <b>Advertisement date:</b>  | <b>28 January 2022</b>  | <b>Closing date:</b>    | <b>28 February 2022</b>  |
| <b>Closing time:</b>  | <b>11:00</b>  | <b>Validity period:</b> | <b>120 Calendar Days</b> |

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

|  |   |
|--|---|
| <input checked="" type="checkbox"/>  | It is estimated that Potentially Emerging enterprises should have a CIDB contractor grading of <b>(N/A)</b> and satisfy the criterion stated in the Tender Data. ( <i>Only applicable if Client has an Official Mentorship programme in place to assist potentially emerging enterprises</i> )<br>All Tenderer's should have a CIDB Class of Construction Contractor Grading Designation as indicated above. No Tenderer with a PE status can be considered If " <b>N/A</b> " is indicated above because the Department does not have an Official Mentorship Programme in place to assist a Potentially Emerging Enterprise.                    |
| <b>Only Tenderer's who are responsive to the following responsiveness criteria are eligible to submit Tenders:</b> |   |
| <input checked="" type="checkbox"/>  | 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 :<br>3ME or higher, class of construction work, are eligible to have their Tenders evaluated.  |
| <input checked="" type="checkbox"/>  | Joint ventures are eligible to submit tenders provided that:<br>1 every member of the joint venture is registered with the CIDB;<br>2 the lead partner has a contractor grading designation in the 3ME or higher, class of construction work; or<br>3 the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a :<br><b>3ME</b> or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations. |
| <input checked="" type="checkbox"/>  | Tender document must be properly received on or before the tender closing date and time specified on the invitation, fully completed and signed in ink (All as per Standard Conditions of Tender).  |
| <input checked="" type="checkbox"/>  | Submission of Compulsory Returnable Schedules documents as per List of returnable documents.  |
| <input checked="" type="checkbox"/>  | Tax Compliance Status (TCS) PIN number and Tenderer's or entity tax reference number.   |
| <input checked="" type="checkbox"/>  | Contractor's Safety, Health and Environmental Declaration.  |
| <input checked="" type="checkbox"/>  | Complete priced Bill of Quantities to be submitted on the day of the Tender closing date.   |
| <input checked="" type="checkbox"/>  | Proof of good standing with the Compensation Commissioner - In terms of Section 84(1)(b) of the Compensation for Occupation Injuries and Disease Act, 1993, a Tenderer may not be awarded a contract if he/she is not registered and in good standing with the Compensation Commissioner.   |
| <input checked="" type="checkbox"/>  | Proof of Paid Municipal Rates and Taxes (Attach)  |
| <input checked="" type="checkbox"/>  | Proof of UIF Registration (Attach)  |
| <input checked="" type="checkbox"/>  | Financial Standing and other resources of Business Declaration  |
| <input checked="" type="checkbox"/>  | Compulsory Enterprise Questionnaire.  |
| <input checked="" type="checkbox"/>  | <b>Tenderers must meet the minimum qualifying score for functionality criteria first before they can be considered for price and preference.</b>  |
| <input checked="" type="checkbox"/>  | Invitation to Tender - SBD 1  |



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

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

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

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

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

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

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

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

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

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

YES ☐ Or NO ☐

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (T2.9)

YES ☐ Or NO ☐

IF YES, WAS THE CERTIFICATE ISSUED BY A VERIFICATION AGENCY ACCREDITED BY SANAS?

[Tick Applicable Box]

YES ☐ Or NO ☐

A Verification Agency Accredited by the South African Accreditation System (SANAS)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [If yes, enclose proof]

YES ☐ Or NO ☐

This tender will be evaluated according to the preferential procurement model in the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017:

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

| NOTE  |   | Refer to T2.36 - Functionality Criteria |        |
|---|---|---|--------|
| Functionality requirement:  | 70  | Points                                  |        |
| Price:  | 80  | points                                  |        |
| Preference point scoring system will be based on the following points:  |   |   |        |
| <b>Preference points system:</b>  |   |   |        |
| <b>Preferences are offered to Tenderer's who have attained the following B-BBEE status level of contributor in accordance with the table below:</b> |   |   |        |
| <b>1.</b>   | <b>B-BBEE Status Level of Contributor</b>                                 | <b>Number of Points</b>                 |        |
| (a)   | Level 1   | <b>20</b>                               | Points |
| (b)   | Level 2   | <b>18</b>                               | Points |
| (c)   | Level 3   | <b>14</b>                               | Points |
| (d)   | Level 4   | <b>12</b>                               | Points |
| (e)   | Level 5   | <b>8</b>                                | Points |
| (f)   | Level 6   | <b>6</b>                                | Points |
| (g)   | Level 7   | <b>4</b>                                | Points |
| (h)   | Level 8   | <b>2</b>                                | Points |
| (i)   | Non-compliant contributor   | <b>0</b>                                | Points |
| <b>2.</b>   | <b>Other specific goals (according to the PPPFA):</b>                     |   |        |
| (a)   | Contract participation goal by awarding contracts to targeted enterprises | 0                                       | Points |
| (b)   | [insert specific goal]  | 0                                       | Points |

|   |                        |           |        |
|---|------------------------|-----------|--------|
| (c)                                     | [insert specific goal] | 0         | Points |
| (d)                                     | [insert specific goal] | 0         | Points |
| <b>Total must equal 10 or 20 points</b> |                        | <b>20</b> | Points |

**Notes:**

- 1 The successful Tenderer will be required to sign a contract.
- 2 Tenderers should ensure that Tenders are delivered timeously to the correct address. If the Tender is late, it will not be accepted for consideration.
- 3 The requirements in respect of the application of either 80/20 and 90/10 preference points scoring system, will apply and the points reflected above for preferences will be adjusted accordingly on a pro-rata basis if required.
- 4 The Tender box is generally open during official working hours.
- 5 All Tenders must be submitted on the official forms – (Not to be re-typed)
- 6 THIS Tender IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT FOR CONSTRUCTION WORKS (GCC2010) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT
- 7 **(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**
- 8 Where stated in the tender data that a two-envelope system has been followed, open only the non-financial proposal of valid tenders in the presence of tenderer's agents, who choose to attend, at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

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

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

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

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

**310 Jabu Ndlovu Street, Old Boys School Building, Pietermaritzburg, 3201**

A non-refundable tender amount of R270 is payable as per the tender advertisement.

If the document is collected at the address given above, payment should be made at Natalia Building-Cashiers Office, 330 Langalibalele Street, Pietermaritzburg, 3201.

Alternatively the document can be downloaded from Department of Health website at no cost.

[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

**COMPULSORY CLARIFICATION MEETING**

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

**117 Bird Street, uMzimkhulu MLM (behind the SAPS building) then proceed to 5 Landsdown Road, Ixopo MLM (inside the Ixopo SAPS)**

on: **09 February 2022 @ 11:00 am**

**QUERIES REGARDING THE TENDERING PROCEDURE OR TECHNICAL INFORMATION MAY BE DIRECTED TO:**

|                      |                                |               |                |
|----------------------|--------------------------------|---------------|----------------|
| DOH Project Manager: | Mr.M.L. Myeza                  | Telephone no: | (083) 408 4933 |
| Cell no:             | 083 408 4933                   | Fax no:       | 0              |
| E-mail:              | mxolisi.myeza@kznhealth.gov.za |               |                |

**DEPOSIT / RETURN OF TENDER DOCUMENTS:**

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

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

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

**TENDER DOCUMENTS MAY BE:**

| POSTED TO:     |
|----------------|
| Not Applicable |

OR

| DEPOSITED IN THE TENDER BOX AT: |
|---------------------------------|
| Central Supply Chain Management |
| Old Boys School Building        |
| 310 Jabu Ndlovu Street          |
| Pietermaritzburg                |
| 3200                            |

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

### **T1.2 - TENDER DATA**

| <b>T1.2 TENDER DATA</b> |  |                         |                          |
|-------------------------|--|-------------------------|--------------------------|
| <b>Project title:</b>   | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b>  |                         |                          |
| <b>Project Code:</b>    | <b>UMZIIXO001</b>  |                         |                          |
| <b>Tender no:</b>       | <b>ZNB10032/2021-H</b>   | <b>Closing date:</b>    | <b>28 February 2022</b>  |
| <b>Closing time:</b>    | <b>11:00</b>   | <b>Validity period:</b> | <b>120 Calendar Days</b> |
| <b>Clause number:</b>   |  |                         |                          |
|                         | <p>The conditions of Tender are the Standard Conditions of Tender as contained in Annexure C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts as per Board Notice <b>423 of 2019</b> in Government Gazette <b>42622 of 8 August 2019</b> as amended from time to time. (see <a href="http://www.cidb.org.za">www.cidb.org.za</a>) Refer to Conditions of Tender as bound into this document.</p> <p>The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.</p> <p>Each item of data given below is cross-referenced to the clause marked "C" in the above mentioned Standard Conditions of Tender.</p>  |                         |                          |
| C.1.1                   | <p>For this contract the <u>single volume</u> approach is adopted.</p> <p>This procurement document has been formatted and compiled under the headings for a single volume approach as contained in table 5 of the CIDB's "Standard for Uniformity in Engineering and Construction Works Contracts."</p> <p>The list of Returnable Documents identifies which of the documents a Tenderer must complete when submitting a Tender. The Tenderer must submit his Tender by completing the Returnable Documents including the priced Final Summary of the Bills of Quantities, signing the "Offer" section in the "Form of Offer and Acceptance" and delivering the whole of the procurement document back to the Department bound up as it was when it was received.</p>   |                         |                          |
| C.1.2                   | <p>The single volume procurement document issued by the Employer comprises the following:</p> <p><b>TENDER</b></p> <p><b>Part T1: Tendering procedures</b></p> <p>T1.1 - Tender Notice and Invitation to Tender</p> <p><b>T1.2 - </b></p> <p>T1.3 - Annexure C - Standard Conditions of Tender</p> <p><b>Part T2: Returnable documents</b></p> <p>T2.1 - List of returnable documents</p> <p>T2.2 - Returnable schedules (See different forms listed in <b>T2.1 - Returnable Schedule</b>)</p> <p><b>CONTRACT</b></p> <p><b>Part C1: Agreements and Contract Data</b></p> <p>C1.1 - Form of Offer and Acceptance</p> <p>C1.2 - Contract Data</p> <p>C1.3 - Form of Guarantee</p> <p><b>Part C2: Pricing data</b></p> <p>C2.1 - Pricing Instructions</p> <p>C2.2 - Bills of Quantities</p> <p><b>Part C3: Scope of works</b></p> <p>C3.1 - Scope of Works</p> <p>C3.2 - Specification for HIV/AIDS awareness</p> <p>C3.3 - HIV/STI Compliance report</p> <p>C3.4 - Project Specific Construction Safety, Health and Environmental Specification</p> <p>C3.5 - Supplementary Preambles</p> |                         |                          |

|  |  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
|--|--|--|--|----------------------------|---------------------------------|--|--|------|-----------------------|------|-----------------------|---------|---------------------------------------|---------------------|-----------------------|
| <b>Part C4: Site information</b>   |  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C4.1 -   | Site Information   |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C4.2 -   | Builders Lien Agreement  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| <b>Part 5: List of Drawings/Annexure's</b>   |  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.1 -   | List of Drawings   |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.2 -   | Standard Preambles for all Trades (Rev 3) - DOH 2009   |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.3 -   | General Electrical Specifications  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.4 -   | Lightning Protection Specifications  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.5 -   | Map of Tender submission location  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.6 -   | Joint Venture Agreement  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.7 -   | Health and Safety Specification  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.8 -   | Health and Safety Bill of Quantities   |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.9 -   | Builders Lien Agreement  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.10  | Geotechnical Investigation Report (If applicable)  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.11  | EPWP Employment Contract   |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.12  | Attendance Register - Infrastructure and Other projects  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C5.13  | EPWP Data Collection tool for Phase 3 system   |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C.1.4  | <p>The Employer's agent (Engineer/Principal Agent) is:</p> <table> <tr> <td>Name:</td><td><b>KZN Department of Health - Infrastructure Development</b></td></tr> <tr> <td>Capacity:</td><td><b>Principal Agent/Engineer</b></td></tr> <tr> <td>Address:</td><td><b>Private Bag X 9051 , Pietermaritzburg , Pietermaritzburg , 3200</b></td></tr> <tr> <td>Tel:</td><td><b>(033) 940 2518</b></td></tr> <tr> <td>Fax:</td><td><b>Not Applicable</b></td></tr> <tr> <td>E-mail:</td><td><b>mxolisi.myeza@kznhealth.gov.za</b></td></tr> <tr> <td>Responsible person:</td><td><b>Mr. M.L. Myeza</b></td></tr> </table> <p>The second sentence shall read "Communications can be in any of the official languages recognised in KwaZulu-Natal which is English, Afrikaans or Zulu but writing is preferred in English as this is generally accepted as a business language"</p>  | Name:                                      | <b>KZN Department of Health - Infrastructure Development</b> | Capacity:                  | <b>Principal Agent/Engineer</b> | Address:   | <b>Private Bag X 9051 , Pietermaritzburg , Pietermaritzburg , 3200</b> | Tel: | <b>(033) 940 2518</b> | Fax: | <b>Not Applicable</b> | E-mail: | <b>mxolisi.myeza@kznhealth.gov.za</b> | Responsible person: | <b>Mr. M.L. Myeza</b> |
| Name:  | <b>KZN Department of Health - Infrastructure Development</b>   |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| Capacity:  | <b>Principal Agent/Engineer</b>  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| Address:   | <b>Private Bag X 9051 , Pietermaritzburg , Pietermaritzburg , 3200</b>   |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| Tel:   | <b>(033) 940 2518</b>  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| Fax:   | <b>Not Applicable</b>  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| E-mail:  | <b>mxolisi.myeza@kznhealth.gov.za</b>  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| Responsible person:  | <b>Mr. M.L. Myeza</b>  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C.1.6  | <table> <tr> <td><b>PP2-Competitive Selection Procedure</b></td><td><b>Design by Employer</b></td></tr> <tr> <td colspan="2"><b>PP2B-Open Procedure</b></td></tr> <tr> <td colspan="2"><b>Tenderers must meet the minimum qualifying score for functionality criteria first before they can be considered for price and preference.</b></td></tr> </table>   | <b>PP2-Competitive Selection Procedure</b> | <b>Design by Employer</b>                                    | <b>PP2B-Open Procedure</b> |                                 | <b>Tenderers must meet the minimum qualifying score for functionality criteria first before they can be considered for price and preference.</b> |  |      |                       |      |                       |         |                                       |                     |                       |
| <b>PP2-Competitive Selection Procedure</b>   | <b>Design by Employer</b>  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| <b>PP2B-Open Procedure</b>   |  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| <b>Tenderers must meet the minimum qualifying score for functionality criteria first before they can be considered for price and preference.</b> |  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C.2.1  | <p>For eligibility refer to <b>T1.1 Tender Notice and Invitation to Tender</b></p> <p>This is not an EPWP project</p> <p>Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations for a :<br/>3ME or higher class of construction work, are eligible to have their tenders evaluated.</p> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> <li>every member of the joint venture is registered with the CIDB;</li> <li>the lead partner has a contractor grading designation in the 3ME or higher, class of construction work; or<br/>not lower than one level below the required the required grading designation in the class of works construction works under considerations and possess the required recognition status</li> <li>the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a :<br/>3ME or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations.</li> </ol> |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
|  | <b>See end of T2.3 AUTHORITY FOR CONSORTIA OR JOINT VENTURES TO SIGN TENDER for combinations of JV's arrangements.</b>   |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |
| C.2.7  | For particulars regarding a pre-tender site inspection meeting (clarification meeting), see <b>T1.1 Tender Notice and Invitation to Tender.</b>  |  |  |                            |                                 |  |  |      |                       |      |                       |         |                                       |                     |                       |

|        |   |
|--------|---|
| C.2.12 | Alternative tender offer permitted: <div style="float: right;"> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> </div>  |
|        | <p>If a tenderer wishes to submit an own alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements. A tenderer may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. Provided that the tenderer's main tender offer is according to specification and would under normal circumstances be recommended for acceptance, his alternative tender offer may also be considered for the purpose of the award of the contract.</p> <p>Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.</p> <p>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.</p> <p>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs of confirming the acceptability of the detailed design before it is constructed.</p> |

|          |   |
|----------|---|
|          | <b>The Mechanical</b>   |
| C.2.13.2 | Tenderers are to ensure that their company details appear on the entire relevant Tender documentation and must be legible.  |
| C.2.13.3 | Part of each tender offer communicated on paper shall be submitted as an original, plus ONE copy of the tender document including supporting documents and priced Bill of Quantities where applicable, scanned onto a readable compact disk (CD) in pdf format, at the Tenderers own cost. The CD must be clearly marked with the tender information and company details.   |
| C.2.13.4 | The second sentence shall read as follows "The Employer will hold all authorised signatories jointly and severally liable on behalf of the tenderer". Tenderers proposing to contract as a Joint Venture shall submit a valid Joint Venture Agreement before the Joint Venture's offer could be accepted. Individuals, Partnerships and Companies proposing to contract as a party to a Joint Venture shall be jointly and severally liable on behalf of the Joint Venture.   |
| C.2.13.5 | The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are as per <b>T1.1 Tender Notice and Invitation to Tender</b> .  |
|          | A Open Procedure will be followed   |
| C.2.15   | The closing time for submission of tender offers is as per <b>T1.1 Tender Notice and Invitation to Tender</b> .   |
| C.2.16   | The tender offer validity period is as per <b>T1.1 Tender Notice and Invitation to Tender</b> .   |
| C.2.17   | Sub-clause C2.17 does not preclude the negotiation of the final terms of the contract with the preferred tenderer, following a competitive selection process, should the Employer elect to do so and provided that the competitive position of the preferred tenderer is not affected.  |
|          | The tenderer is to submit the Priced Bills of Quantities with the Returnable's at the closing of the tender.  |
|          | This is not an EPWP project   |
| C.2.19   | Access shall be provided for inspections, tests and analysis as may be required by the Employer.  |
| C.2.22   | Tenderers <b>do not</b> have to return all retained tender documents within 28 days after expiry of the Tender validity period.   |
|          | Tenderers are to refer to <b>List of Returnable Schedules</b> and <b>Scope of Works</b> to establish what is required to be submitted with this tender.   |
| C.3.4    | The location for opening of the tender offers, immediately after the closing time thereof shall be at:<br><b>KZN Department of Health, 310 Jabu Ndlovu Street, Pietermaritzburg, 3200 at the time indicated on T1.1 Notice and Invitation to Bid</b>  |
| C.3.8    | <p>The employer must determine, on opening and before detailed valuation, whether each Tender offer properly received:</p> <ul style="list-style-type: none"> <li>a) complies with the requirements of the Conditions of Tender.</li> <li>b) has been properly and fully completed and signed, and</li> <li>c) is responsive to the other requirements of the Tender documents.</li> </ul> <p>A responsive tender is one that conforms to all the terms, conditions and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:</p> <ul style="list-style-type: none"> <li>a) detrimentally affect the scope, quality, or performance of the Works, services or supply identified in the Scope of Work or</li> <li>b) significantly change the Employers or the Tenderers risks and responsibilities under the contract, or</li> <li>c) affect the competitive position of other Tenderers presenting responsive tenders, if it were to be rectified.</li> </ul> <p>Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.</p> |
| C.3.13   | <p><b>Tender offers will only be accepted if:</b></p> <ul style="list-style-type: none"> <li>(a) Tenderers must be registered on Government's Central Supplier Database (CSD) and include their master registration number (MAAA number) on the cover page of the tender document in order to enable the institution to verify the tenderers tax status on the CSD</li> <li>(b) the Tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation is required for this tender and the Tenderer has submitted a CIDB certificate of registration which clearly indicates the status "Active"</li> </ul>   |



|        |   |
|--------|---|
|        | <ul style="list-style-type: none"> <li>(c) the Tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal services charges.</li> <li>(d) the Tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Tenderer's ability to perform to the contract in the best interests of the employer or potentially compromise the Tender process.</li> <li>(e) the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) as a person prohibited from doing business with the public sector; and</li> <li>(f) the Tenderer has not: <ul style="list-style-type: none"> <li>i) abused the Employer's Supply Chain Management System; or</li> <li>ii) failed to perform on any previous contract and has been given a written notice to this effect.</li> </ul> </li> <li>(g) the Tenderer is registered with: <ul style="list-style-type: none"> <li>i) the Unemployment Insurance Fund (UIF); and</li> <li>ii) the Workmen's Compensation Fund</li> </ul> </li> <li>(h) the Tenderer submitted Authority to Sign the tender.</li> <li>(i) the Tenderer submitted Financial standing &amp; other resources of Business Declaration.</li> <li>(j) the Tenderer submitted Equipment Schedules, if applicable.</li> <li>(k) the Tenderer signed the Form of Offer that is part of the Form of Offer and Acceptance.</li> <li>(l) the Tenderer submitted Preference Certificate, if applicable.</li> <li>(m) the Tenderer submit Final Summary of Bill of Quantities at tender closing.</li> <li>(n) the Tenderer submitted Declaration of Interest.</li> <li>(o) the Tenderer submitted Site Inspection Certificate from the Compulsory Briefing Meeting</li> <li>(p) All information required to assess 'Functionality' as per Tender Data scheduled requirements</li> </ul> <p>Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful Tenderer as described in the form of offer and acceptance.</p> |
| C.3.15 | Tenderers are informed that any formal dispute shall be resolved by being referred to Arbitration only.   |
| C.3.17 | Provide to the successful Tenderer one copy of the signed contract document and one copy of an unpriced bills of quantities   |



---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

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

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

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

### C.1 General

#### C.1.1 Actions

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

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

Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.

2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

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

#### C.1.2 Tender Documents

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

#### Interpretation

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

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

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

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

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

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

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

- C.1.5.1** An employer may, prior to the award of the tender, cancel a tender if-
- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;
  - b) funds are no longer available to cover the total envisaged expenditure; or
  - c) no acceptable tenders are received.
  - d) there is a material irregularity in the tender process.
- C.1.5.2** The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised.
- C.1.5.3** An Employer may only with the prior approval of the relevant treasury cancel a tender for the second time.

#### **C.1.6 Procurement procedures**

##### **C.1.6.1 General**

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

##### **C.1.6.2 Competitive negotiation procedure**

- C.1.6.2.1** Where the **tender data** requires that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of F.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of F.3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.
- C.1.6.2.2** All responsive tenderers, or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the **tender data**, shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.
- C.1.6.2.3** At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.
- C.1.6.2.4** The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.

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

**C.1.6.3.1**

**Option 1**

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

**F.1.6.3.2**

**Option 2**

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

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

**C.2 Tenderer's obligations**

**C.2.1 Eligibility**

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

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

**C.2.2 Cost of tendering**

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

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

**C.2.3 Check documents**

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

**C.2.4 Confidentiality and copyright of documents**

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

**C.2.5 Reference documents**

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

**C.2.6 Acknowledge addenda**

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

**C.2.7 Clarification meeting**

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

**C.2.8 Seek clarification**

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

**C.2.9 Insurance**

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

**C.2.10 Pricing the tender offer**

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

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

**C.2.10.3** Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the **contract data**.

**C.2.10.4** State the rates and prices in Rand unless instructed otherwise in the **tender data**. The conditions of contract identified in the contract data may provide for part payment in other currencies.

**C.2.11 Alterations to documents**

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

**C.2.12 Alternative tender offers**

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

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

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

**C.2.13 Submitting a tender offer**

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

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

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

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

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

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

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

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

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

**C.2.14 Information and data to be completed in all respects**

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

**C.2.15 Closing time**

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

**C.2.15.2** Accept that, if the employer extends the closing time stated in the **tender data** for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

**C.2.16 Tender offer validity**

**C.2.16.1** Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the **tender data** after the closing time stated in the **tender data**.

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

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

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

**C.2.17 Clarification of tender offer after submission**

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

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

### **C.2.18 Provide other material**

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

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

### **C.2.19 Inspections, tests and analysis**

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

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

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

### **C.2.21 Check final draft**

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

### **C.2.22 Return of other tender documents**

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

### **C.2.23 Certificates**

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

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

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

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

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

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

### **C.3.2 Issue Addenda**

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

### **C.3.3 Return late tender offers**

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



### **C.3.4 Opening of tender submissions**

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

**C.3.4.2** Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the **tender data**, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

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

### **C.3.5 Two-envelope system**

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

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

### **C.3.6 Non-disclosure**

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

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

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

### **C.3.8 Test for responsiveness**

**C.3.8.1** Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

**C.3.8.2** A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

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

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

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

### C.3.10 Clarification of a tender offer

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

### C.3.11 Evaluation of tender offers

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

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

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

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

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

#### **C.3.11.1 General**

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



---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

## **PART T2 - RETURNABLE DOCUMENTS**

## T2.1 LIST OF RETURNABLE DOCUMENTS

|                         |   |                   |                        |
|-------------------------|---|-------------------|------------------------|
| <b>Project title:</b>   | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                   |                        |
| <b>Project Manager:</b> | <b>Mr.M.L. Myeza</b>  | <b>Tender no:</b> | <b>ZNB10032/2021-H</b> |

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

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

| <b>Tender document name</b>  | <b>Returnable document</b> |  |
|--|----------------------------|--|
| Declaration of Interest - SBD 4  | Yes                        |  |
| Authority to Sign Tender   | Yes                        |  |
| Authority for Consortia or Joint Venture's to Sign Tender                          | Yes                        |  |
| Special Resolution of Consortia or Joint Venture's                                 | Yes                        |  |
| Schedule of Proposed Sub-Contractors   | Yes                        |  |
| Joint Venture Involvement Declaration  | Yes                        |  |
| Capacity of Tenderer   | Yes                        |  |
| Annual Financial Statement for past financial year                                 | Yes                        |  |
| Site Inspection Certificate as proof for attendance of compulsory briefing meeting | Yes                        |  |
| Preference Certificate   | Yes                        |  |
| Compulsory Enterprise Questionnaire.   | Yes                        |  |
| Financial Standing and other resources of Business Declaration                     | Yes                        |  |
| Contractor's Safety, Health and Environmental Declaration.                         | Yes                        |  |
| Complete Priced Bill of Quantities   | Yes                        |  |
| Certificate of Independent Tender Determination - SBD 9                            | Yes                        |  |
| Proof of CIDB Registration Number  | Yes                        |  |
| Contract Form - Purchase of Goods/Works - Part 1                                   | Yes                        |  |
| Contract Form - Purchase of Goods/Works - Part 2                                   | Yes                        |  |
| Functionality Criteria   | Yes                        |  |
| Invitation to Tender - SBD 1   | Yes                        |  |

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

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

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

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

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

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

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

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

| Tender document name  | Returnable document |     |
|---|---------------------|-----|
| Bill of Quantities  | Yes                 |     |
| Form of Guarantee   | Yes                 |     |
| Declaration of Tenderers Past SCM Practices - SBD 8                                       | Yes                 |     |
| List of Drawings/Annexure's   | Yes                 |     |
| The National Industrial Participation Programme   | Yes                 |     |
| Required Structure of Contractor's detailed OHSE Plan                                     | Yes                 |     |
| Client's specific requirements for the Contractor's detailed OHSE Plan                    | Yes                 |     |
| Base line Risk Assessment   | Yes                 |     |
| Declaration Certificate for local production and content for designated sectors - SBD 6.2 | No                  | N/A |

### 5. DOCUMENTS REQUIRED FOR THE EVALUATION OF FUNCTIONALITY

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

| Tender document name  | Returnable document |  |
|---|---------------------|--|
| Bank account rating for the service provider and financial capability   | Yes                 |  |
| Availability of competency and experience of the tenderer on similar type of projects of refrigeration installations. - NO MAINTENANCE PROJECT WILL BE CONSIDERED DURING SCORING. | Yes                 |  |
| Letter of intent from a refrigeration system OEM or supplier.   | Yes                 |  |
| Datasheets for the refrigeration plants and its components.   | Yes                 |  |

## T2.2 AUTHORITY TO SIGN TENDER

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

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

held at (town) :

on (date) :

**RESOLVED that:**

1. The Enterprise submits a Tender to the KZN Department of Health in respect of the following project:

**Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

Tender Number: **ZNB10032/2021-H**

2.

\*Mr./Mrs./Ms:

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

and who will sign as follows: \_\_\_\_\_ (Authorised Signatory)

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

|   |  | Name | Capacity | Signature |
|---|--|------|----------|-----------|
| 1 |  |      |          |           |
| 2 |  |      |          |           |
| 3 |  |      |          |           |
| 4 |  |      |          |           |
| 5 |  |      |          |           |
| 6 |  |      |          |           |
| 7 |  |      |          |           |
| 8 |  |      |          |           |

Note:

1. Delete which is not applicable
2. NB. This resolution / Power of Attorney must be signed by all the Directors / Members / Partners of the Legal Tendering Enterprise authorising the Representative to make this Offer.
3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.
4. In the case of the tendering Enterprise being a Close Corporation, a **certified copy of the Founding Statement** of such corpora - tion must be attached to this tender.

**ENTERPRISE STAMP** (IF ANY)

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

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

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

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

on (date) : \_\_\_\_\_

**RESOLVED that:**

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

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

to the KZN Department of Health in respect of the following project:

**Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

Tender Number: **ZNB10032/2021-H**

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

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

and who will sign as follows:

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

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: \_\_\_\_\_

\_\_\_\_\_  
(Postal Code)

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

\_\_\_\_\_  
(Postal Code)



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

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

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

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

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

**Note:**

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

**ENTERPRISE STAMP** (If Any)

Deemed to satisfy joint venture arrangements

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

Designation

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

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

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

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

2.

3.

4.

5.

6.

7.

8.

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

### RESOLVED that:

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

**Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

Tender Number: **ZNB10032/2021-H**

Project Code: **UMZIIXO001**

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

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

and who will sign as follows:

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

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

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

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

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

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

Physical address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Postal Code)

Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Postal Code)

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

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

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

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

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

**Note:**

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

## T2.20 PROOF OF GOOD STANDING WITH THE COMPENSATION COMMISSIONER

|                       |  |                      |            |
|-----------------------|--|----------------------|------------|
| <b>Project title:</b> | Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms |                      |            |
| <b>Tender no:</b>     | ZNB10032/2021-H  | <b>Project Code:</b> | UMZIIXO001 |

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

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

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

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

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

---

**Signed - Party No. 1**

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

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

of (Enterprise name) : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

---

**Signed - Party No. 2**

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

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

of (Enterprise name) : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

---

**Signed - Party No. 3**

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

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

of (Enterprise name) : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

## T2.6 SCHEDULE OF PROPOSED SUBCONTRACTORS

|                       |   |                      |                  |
|-----------------------|---|----------------------|------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                  |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIXO001</b> |

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

If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

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

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

## T2.7 CAPACITY OF TENDERER

|                       |   |                      |                  |
|-----------------------|---|----------------------|------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                  |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIXO001</b> |

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

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

| Categories of Employee - Key Personnel (part of Business Enterprise)                   | Professional Registration No. | Date of Employment | Number |
|--|-------------------------------|--------------------|--------|
| Site Agent   |                               |                    |        |
| Project Manager  |                               |                    |        |
| Foreman  |                               |                    |        |
| Traded Refrigeration Mechanic Artisan registered with the SAQCC for CAT B gas handling |                               |                    |        |
|  |                               |                    |        |
|  |                               |                    |        |
|  |                               |                    |        |
|  |                               |                    |        |
|  |                               |                    |        |
|  |                               |                    |        |
|  |                               |                    |        |



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

| Machinery | Plant | Equipment | Vehicles |
|-----------|-------|-----------|----------|
|           |       |           |          |
|           |       |           |          |
|           |       |           |          |
|           |       |           |          |
|           |       |           |          |
|           |       |           |          |
|           |       |           |          |
|           |       |           |          |
|           |       |           |          |
|           |       |           |          |
|           |       |           |          |

**1.3. Workshops:**

| Address of Main Workshop: | Address of Regional Workshop (If Applicable): |
|---------------------------|---|
|                           |   |
|                           |   |
|                           |   |
|                           |   |

**1.4. Other offers submitted at time of this tender for which results are pending:**  
(Any other client's tender must also be included)

[illegible]

**2. PARTICULARS OF THE TENDERERS CURRENT AND PREVIOUSLY COMPLETED COMMITMENTS:**

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

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

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

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

**2.3. Previously completed projects:** *(List the 5 projects closest to the contractor grading designation of this project)*

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

|                  |  |      |
|------------------|--|------|
|                  |  |      |
| Name of Tenderer | Signature of authorised representative | Date |

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

|                       |   |                      |                  |
|-----------------------|---|----------------------|------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                  |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIXO001</b> |

- (a) Based on the track record determined on the Minimum Average Annual Turnover coupled to the assessed Works Capabilities of Contracting Enterprises, the Construction Industry Development Board (CIDB) awards Grading Designations and accordingly registers it on the system.

This confirms that a Contractor has, at the time of registration, in the absence of any supply side interventions, sufficient working capital to commence the Works for a single contract and render due performance.

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

I, the undersigned,

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

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

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

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

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

Full Name of Signatory

Name of Enterprise

Capacity of Signatory

Signature of authorised representative

## T2.9 PREFERENCE CERTIFICATE

|                       |   |                      |                  |
|-----------------------|---|----------------------|------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                  |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIXO001</b> |

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

**BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included).

1.2 For this project the 80% preference point system shall be applicable.

1.3 Preference points for this Tender shall be awarded for:

|     |                      |     |
|-----|----------------------|-----|
| (a) | Price points and     | 80  |
| (b) | Functionality points | 70  |
|     |                      | 150 |

(c) B-BBEE Status Level of Contribution

|       |  |    |
|-------|--|----|
| 1.3.1 | <b>PRICE</b>   | 80 |
| 1.3.2 | <b>SPECIFIC CONTRACT PARTICIPATION GOALS</b>                   |    |
| 1.3.3 | <b>1.3.3.1 Broad-Based Black Economic Empowerment (B-BBEE)</b> |    |
|       | (i) Level 1  | 20 |
|       | (ii) Level 2   | 18 |
|       | (iii) Level 3  | 14 |
|       | (iv) Level 4   | 12 |
|       | (v) Level 5  | 8  |
|       | (vi) Level 6   | 6  |
|       | (vii) Level 7  | 4  |
|       | (viii) Level 8   | 2  |
|       | (ix) Non-compliant contributor                                 | 0  |

Total points for Price and B-BBEE Status Level of Contribution **must not exceed 100**

- 1.4 Failure on the part of a tenderer to fill in and/or to sign this form and submit a B-BBEE Construction Sector Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the tender, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The tenderer shall be a Value Adding Enterprise. A Value Adding Enterprise is defined in the BBBEE Code of good practice as an organisation that is VAT registered and whose net profit before tax summed with its total labour cost exceeds 25% of the value of its total revenue.
- 1.6 The Department 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 Department.

## 2 GENERAL DEFINITIONS

- 2.1 **"All applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
- 2.2 **"B-BBEE"** means broad-based black empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **"proof of B-BBEE status level of contributor" means-**
- a) the B-BBEE status level certificate issued by an authorised body or person;
  - b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
  - c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act
- 2.5 **"black designated groups"** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
- 2.6 **"black people"** has the meaning assigned to it in section 1 of the Broad-Based Black Economic Emp Act.
- 2.7 **"Tender"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods, works or services, through price quotations, advertised competitive Tendering process or proposals.
- 2.8 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act 53 of 2003);
- 2.9 **"co-operative"** means a co-operative registered in terms of section 7 of the Co-Operatives Act, 2005 (Act No 14 of 2005)
- 2.10 **"designated group" means**
- a) black designated groups;
  - b) black people;
  - c) women;
  - d) people with disabilities; or
  - e) small enterprises, as defined in section 1 of the National Small Enterprise Act, 1996 (Act No 102 of 1996)
- 2.11 **"designated sector"** means a sector, sub-sector or industry or product designated in terms of regulation 8(1)(a).
- 2.12 **"Comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.



- 2.13 **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications set out in the tender documents.
- 2.14 **"Consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 2.15 **"military veteran"** has the meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No 18 of 2011).
- 2.16 **"Contract"** means the agreement that results from the acceptance of a Tender by an organ of state.
- 2.17 **"National Treasury"** has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No 1 of 1999)
- 2.18 **"EME"** means any enterprise with an annual total revenue of **R10 million or less**;
- 2.19 **"QSE"** means any enterprise with an annual total revenue between **R10 million and R50 million**;
- 2.20 **"people with disabilities"** has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No 55 of 1998).
- 2.21 **"Firm Price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from change, imposition or abolition of customs or excise duty and any other duty, levy or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.22 **"price"** includes all applicable taxes less all unconditional discounts.
- 2.23 **"Quality"** shall mean totality of features and characteristics of a product or service that bears on the ability of the product or service to satisfy stated or implied needs.
- 2.24 **"Non-firm prices"** means all prices other than "firm" prices;
- 2.25 **"Person"** includes reference to a juristic person.
- 2.26 **"Rand value"** means the total estimated value of a contract in Rand denomination that is calculated at the time of Tender invitations and includes all applicable taxes and excise duties.
- 2.27 **"stipulated minimum threshold"** means the minimum threshold stipulated in terms of regulation 8(1)(b).
- 2.28 **"Sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.29 **"Total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.30 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.31 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
- 2.32 **"rural area" means-**
- a) a sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or
- b) an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system.
- 2.33 **"township"** means an urban living area that anytime from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994.

- 2.34 **"treasury"** has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No 1 of 1999)
- 2.35 **"youth"** has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No 54 of 2008)

### 3 ADJUDICATING USING A POINT SYSTEM

- 3.1 The tenderer obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more tenders have scored equal total points, the successful tender must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 Should two or more tenders be equal in all respects, the award shall be decided by the drawing of lots.

### 4 POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where:

- $P_s$  = Points scored for cooperative price of Tender under consideration
- $P_t$  = Comparative price of Tender under consideration
- $P_{\min}$  = Comparative price of lowest acceptable Tender

### 5 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1                                  | 10                              | 20                              |
| 2                                  | 9                               | 18                              |
| 3                                  | 6                               | 14                              |
| 4                                  | 5                               | 12                              |
| 5                                  | 4                               | 8                               |
| 6                                  | 3                               | 6                               |
| 7                                  | 2                               | 4                               |
| 8                                  | 1                               | 2                               |
| Non-Compliant contributor          | 0                               | 0                               |

- 5.2 Tenderers who qualify as EMEs in terms of the B-BBEE Act must submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.

- 5.3 Tenderers who qualify as QSEs in terms of the B-BBEE Act must submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate Tender.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the Tender documents that such a Tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a Tenderer qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6 TENDER DECLARATION

- 6.1 Tenderers who claim points in respect of B-BBEE Status Level of Contribution must complete the following.

## 7 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.3.1 AND 5.1 ABOVE

7.1 B-BBEE Status Level of Contribution:  =   
*[ B-BBEE Status level of Contribution ]* *[Max of points 10 or 20]*

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS)

## 8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? Yes ☐ No ☐

8.1. If yes, indicate:

- 1
- (i) what percentage of the contract will be subcontracted?  %
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? Yes ☐ No ☐

## 9 DECLARATION WITH REGARD TO COMPANY/FIRM

- 9.1 Name of company/firm:
- 9.2 VAT registration number:
- 9.3 Company registration number:

9.4 Type of company/firm: *(insert a X in the applicable box)*

|  |   |                          |                          |                          |
|--|---|--------------------------|--------------------------|--------------------------|
| Partnership/<br>Joint Venture/<br>Consortium | One person<br>business/Sole<br>Proprietor | Close Corporation        | Company                  | (Pty) Ltd                |
| <input type="checkbox"/>                     | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

---

---

---

---

---

---

---

---

9.6 COMPANY CLASSIFICATION

|                          |                            |                                  |                             |
|--------------------------|----------------------------|----------------------------------|-----------------------------|
| Manufacturer             | Contractor and/or Supplier | Professional service<br>provider | Other service<br>providers, |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>         | <input type="checkbox"/>    |

9.7 Total number of years the company/firm has been in business? \_\_\_\_\_

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the 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) restrict the Tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

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

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

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

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

\_\_\_\_\_

SIGNATURE(S) OF Tenderer(S)

## T2.10 SITE INSPECTION MEETING CERTIFICATE

|                              |   |                                    |                   |
|------------------------------|---|------------------------------------|-------------------|
| <b>Project title:</b>        | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                                    |                   |
| <b>Tender no:</b>            | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b>               | <b>UMZIIXO001</b> |
| <b>Site Inspection Date:</b> |   | <b>09 February 2022 @ 11:00 am</b> |                   |

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

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

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

|                  |           |      |
|------------------|-----------|------|
|                  |           |      |
| Name of Tenderer | Signature | Date |

|                            |           |      |
|----------------------------|-----------|------|
| Mxolisi Myeza              |           |      |
| Name of DOH Representative | Signature | Date |

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



Departmental Stamp:

## T2.11 DECLARATION OF INTEREST - SBD 4

|                       |   |                      |                  |
|-----------------------|---|----------------------|------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                  |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIXO001</b> |

1 Any legal person, including persons employed by the state<sup>1</sup>, or persons having kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to Tender (includes a price quotation, advertised competitive Tender, limited Tender or proposal). In view of the possible allegations of favouritism, should the resulting Tender/quotation, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the Tenderer or his/her/their authorized representative declare his/her/their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her/their interest, where-

- 1.1 the Tenderer is employed by the state; and/or
- 1.2 the legal person on whose behalf the quotation/Tendering document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quotation(s)/Tender(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quotation/Tender.

**2 In order to give effect to the above, the following questionnaire must be completed and submitted with the quotation/Tender document.**

2.1 Full Name of Tenderer or his or her representative: Identity

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

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): \_\_\_\_\_

2.4 Registration Number of Company, enterprise, close corporation, partnership agreement or trust: \_\_\_\_\_

2.5 Tax Reference Number: \_\_\_\_\_

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

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity number, tax reference number and, if applicable, employee / persal number must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

(a)

(b)

(c)

(d)

(e)

<sup>2</sup>"Shareholders" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the Tenderer presently employed by the state?

YES / NO

2.7.1 If so, furnish the following particulars:

Name or person / director / shareholder / member: \_\_\_\_\_

Name of state institution to which the person is connected: \_\_\_\_\_

Position occupied in the state institution: \_\_\_\_\_

Any other particulars:

---

---

---

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the Tender document? YES / NO  
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Tender.)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

---

---

---

2.8 Did you or your spouse, or any of the company's directors / shareholders / members of their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

---

---

---

2.9 Do you, or any person connected with the Tenderer, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quotation/Tender?

2.9.1 If so, furnish particulars: YES / NO

---

---

---

2.10 Are you, or any person connected with the Tenderer, aware of any relationship (family, friend, other) between the Tenderer and any person employed by the state who may be involved with the evaluation and or adjudication of this quotation/Tender? YES / NO

2.10.1 If so, furnish particulars:

---

---

---

2.11 Do you or any of the directors / trustees/ shareholders / members of the company have any interest in any other related companies whether or not they are Tendering for this contract? YES / NO

2.11.1 If so, furnish particulars:

---

---

---

### 3 Full details of directors / trustees / members / shareholders

| Full Name | Identity Number | Personal Tax Reference Number | State Employee Number / Persal Number |
|-----------|-----------------|-------------------------------|---------------------------------------|
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |

### DECLARATION

I, THE UNDERSIGNED (NAME) : \_\_\_\_\_

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

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



## T2.12 RECORD OF ADDENDA TO TENDER DOCUMENTS

|                       |   |                      |                  |
|-----------------------|---|----------------------|------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                  |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIXO001</b> |

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

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

Attach Additional Pages if more space is required

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

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

## T2.13 PARTICULARS OF ELECTRICAL CONTRACTOR

|                       |   |                      |                   |
|-----------------------|---|----------------------|-------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                   |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIIXO001</b> |

**Name of Electrical Contractor:**

---

**Address:**

---



---



---



---

**Telephone Number:**

---

*(Area Code)(Number)*

**Fax Number:**

---

*(Area Code)(Number)*

**Registration number at the Electrical Contracting Board of S.A.:**

|  |
|--|
|  |
|--|

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

## T2.14 SCHEDULE FOR IMPORTED MATERIALS AND EQUIPMENT

|                       |   |                      |                   |
|-----------------------|---|----------------------|-------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                   |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIIXO001</b> |

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

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

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

These net amounts will be adjusted as follows:

### FORMULA:

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

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

A = the amount (R) of adjustment

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

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

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

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

|                                   |           |      |
|-----------------------------------|-----------|------|
|                                   |           |      |
| Name of authorised representative | Signature | Date |

## T2.15 DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES - SBD 8

- 1 This Standard Tendering Document must form part of all tenders invited.
- 2 It serves as a declaration to be used by institutions 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 Tender of any Tenderer may be disregarded if that Tenderer, or any of its directors have:
  - abused the institution's supply chain management system;
  - committed fraud or any other improper conduct in relation to such system;
  - or failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the Tender.

| Item  | Question   |                              |                             |
|-------|--|------------------------------|-----------------------------|
| 4.1   | <p><i>Is the Tenderer or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?</i></p>  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.1.1 | <p><i>If so, furnish particulars:</i></p> <hr/> <hr/> <hr/> <hr/>  |                              |                             |
| 4.2   | <p><i>Is the Tenderer 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)?</i></p> <p><i>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</i></p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | <p><i>If so, furnish particulars:</i></p> <hr/> <hr/> <hr/> <hr/>  |                              |                             |
| 4.3   | <p><i>Was the Tenderer or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</i></p>   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.3.1 | <p><i>If so, furnish particulars:</i></p> <hr/> <hr/> <hr/> <hr/>  |                              |                             |
| 4.4   | <p><i>Was any contract between the Tenderer and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</i></p>  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.4.1 | <p><i>If so, furnish particulars:</i></p> <hr/> <hr/> <hr/> <hr/>  |                              |                             |

## 5 CERTIFICATION

I the undersigned (*full name*) \_\_\_\_\_  
certify that the information furnished on this declaration is 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.

|                                   |           |      |          |
|-----------------------------------|-----------|------|----------|
|                                   |           |      |          |
| Name of authorised representative | Signature | Date | Position |

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

|                       |   |                      |                   |
|-----------------------|---|----------------------|-------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                   |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIIXO001</b> |

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

**NOTE**

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

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

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

|                |  |               |            |
|----------------|--|---------------|------------|
| Project title: | Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms |               |            |
| Tender no:     | ZNB10032/2021-H  | Project Code: | UMZIIXO001 |

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

### DECLARATION

1. I, the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act, Act 85 of 1993 and the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specifications attached to this document.
2. I hereby declare that my company and its employees has the necessary competency and resources to safely carry out the construction works under this contract in compliance with the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specifications.
3. I hereby confirm that adequate provisions has been made in my Tender to cover the cost of all Safety, Health and Environmental duties and responsibilities imposed on me by the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specifications.
4. I hereby undertake that if my Tender is accepted, to provide before commencement of the Works under the contract or as required by the Conditions of the Contract, a suitable and sufficiently documented Construction Safety, Health and Environmental Management Plan in accordance with Regulation 7(1)(a) of the Construction Regulations of February 2014, which shall be subject for approval by the Client.
- 5.
6. I hereby confirm that copies of the following documentation will be kept on site for viewing and inspection purposes for the duration of the construction work:
  - a) Client's Construction Safety, Health and Environmental Specification.
  - b) Approved Construction Safety, Health and Environmental Plan.
  - c) Occupational Health and Safety Act, Act 85 of 1993.
  - d) Construction Regulations of February 2014.
7. I agree that my failure to complete and execute this declaration to the satisfaction of the Client will mean that I am unable to comply with the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and the Construction Regulations of February 2014, and accept that my Tender will be rejected.

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

Full Name of Signatory

Name of Enterprise

Capacity of Signatory

Signature of authorised representative of Tenderer

## T2.18 Compulsory Enterprise Questionnaire

|                       |   |                      |                   |
|-----------------------|---|----------------------|-------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                   |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIIXO001</b> |

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

**Section 1: Name of enterprise:**

**Section 2: VAT registration number, if any:**

**Section 3: CIDB registration number, if any:**

**Section 4: CSD Number:**

|  |
|--|
|  |
|  |
|  |
|  |

**Section 5: 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 6 partners

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

|                             |  |
|-----------------------------|--|
| Company registration number |  |
| Close corporation number    |  |
| Tax reference number        |  |

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

**Section 8: SBD6 issued by National Treasury must be completed for each tender and be attached as a tender requirement**

**Section 9: SBD8 issued by National Treasury must be completed for each tender and be attached as a tender requirement**

**Section 10: SBD9 issued by National Treasury must be completed for each tender and be attached as a tender requirement**

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

- i) authorizes the Employer to verify the tenderers tax clearance status from the South African Revenue Services that it is in order;
- ii) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

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



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

|                       |   |                      |                   |
|-----------------------|---|----------------------|-------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                   |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIIXO001</b> |

### TAX CLEARANCE REQUIREMENTS

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

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

### IMPORTANT NOTICE

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

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

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

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

**Date:** .....

|  |
|--|
| <b>T2.20 PROOF OF GOOD STANDING WITH THE COMPENSATION COMMISSIONER</b> |
|--|

|                |  |               |           |
|----------------|--|---------------|-----------|
| Project title: | Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms |               |           |
| Tender no:     | ZNB10032/2021-H  | Project Code: | UMZIXO001 |

**NOTE**

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

## T2.21 - FORM OF OFFER AND ACCEPTANCE

### H OFFER

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

#### **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

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

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

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

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

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

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

### ACCEPTANCE

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

**The terms of the contract, are contained in:**

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

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

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

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

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

## Schedule of Deviations

### Notes:

1. The extent of deviations from the tender documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

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

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

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

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

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

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

## T2.21a CONFIRMATION OF RECEIPT

### Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms

|                    |                        |                      |                  |
|--------------------|------------------------|----------------------|------------------|
| <b>Tender no.:</b> | <b>ZNB10032/2021-H</b> | <b>Project Code:</b> | <b>UMZIXO001</b> |
|--------------------|------------------------|----------------------|------------------|

The Tenderer (now Contractor), identified in the Offer part of this Agreement hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

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

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

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

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

For the Contractor:

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

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

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

Signature and name of witness:

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

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

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

|                       |  |                      |                   |
|-----------------------|--|----------------------|-------------------|
| <b>Project title:</b> | Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms |                      |                   |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>   | <b>Project Code:</b> | <b>UMZIIXO001</b> |

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

## T2.22 - FINAL BILL OF QUANTITY SUMMARY

|                       |  |                      |                   |
|-----------------------|--|----------------------|-------------------|
| <b>Project title:</b> | Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms |                      |                   |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>   | <b>Project Code:</b> | <b>UMZIIXO001</b> |

| ITEM   | AMOUNT |
|--|--------|
| 1. Preliminaries and General, incl OHS price   |        |
| 2. Construction Cost                           |        |
| 3. Subtotal Excl VAT                           |        |
| 4. VAT @15%                                    |        |
| Total Construction Cost Inclusive of VAT @ 15% |        |



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

|                       |  |                      |            |
|-----------------------|--|----------------------|------------|
| <b>Project title:</b> | Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms |                      |            |
| <b>Tender no:</b>     | ZNB10032/2021-H  | <b>Project Code:</b> | UMZIIXO001 |

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

**NOTE**

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

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

|                       |  |                      |                   |
|-----------------------|--|----------------------|-------------------|
| <b>Project title:</b> | Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms |                      |                   |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>   | <b>Project Code:</b> | <b>UMZIIXO001</b> |

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

### **NOTE**

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

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

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

## **T2.25 THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME**

### **INTRODUCTION**

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

### **1 PILLARS OF THE PROGRAMME**

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

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

- 2.1 In order to ensure effective implementation of the programme, successful tenderers (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

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

- 3.1 Tenderers are required to sign and submit this Standard Tendering Document (SBD 5) together with the Tender on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful Tenderers (contractors) are required, immediately after being officially notified about any successful Tender with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Tender / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

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

#### 4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful Tenderer (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

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

|                                |                        |
|--------------------------------|------------------------|
| Tender number: _____           | Closing date: _____    |
| Name of tenderer: _____        |                        |
| Postal address: _____<br>_____ |                        |
| Signature: _____               | Name (in print): _____ |
| Date: _____                    |                        |

## T2.26 CERTIFICATE OF INDEPENDENT TENDER DETERMINATION - SBD 9

|                       |   |                      |                   |
|-----------------------|---|----------------------|-------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                   |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIIXO001</b> |

1. This Standard Tendering Document (SBD) must form part of all Tenders<sup>1</sup> 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 Tendering (or Tender rigging).<sup>2</sup> Collusive Tendering is a per se prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a) disregard the Tender of any Tenderer if that Tenderer, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the Tendering process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when Tenders are considered, reasonable steps are taken to prevent any form of Tender-rigging.
5. In order to give effect to the above, the attached Certificate of Tender Determination (SBD 9) must be completed and submitted with the Tender:

<sup>2</sup> Tender rigging (or collusive Tendering) 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 Tendering process. Tender rigging is, therefore, an agreement between competitors not to compete.

### CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Tender:

**ZNB10032/2021-H - Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

*(Tender Number and Description)*

in response to the invitation for the tender made by:

**KZN Department of Health**

---

*(Name of Institution)*

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 Tenderer)

1. I have read and I understand the contents of this Certificate;
  2. I understand that the accompanying Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
  3. I am authorized by the Tenderer to sign this Certificate, and to submit the accompanying Tender, on behalf of the Tenderer;
  4. Each person whose signature appears on the accompanying Tender has been authorized by the Tenderer to determine the terms of, and to sign the Tender, on behalf of the Tenderer;
  5. For the purposes of this Certificate and the accompanying Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
    - (a) has been requested to submit a Tender in response to this Tender invitation;
    - (b) could potentially submit a Tender in response to this Tender invitation, based on their qualifications, abilities or experience; and
    - (c) provides the same goods and services as the Tenderer and/or is in the same line of business as the Tenderer
  6. The Tenderer has arrived at the accompanying Tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive Tendering.
  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 Tender;
    - (e) the submission of a Tender which does not meet the specifications and conditions of the Tender; or
    - (f) Tendering with the intention not to win the Tender.
  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 Tender invitation relates.
  9. The terms of the accompanying Tender have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official Tender opening or of the awarding of the contract.
- <sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Tenders and contracts, Tenders 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 Tenderer**

## **T2.27 - PROOF OF REGISTRATION ON CENTRAL SUPPLIERS DATABASE**

|                       |  |                      |            |
|-----------------------|--|----------------------|------------|
| <b>Project title:</b> | Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms |                      |            |
| <b>Bid no:</b>        | ZNB10032/2021-H  | <b>Project Code:</b> | UMZIIXO001 |

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

### **NOTE**

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

## **T2.28 - PROOF OF CIDB REGISTRATION NUMBER**

|                       |  |                      |            |
|-----------------------|--|----------------------|------------|
| <b>Project title:</b> | Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms |                      |            |
| <b>Tender no:</b>     | ZNB10032/2021-H  | <b>Project Code:</b> | UMZIIXO001 |

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

### **NOTE**

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



## **T2.29 - PROOF OF PAYMENT OF Tender DEPOSIT**

|                       |   |                      |                   |
|-----------------------|---|----------------------|-------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                   |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIIXO001</b> |

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

### **NOTE**

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

## T2.30 CONTRACT FORM - PURCHASE OF GOODS/WORKS-Part 1

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

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

1. I hereby undertake to supply all or any of the goods and/or works described in the attached tendering documents to Head: Health (Department of Health: Province of KwaZulu-Natal) in accordance with the requirements and specifications stipulated in tender number ZNB10032/2021-H at the price/s quoted.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Tendering documents, viz
    - Invitation to tender;
    - Tax Compliance Status (TCS) **PIN**;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Tenderer's past SCM practices;
    - Certificate of Independent Tender Determination
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract for construction works Edition 2 - GCC2010; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my Tender; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the Tendering documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any Tenderer or any other person regarding this or any other Tender.
6. I confirm that I am duly authorised to sign this contract.

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

CAPACITY: \_\_\_\_\_

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

NAME OF FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

Witnesses:

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

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

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

## T2.31 CONTRACT FORM - PURCHASE OF GOODS/WORKS-Part 2

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

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

accepts your tender under reference ZNB10032/2021-H dated \_\_\_\_\_ for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.

3.

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

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

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

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

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



OFFICIAL STAMP:

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

## T2.32 - OHSE PLAN STRUCTURE

|                       |   |                      |                   |
|-----------------------|---|----------------------|-------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                   |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIIXO001</b> |

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

**Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

Refer to attached Health and Safety Specification.

## **T2.35 - DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS - SBD 6.2**

This Standard Tender Document (SBD) must form part of all Tenders invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, tenderers must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### **1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.
- 1.2. 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific Tendering condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for Tenders referred to in paragraph 1.2 above, a two stage Tendering process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the Tender price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where;

y is the Tender price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00, on the date of advertisement of the Tender as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

- 1.6. A Tender may be disqualified if –
  - (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the Tender documentation;

**2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this tender is/are as follows:**

| <u>Description of services, works or goods</u> | <u>Stipulated minimum threshold</u> |
|--|-------------------------------------|
| <u>Fabricated Structural Steel</u>             | 100 %                               |
| <u>Joining and connecting components</u>       | 100 %                               |
| <u>Electrical and Telecomms cables</u>         | 90 %                                |

**3. Does any portion of the services, works or goods offered have any imported content?**

Yes ☐ No ☐ (Tick applicable box)

- 3.1. If yes, the rate(s) of exchange to be used in this Tender to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00, on the date of advertisement of the Tender.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| <b>Currency</b> | <b>Rates of exchange</b> |
|-----------------|--------------------------|
| US Dollar       |                          |
| Pound Sterling  |                          |
| Euro            |                          |
| Yen             |                          |
| Other           |                          |

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

4. Where, after the award of a tender, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY**

**IN RESPECT OF TENDER NO.**

**ZNB10032/2021-H**

**ISSUED BY:**

\_\_\_\_\_  
(Procurement Authority / Name of Institution):

**NB**

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the Tenderder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial development/ip.jsp](http://www.thdti.gov.za/industrial%20development/ip.jsp). Tenderers should first complete Declaration D. After completing Declaration D, Tenderers should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the Tender documentation at the closing date and time of the Tender in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the Tenderers for verification purposes for a period of at least 5 years. The successful Tenderder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, \_\_\_\_\_ (full names),

do hereby declare, in my capacity as \_\_\_\_\_  
of \_\_\_\_\_ (name of Tenderder entity),

the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified Tender comply with the minimum local content requirements as specified in the Tender, and as measured in terms of SATS 1286:2011;

- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

|  |   |
|--|---|
| Tender price, excluding VAT (y)                                    | R |
| Imported content (x), as calculated in terms of SATS 1286:2011     | R |
| Stipulated minimum threshold for local content (paragraph 3 above) |   |
| Local content %, as calculated in terms of SATS 1286:2011          |   |

**If the Tender is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
  
- (e) I understand that the awarding of the Tender is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

|                      |       |              |       |
|----------------------|-------|--------------|-------|
| <b>SIGNATURE:</b>    | _____ | <b>DATE:</b> | _____ |
| <b>WITNESS No. 1</b> | _____ | <b>DATE:</b> | _____ |
| <b>WITNESS No. 2</b> | _____ | <b>DATE:</b> | _____ |



## Annex C

### Local Content Declaration - Summary Schedule

|      |                        |
|------|------------------------|
| (C1) | Tender No.             |
| (C2) | Tender description:    |
| (C3) | Designated product(s)  |
| (C4) | Tender Authority:      |
| (C5) | Tendering Entity name: |
| (C6) | Tender Exchange Rate:  |
| (C7) | ...                    |

**Note:** VAT to be excluded from all calculations

Pula  EU  GBP 

| Specified local content % |  | Calculation of local content   |                         |   |                |             |                            | Tender summary                                      |                    |                                 |                        |       |
|---------------------------|--|--------------------------------|-------------------------|---|----------------|-------------|----------------------------|---|--------------------|---------------------------------|------------------------|-------|
| Tender item no's          | List of items  | Tender price - each (excl VAT) | Exempted imported value | Tender value net of exempted imported content | Imported value | Local value | Local content % (per item) | Tender Qty  | Total tender value | Total exempted imported content | Total Imported content |       |
| (C8)                      | (C9)   | (C10)                          | (C11)                   | (C12)   | (C13)          | (C14)       | (C15)                      |   | (C16)              | (C17)                           | (C18)                  | (C19) |
| 1.7                       | Supply, deliver to site and install a stainless steel rack to support 4 tier normal body stainless steel body trays as per drawings and as specified. - (12 normal)                                |                                |                         |   |                |             |                            |   |                    |                                 |                        |       |
| 1.8                       | Supply, deliver to site and install a stainless steel rack to support 3 tier obese stainless steel body trays as per drawings and as specified. (3 heavy bodies).                                  |                                |                         |   |                |             |                            |   |                    |                                 |                        |       |
| 3.5                       | Supply and install continuous lengths of 6mm² x 3 core + ECC cables ECC cable in ceiling space and under roof eave, in galvanised metal trunking on external wall including terminations and lugs. |                                |                         |   |                |             |                            |   |                    |                                 |                        |       |
|                           |  |                                |                         |   |                |             |                            |   |                    |                                 |                        |       |
|                           |  |                                |                         |   |                |             |                            |   |                    |                                 |                        |       |
|                           |  |                                |                         |   |                |             |                            |   |                    |                                 |                        |       |
|                           |  |                                |                         |   |                |             |                            |   |                    |                                 |                        |       |
|                           |  |                                |                         |   |                |             |                            |   |                    |                                 |                        |       |
|                           |  |                                |                         |   |                |             |                            |   |                    |                                 |                        |       |
|                           |  |                                |                         |   |                |             |                            | (C20) Total tender value                            |                    |                                 |                        |       |
|                           |  |                                |                         |   |                |             |                            | (C21) Total Exempted imported content               |                    |                                 |                        |       |
|                           |  |                                |                         |   |                |             |                            | (C22) Total Tender value at exempt imported content |                    |                                 |                        |       |
|                           |  |                                |                         |   |                |             |                            |   | R 0                |                                 |                        |       |
|                           |  |                                |                         |   |                |             |                            |   |                    | R 0                             |                        |       |
|                           |  |                                |                         |   |                |             |                            |   |                    | R 0                             |                        |       |

Signature of tenderer from

Date:

Annex D

SATS  
.....

Imported Content Declaration - Supporting Schedule to Annex C

(D1) Tender No.

(D2) Tender description:

(D3) Designated Products:

(D4) Tender Authority:

(D5) Tendering Entity name:

(D6) Tender Exchange Rate:

Pula

Note: VAT to be excluded from all calculations

EU R 9.00 GBP R 12.00

A. Exempted imported content

| A. Exempted imported content                   |                                 |                |                   | Calculation of imported content                  |                      |                        |                                |   |                            | Summary    |                         |
|--|---------------------------------|----------------|-------------------|--|----------------------|------------------------|--------------------------------|---|----------------------------|------------|-------------------------|
| Tender item no's                               | Description of imported content | Local supplier | Overseas Supplier | Foreign currency value as per Commercial Invoice | Tender Exchange Rate | Local value of imports | Freight costs to port of entry | All locally incurred landing costs & duties | Total landed cost excl VAT | Tender Qty | Exempted imported value |
| (D7)   | (D8)                            | (D9)           | (D10)             | (D11)  | (D12)                | (D13)                  | (D14)                          | (D15)                                       | (D16)                      | (D17)      | (D18)                   |
|  |                                 |                |                   |  |                      |                        |                                |   |                            |            |                         |
|  |                                 |                |                   |  |                      |                        |                                |   |                            |            |                         |
|  |                                 |                |                   |  |                      |                        |                                |   |                            |            |                         |
|  |                                 |                |                   |  |                      |                        |                                |   |                            |            |                         |
| (D19) Total exempt imported                    |                                 |                |                   |  |                      |                        |                                |   |                            | R 0        |                         |
| This total must correspond with Annex C - C 21 |                                 |                |                   |  |                      |                        |                                |   |                            |            |                         |

B. Imported directly by the Tenderer

| Calculation of imported content |                                 |                 |                   |  |                         |                        |                                |   |                            | Summary    |                      |
|---------------------------------|---------------------------------|-----------------|-------------------|--|-------------------------|------------------------|--------------------------------|---|----------------------------|------------|----------------------|
| Tender item no's                | Description of imported content | Unit of measure | Overseas Supplier | Foreign currency value as per Commercial Invoice | Tender Rate of Exchange | Local value of imports | Freight costs to port of entry | All locally incurred landing costs & duties | Total landed cost excl VAT | Tender Qty | Total imported value |
| (D20)                           | (D21)                           | (D22)           | (D23)             | (D24)  | (D25)                   | (D26)                  | (D27)                          | (D28)                                       | (D29)                      | (D30)      | (D31)                |
|                                 |                                 |                 |                   |  |                         |                        |                                |   |                            |            |                      |
|                                 |                                 |                 |                   |  |                         |                        |                                |   |                            |            |                      |
|                                 |                                 |                 |                   |  |                         |                        |                                |   |                            |            |                      |
|                                 |                                 |                 |                   |  |                         |                        |                                |   |                            |            |                      |
|                                 |                                 |                 |                   |  |                         |                        |                                |   |                            |            |                      |
|                                 |                                 |                 |                   |  |                         |                        |                                |   |                            |            |                      |
|                                 |                                 |                 |                   |  |                         |                        |                                |   |                            |            |                      |
| (D32) Total imported value by   |                                 |                 |                   |  |                         |                        |                                |   |                            | R 0        |                      |

C. Imported by a 3rd party and supplied to the Tenderer

| Calculation of imported content   |                 |                |                   |  |                         |                        |                                |   |                            | Summary           |                      |
|-----------------------------------|-----------------|----------------|-------------------|--|-------------------------|------------------------|--------------------------------|---|----------------------------|-------------------|----------------------|
| Description of imported content   | Unit of measure | Local supplier | Overseas Supplier | Foreign currency value as per Commercial Invoice | Tender Rate of Exchange | Local value of imports | Freight costs to port of entry | All locally incurred landing costs & duties | Total landed cost excl VAT | Quantity imported | Total imported value |
| (D33)                             | (D34)           | (D35)          | (D36)             | (D37)  | (D38)                   | (D39)                  | (D40)                          | (D41)                                       | (D42)                      | (D43)             | (D44)                |
|                                   |                 |                |                   |  |                         |                        |                                |   |                            |                   |                      |
|                                   |                 |                |                   |  |                         |                        |                                |   |                            |                   |                      |
|                                   |                 |                |                   |  |                         |                        |                                |   |                            |                   |                      |
|                                   |                 |                |                   |  |                         |                        |                                |   |                            |                   |                      |
|                                   |                 |                |                   |  |                         |                        |                                |   |                            |                   |                      |
|                                   |                 |                |                   |  |                         |                        |                                |   |                            |                   |                      |
| (D46) Total imported value by 3rd |                 |                |                   |  |                         |                        |                                |   |                            | R 0               |                      |

D. Other foreign currency

| Calculation of foreign currency  |                                   |                      |                             |                         | Summary of     |     |
|--|-----------------------------------|----------------------|-----------------------------|-------------------------|----------------|-----|
| Type of payment  | Local supplier making the payment | Overseas beneficiary | Foreign currency value paid | Tender Rate of Exchange | Local value of |     |
| (D46)  | (D47)                             | (D48)                | (D49)                       | (D50)                   | (D51)          |     |
|  |                                   |                      |                             |                         |                |     |
|  |                                   |                      |                             |                         |                |     |
| (D52) Total of foreign currency payments declared by tenderer and/or         |                                   |                      |                             |                         |                |     |
| (D53) Total of imported content & foreign currency payments - (D32), (D45) & |                                   |                      |                             |                         |                | R 0 |
| This total must correspond with  |                                   |                      |                             |                         |                |     |

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

## Annex E

## Local Content Declaration - Supporting Schedule to Annex C

|      |                  |  |
|------|------------------|--|
| (E1) | Tender No.       |  |
| (E2) | Tender           |  |
| (E3) | description:     |  |
| (E4) | Designated       |  |
| (E5) | products: Tender |  |

**Note:** VAT to be excluded from all calculations

| Local Products<br>(Goods, Services<br>and Works) | Description of items<br>purchased                     | Local suppliers | Value |
|--|---|-----------------|-------|
|  | (E6)  | (E7)            | (E8)  |
|  |   |                 |       |
|  |   |                 |       |
|  |   |                 |       |
|  |   |                 |       |
|  |   |                 |       |
|  |   |                 |       |
|  |   |                 |       |
|  |   |                 |       |
|  |   |                 |       |
|  |   |                 |       |
|  | (E9) Total local products (Goods, Services and Works) |                 | R 0   |

(E10) **Manpower costs** (Tenderer's manpower cost)

R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.)

R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.)

R 0

(E13) Total local content

R 0

**This total must correspond with Annex C - C24**

Signature of tenderer from Annex B

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

## T2.36 - Functionality Criteria

The evaluation criteria is divided into 2 stages. Tenderers must meet the requirements of Stage 1 before being considered for further evaluation on Stage 2.

The threshold score, below which tenderers are eliminated from further consideration, is 60 points.

### TENDER EVALUATION CRITERIA AND SCORING

| Stage 1  |   |  |   |            |              |  |
|--|---|--|---|------------|--------------|--|
| Evaluation Criteria  |   |  | Deliverables  |            |              |  |
| Provide a copy of trade test for the Refrigeration Mechanic, copy of Category B6 Gas Handling registration certificate with the SAQCC and CV of the traded person with relevant experience in installation of refrigeration systems not less than 2 years. - FAILURE TO SUBMIT THE CERTIFICATE OF A TRADETEST (REFRIGERATION MECHANIC), CAT B SAQCC REGISTRATION and CV WITH RELEVANT EXPERIENCE WILL DISQUALIFY THE BIDDER. |   |  | Submitted trade test certificate in refrigeration mechanic, CAT B SAQCC registration and CV with relevant experience not less than 2 years - Qualifies to Stage 2 of evaluation.  |            |              |  |
|  |   |  | Did not submit and/or no refrigeration mechanic trade test and/or no CAT B 6 SAQCC registration certificate and/or no relevant experience in CV/experience less than 2 years - Does not qualify to Stage 2 of evaluation. |            |              |  |
| Stage 2  |   |  |   |            |              |  |
| Evaluation Criteria  |   | Deliverables   | Points  | Sub-Points | Sub-Criteria |  |
| 1.   | Bank account rating for the service provider and financial capability   | Original letter from the bank confirming the service providers credit rating as well as the combination mentioned that amount to 10% of the tendered value.  | 30 Points   | 30         | Sub-points   | Letter from the bank confirming the service provider's bank rating ranging from A to C AND credit letter with credit limit of not less than the 10% of the tendered value from a reputable manufacturer or supplier of refrigeration equipment/components, both documents must not be older than six (6) months from date of tender closure.<br>OR<br>Letter from the bank confirming the service provider's bank rating ranging from A to C AND bank statement with a clear bank balance + credit letter with credit limit from a reputable manufacturer or supplier of refrigeration equipment/components, combined statement balance and credit limit from manufacturer or supplier not less than the 10% of the tendered value , all three documents must not be older |
|  |   |  |   | 0          | Sub-points   | No submission or submission not in line with the aforementioned requirements.  |
| 2.   | Availability of competency and experience of the tenderer on similar type of projects of refrigeration installations. - NO MAINTENANCE PROJECT WILL BE CONSIDERED DURING SCORING. | The following documents to reflect the information captured in the schedule of projects:<br>- Attach Letter of Award/Order<br>- Attach Completion Certificates - signed by the Institution Client/Engineer /Principal Agent indicating successful completion for | 45 Points   | 45         | Sub-points   | Full information on three (3) projects in the past 3 years or less.  |
|  |   |  |   | 30         | Sub-points   | Full information on two (2) projects in the past 3 years or less.  |
|  |   |  |   | 15         | Sub-points   | Full information on one (1) project in the past 3 years or less.   |
|  |   |  |   | 0          | Sub-points   | No information or incomplete information.  |
| 3.   | Letter of intent from a refrigeration system OEM or supplier.   | Letter of intent from the OEM or supplier.   | 15 Points   | 15         | Sub-points   | Signed letter of intent from a refrigeration system OEM or supplier indicating that they intend to provide equipment to the bidder should he/she be awarded.   |
|  |   |  |   | 0          | Sub-points   | No letter or no signed letter of intent from a refrigeration system OEM or supplier indicating that they intend to provide equipment to the bidder should he/she be awarded.   |
| 4.   | Datasheets for the refrigeration plants and its components.   | Datasheets for the refrigeration plants and its components.  | 10 Points   | 10         | Sub-points   | Clear datasheets for the refrigeration plants and its components provided/attached.  |
|  |   |  |   | 0          | Sub-points   | Datasheets for the refrigeration plants and its components not provided/attached.  |

| TENDER EVALUATION CRITERIA AND SCORING PRICE AND BBBEE |  |        |        |
|--|--|--------|--------|
| Evaluation Criteria                                    | Deliverables   | Points |        |
| Price  | The lowest responsive and responsible priced offer shall be allocated 80 points. All other responsive and responsible offers shall be allocated a prorated point value based on the lowest responsive and responsible priced offer.                            | 80     | Points |
| Broad Based Black Economic Empowerment (BBBEE)         | The points allocated to each tenderer for Broad Based Black Economic Empowerment shall be based on the Broad Based Black Economic Empowerment Scorecard. In this regard, the points score for this criteria for each tenderer, shall be determined as follows: | 20     | Points |
|  | · Level 1 Contributor  | 20     | Points |
|  | · Level 2 Contributor  | 18     | Points |
|  | · Level 3 Contributor  | 14     | Points |
|  | · Level 4 Contributor  | 12     | Points |
|  | · Level 5 Contributor  | 8      | Points |
|  | · Level 6 Contributor  | 6      | Points |
|  | · Level 7 Contributor  | 4      | Points |
|  | · Level 8 Contributor  | 2      | Points |
|  | · Non-Compliant Contributor  | 0      | Points |



## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

### **THE CONTRACT**



---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

### **C1 - AGREEMENT AND CONTRACT DATA**



**KWAZULU-NATAL PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

# **FORM OF OFFER AND ACCEPTANCE**



## FORM OF OFFER AND ACCEPTANCE

Tender No - ZNB10032/2021-H



**KWAZULU-NATAL PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

---

**Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

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

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

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



---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

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

## C 1.2 CONTRACT DATA:

### CONTRACT DATA FOR:

#### Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms

Tender no: ZNB10032/2021-H

The General Conditions of Contract are the clauses contained in the General Conditions of Contract (2010) (Second Edition) published by the South African Institution of Civil Engineering. Copies of these conditions of contract may be obtained through most regional offices of the South African Institution of Civil Engineering, telephone number 011 805 5947 or by visiting their website at [www.saice.org.za](http://www.saice.org.za).

#### CONTRACT SPECIFIC DATA

The following contract specific data are applicable to this contract:

#### CONTRACT VARIABLES

This schedule contains all variables specific to this document and is divided into pre-tender and post-tender categories. The pre-tender category must be completed in full and included in the tender documents. Both the pre-tender and post-tender categories form part of this **agreement**.

Spaces requiring information must be filled in, shown as 'not applicable' or deleted but not left blank. Where choices are offered, the non-applicable items are to be deleted. Where insufficient space is provided the information should be annexed hereto and cross referenced to the applicable clause of the schedule. Key cross reference clauses are italicised in [ ] brackets.

**The Engineer/Principal Agent, in accordance with Clause 1.1.1.16, shall obtain the specific approval from the Employer before executing any of his functions according to the "Conditions under which Consultants are appointed", or in the event where an employee of the Employer represents the Employer, the relevant General Delegations applicable at the time of executing his/her duties as described in Clause 3.1.2.**

#### PRE-TENDER INFORMATION

#### CONTRACTING AND OTHER PARTIES

[1.1.1.15]

##### Employer:

Head: Department of Health (KZN Department of Health: Province of KwaZulu-Natal)

Postal address:

**Pietermaritzburg  
3200**

Tel: **Not Applicable**

Fax: **0834084933**

[1.2.1.2]

Physical address:

**310 Jabu Ndlovu Street  
Pietermaritzburg  
3200**

Tender no: ZNB10032/2021-H

#### PART 1: DATA PROVIDED BY THE EMPLOYER

[1.1.1.13]

##### Defects Liability Period

The defects liability period is: **12 months**

Defects Liability Period is Applicable for the whole of the Works

##### Latent Defect Period

[5.16.3]

The latent defect period is: **5 years after the Final Approval Certificate**

#### Documentation required before Commencement of the Works:

[5.3.1]

The documentation required before commencement with the Works execution are;

[4.3]

Health and Safety Plan

The Contractor shall deliver his Health and Safety Plan of the Works within 14 calendar days after notice from the Employer, prior to the Commencement Date.

[5.6]

Initial Programme

The Contractor shall deliver his programme of work within 10 calendar days after notice from the Employer, prior to the Commencement Date.

[6.2]

Guarantee

The Contractor shall deliver his chosen Guarantee (security) for this Works within 14 calendar days after notice from the Employer, prior to the Commencement Date.

[8.6]

Insurance

The Contractor shall deliver his insurance for the Works within 14 calendar days after notice from the Employer, prior to the Commencement Date.

Cash flow by contractor

The Contractor shall deliver his Cash flow for the Works within 14 calendar days after notice from the Employer, prior to the Commencement Date.

Priced Bill of Quantity

The Contractor shall deliver his Priced Bill of Quantity within 14 calendar days after notice from the Employer, prior to the Commencement Date.

Programme

The Contractor is required to submit his Programme of Works in terms of Clause 5.6.1 and 5.3.1 and the Principal Agent is required to approve this within 7 days in terms of Clause 5.6.3

Other requirements

[5.3.2]

The time to submit the documentation required before commencement with Works execution is: **14** calendar days

|             |   |  |     |    |    |
|-------------|---|--|-----|----|----|
|             | <b>Non-Working days</b>   |  |     |    |    |
| [5.8.1]     | Non-Working days<br>Special non-working days  | <b>None. All days of the week are working days.<br/>All Nationally Recognized Public Holidays and the year end break</b> |     |    |    |
| [5.8.1]     | First Year end break - commences<br>ends on<br>Second Year end break - commences<br>ends on<br>Third Year end break - commences<br>ends on<br>Fourth Year end break - commences<br>ends on  | <b>16-Dec-22<br/>07-Jan-23<br/>16-Dec-23<br/>09-Jan-24<br/>N/A<br/>N/A<br/>N/A<br/>N/A</b>                               |     |    |    |
|             | <b>Engineer/Principal Agent to consult with Employer</b>  |  |     |    |    |
| [3.1.3]     | The Engineer shall obtain the specific approval from the Employer before executing any of his functions according to the "Conditions under which Consultants are appointed", or in the event where an employee of the Employer represents the Employer, the relevant General Delegations applicable at the time of executing his/her duties.  |  |     |    |    |
|             | <b>Security</b>   |  |     |    |    |
| [6.2.1]     | The time to deliver the deed of guarantee is Prior to site hand over in terms of clause 5.3.1 and 5.3.2.  |  |     |    |    |
| [6.2.1]     | Please see CONTRACT DATA - below to select Guarantee Option   |  |     |    |    |
|             | <b>Commencement Date</b>  |  |     |    |    |
|             | Commencement date means the date of Site Hand over that should not occur prior to the tenderer receiving one fully signed copy of the Offer and Acceptance in terms of the Form of Offer and Acceptance.  |  |     |    |    |
|             | <i>The Agreement comes into effect on the date when;<br/>The tenderer receives one fully completed original copy of this document , including the Schedule of Deviations (if any)</i><br><br><i>The agreement ("this document") consists of;</i><br><i>1. Agreement and Conditions of Contract.</i><br><i>2. Form of Offer and Acceptance.</i><br><i>3. Contract Data.</i><br><i>4. Scope of Works.</i><br><i>5. Site Information.</i><br><i>6. Drawings &amp; documents referred to in the 1 to 4 above.</i><br><br><i>(See Form of Offer and Acceptance)</i>  |  |     |    |    |
| [5.3.1]     | The contractor shall commence executing the Works within 7 calendar days from the Commencement Date.  |  |     |    |    |
| [5.4.1]     | <b>Possession of the site</b> will be given within 10 calendar days after the <b>contractor</b> has fulfilled the conditions (4.3, 5.6, 6.2, 8.6) and received the notification from the Employer of Site Hand Over where the contractor will receive one <u>fully signed</u> copy of the Form of Offer and Acceptance from the <b>employer</b> .   |  |     |    |    |
| [5.6.1]     | The Contractor shall deliver his programme of work within 10 calendar days after notice from the Employer, prior to the Commencement Date.  |  |     |    |    |
|             | <b>CONTRACT DETAILS</b>   |  |     |    |    |
| [1.1.1.33]  | <b>Works</b> description: Refer to document C3 – Scope of Work.   |  |     |    |    |
| [1.1.1.30]  | <b>Site</b> description: Refer to document C4 – Site Information.   |  |     |    |    |
|             | Specific options that are applicable to a <b>State</b> organ only<br>Where so :   |  |     |    |    |
| [6.10.6.2]  | <p>1) Interest rate legislation:<br/> <b>(a)</b> in respect of interest owed <u>by</u> the <b>employer</b>, the interest rate as determined by the Minister of Justice and Constitutional Development from time to time, in terms of section 1(2) of the Prescribed Rate of Interest Act, 1975 (Act No. 55 of 1975), will apply; and<br/> <br/> <b>(b)</b> in respect of interest owed <u>to</u> the <b>employer</b>, the interest rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No. 1 of 1999), will apply</p> <p>2) Lateral support insurance to be effected by the contractor:</p> <p>3) Payment will be made for materials and goods</p> <p>4) Dispute resolution by litigation</p> <p>5) Extended <b>defects</b> liability period applicable to the following elements:</p> |  |     |    |    |
|             |   | <table border="1"> <tr> <td>Yes</td> <td>No</td> <td>X</td> </tr> </table>   | Yes | No | X  |
| Yes         | No  | X  |     |    |    |
|             |   | <table border="1"> <tr> <td>Yes</td> <td>X</td> <td>No</td> </tr> </table>   | Yes | X  | No |
| Yes         | X   | No   |     |    |    |
|             |   | <table border="1"> <tr> <td>Yes</td> <td>No</td> <td>X</td> </tr> </table>   | Yes | No | X  |
| Yes         | No  | X  |     |    |    |
|             |   | <b>Electrical, Mechanical and Civil work</b>   |     |    |    |
| [8.6.1.1.2] | The Value of material, supplied by the Employer, and not included in the Contract Price, is:  | <b>R0.00</b>   |     |    |    |
| [8.6.1.1.3] | The amount to cover Professional Fees, not included in the Contract Price, for repairing damage and loss to be included in the insurance:<br><b>30% of the Contract Price</b>   |  |     |    |    |
| [8.6.1.1]   | The value of Works Insurance, including SASRIA cover, taken by the contractor on this contract shall be:  | <b>Contract sum + 30%</b>  |     |    |    |
| [8.6.1.3]   | The limit for indemnity for liable insurance is:  | <b>Unlimited</b>   |     |    |    |
|             | The value of Public Liability Insurance cover, taken by the contractor on this contract shall be:   | <b>R5 million</b>  |     |    |    |
| [6.5.1.2.3] | The percentage allowance to cover overhead charges for contractor and subcontractors, is:   | <b>15.00%</b>  |     |    |    |
| [1.1.1.14]  | <b>Practical Completion Date</b>  |  |     |    |    |
|             | The Practical Completion date is: <b>A time measured from the Commencement date.</b>  |  |     |    |    |
|             | For the <b>works</b> as a whole:<br>The whole of the works shall be completed within:   |  |     |    |    |
| [5.5.1]     | The date for <b>practical completion</b> shall be   | <b>To be determined</b>  |     |    |    |
| [5.13.1]    | The penalty per calendar day shall be :   | <b>0.04% of the Contract Price, rounded to the nearest R10</b>   |     |    |    |

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

|            |  |
|------------|--|
|            | <p><b>INTEREST</b> – the interest rates applicable on this contract, whether specifically indicated in the relevant clauses or not, will be in terms of the legislation of the Republic of South Africa, and in particular:</p> <p>(a) in respect of interest owed by the <b>employer</b>, the interest rate as determined by the Minister of Justice and Constitutional Development from time to time, in terms of section 1(2) of the Prescribed Rate of Interest Act, 1975 (Act No. 55 of 1975), will apply; and</p> <p>(b) in respect of interest owed to the employer, the interest rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No. 1 of 1999), will apply</p>   |
| [1.1.1.16] | <p><b>ENGINEER/PRINCIPAL AGENT</b> – means the person or entity appointed by the <b>Employer</b> and named in the <b>Contract Data</b> as the <b>Engineer /Principal Agent</b> to act as agent of the <b>Employer</b>. In the event of an Engineer/<b>Principal Agent</b> not being appointed, then all the duties and obligations of an Engineer/<b>Principal Agent</b> as detailed in the <b>Contract</b> shall be fulfilled by a representative of the <b>Employer</b> as named in the <b>Contract Data</b>. (Hereafter referred to as <b>Engineer</b>)</p>   |
| [1.1.1.21] | <p><b>GENERAL ITEMS</b> - or preliminaries means items stipulated in the Pricing Data relating to general obligations, site services, facilities and/or items that cover elements of the cost of the work which are not considered as proportional to the quantities of the Permanent Works.</p>   |
| [4.4.1]    | <p>Add the following to the clause 4.4.1: "The Contractor shall only use subcontractors who are duly registered with the CIDB and who has an ACTIVE status at the time of submitting the tender"</p>   |
| [6.2.1]    | <p>Refer to Offer and Acceptance form for the various options that the contractor may choose from in providing a form of <b>Guarantee</b> under "GUARATEE OPTIONS".</p>  |
| [6.10.6.2] | <p>Replace "at the prime overdraft rate, as charged by the Contractor's Bank," with "...at the interest rate as determined by the Minister of Justice and Constitutional Development from time to time, in terms of section 1(2) of the Prescribed Rate of Interest Act, 1975 (Act No. 55 of 1975)." Omit ",on all overdue payments from the date on which the same should have been paid..." and replace with " only after 30 calendar days from receiving written notice from the Contractor that the amount is overdue..."</p>  |
| [5.12.3]   | <p><b>SPECIAL CONDITIONS OF CONTRACT</b></p> <p>Omit clause 5.12.3 and add the following:</p> <p>"5.12.3. If an extension of time is granted, the Contractor shall be paid such additional time-related General Items, including for special non-working days, if applicable as are appropriate regarding to any other compensation which may already have been granted in respect of the circumstances concerned. The reasons for extension of time that would invoke payment of time related General Items are inter alia;</p> <p>5.12.3.1 Failure to give possession of the site to the contractor.</p> <p>5.12.3.2 Making good physical loss and repairing damage to the works where the contractor is not at risk.</p> <p>5.12.3.3 Contract instructions not occasioned by default by the contractor.</p> <p>5.12.3.4 Failure to issue construction information timeously or the late issue of a contract instruction following a request from the contractor.</p> <p>5.12.3.5 Late acceptance by the principal agent of a design undertaken by a selected subcontractor where the contractor's obligations have been met.</p> <p>5.12.3.6 Suspension or cancellation termination invoked by a nominated or selected n/s subcontractor due to default by the employer or the principal agent.</p> <p>5.12.3.7 Insolvency of a nominated subcontractor.</p> <p>5.12.3.8 A direct contractor.</p> <p>5.12.3.9 Opening up and testing of work and materials and goods where such work is according to in accordance with the contract documents.</p> <p>5.12.3.10 The execution of additional work for which the quantity included in the bills of quantities is not sufficiently accurate.</p> <p>5.12.3.11 Late or failure to supply materials and goods for which the employer is responsible.</p> <p>5.12.3.12 Suspension of the works."</p>   |
| [5.14.5.1] | <p>Omit entire clause 5.14.5.1</p>   |
| [5.16.4]   | <p>Add the following new clause "5.16.4. Upon the issue of a Final Approval Certificate, unless otherwise provided in the Contract:</p> <p>5.16.4.1. The performance Guarantee (if any) shall be returned within 14 days to the guarantor in terms of Clause 7."</p>   |
| [6.2.3]    | <p>Add to clause 6.2.3 the following "The Contractor shall provide proof of paid-up premium payments to accompany his payment certificate as proof that his performance guarantee has not expired yet. The Contractor will not receive payment without proof of the validity of their performance guarantee.</p>   |
| [9.3.2.2]  | <p>Omit "without prejudice to the exercise of any lien the Contractor may have acquired over the Employer's property."</p> <p>Duties and functions of the <b>Engineer</b> requiring the specific approval of the <b>Employer</b> BEFORE execution of any part of these duties are as follows:</p> <p>(a) Determinations of contractors claims for extension of time (revision of the contract completion date). All claims for extension of time shall be submitted by the <b>Engineer</b>, together with the <b>Engineer's</b> recommendations, to the <b>Employer</b> for determination. Omit "Engineer" in clause 42.2 and replace with the <b>Contractor</b> UNTIL BOTH the "Official Variation Order" and the "Financial Request for Variation Order and Additional Funds" form, as issued by the Department of Public Works, have been approved and signed by the <b>Employer</b>.</p> <p>(b) Drawings, instructions or communications of any kind requiring variations of the works and involving EXTRA's shall NOT be given effect by the <b>Contractor</b> UNTIL BOTH the "Official Variation Order" and the "Financial Request for Variation Order and Additional Funds" form, as issued by the Department of Public Works, have been approved and signed by the <b>Employer</b>.</p> <p>(c) Insurance policies to be approved by the <b>Employer</b> within 21 days of the date of the <b>Commencement</b> of the Works.</p> <p>(d) Any notice of disagreement raised by the <b>Contractor</b> or written Dispute Notice given by the <b>Contractor</b> to the <b>Engineer</b> shall be submitted by the <b>Engineer</b>, together with the <b>Engineer's</b> recommendations, to the <b>Employer</b> for determination.</p> <p>(e) The issue of the certificate of practical completion, certificate of completion and the final approval certificate shall be signed and submitted by the <b>Engineer</b>, to the <b>Employer</b> for final approval and signature. The certificates shall not be considered as officially issued until signed by the <b>Employer</b>.</p>  |
|            | <p><b>MANAGING PROJECT DURATION</b></p> <p>(a) The Contractor shall co-ordinate his programme with all other contractors whose work may precede or be executed simultaneously to his own. The Contractor will be called upon to plan and control the project using the Project Evaluation and Review Technique (PERT) or other approved Critical Path Method (CPM) network analysis of his events and activities and those of the sub-contractors in his employ and must co-ordinate his planning with any other contractor employed on the project. A fortnightly project control report will be expected from the Contractor in writing, evaluating any gains or delays against the critical path and he should allow for all costs involved in planning reviewing and updating the programme to the satisfaction of the Principal Agent against this item.</p> <p>(b) Activity-and total float shall belong to the Employer.</p> <p>(c) The Contractor shall deliver his programme of work within 10 calendar days after notice from the Employer, prior to the Commencement Date. It is a condition of this contract that, the contractor submit to the Engineer/principal agent a detailed CPM Programme which shall be to the approval of the Engineer/principal agent. In this regard tenderers are advised to consult with the Engineer/Principal Agent as to the format and requirements of the programme as no claim whatsoever will entertained should the programme fail to meet the requirements of the Engineer/Principal Agent. Failure to submit the programme within the stipulated time may result in the contractor being held in breach of contract.</p> <p>The approved programme will form the basis of time management of the project and extension of time will not be guaranteed unless the Contractor has strictly complied with this provision.</p> <p>The programme shall make allowance for rain and the number of rain days allowed within the critical path shall be on the provisions of the clause dealing with inclement weather and claiming for delays in performance in this bill.</p> <p>Allowance for the above must be made under this item as no claims for failing to comply with this precondition will later be entertained.</p> |

**INCLEMENT WEATHER AND CLAIMS FOR DELAYS IN PERFORMANCE**

- (a) The Contract Sum includes a monthly allowance of 3 working days inclement weather during which rainfall exceeds 10mm per day for months as indicated in the Scope of Works. These days shall be reflected on the critical path of the Contractor's programme as specified in MANAGING PROJECT DURATION above.
- (b) Claims for delays in performance due to inclement weather shall be calculated separately for each calendar month and for the project as a whole. Delays or gains to the critical path shall be reflected in all revisions of the programme. An extension of time will only be granted where the following conditions are met:
- The criteria to be used for WORK stoppages shall be for safety hazards or poor quality of work.
  - The Employer's site representative or the Employer's Principal Agent, if the site representative is not available shall be notified when the Contractor stops the work and intends to claim performance delays. The Employer representative shall inspect the situation together with the Contractor and give an immediate decision.
- The stoppage claimed must cause a delay in the Completion Date of work. If the critical activities can proceed and a non-critical activity is delayed due to inclement weather no claims for delay shall be granted.
  - No claims for stoppages less than 2(two) hours per day shall be considered.
  - Claims granted for more than 2 (two) hours, but less than 10 (ten) hour (lunch included) day, shall be added together and expressed as full days.
  - All claims shall be submitted in writing to the Principal Agent within one working day of the actual stoppage.
  - The total delay in performance granted to the Contractor expressed in days shall be added to the contractual Completion Date of each section of the Works. The contractual penalty clause shall only come into effect after this newly arrived date.
  - Total delays (in hours) will be rounded up or down to the nearest integer for the calculation of Working Days. The total hours (including lunch) per Working Day shall be 10 unless otherwise indicated on the Contractor's programme.
  - Where the programmed delays for inclement weather exceed the actual delays incurred the Completion Date(s) will not be adjusted.

8. Where the project includes builder's holidays the programmed durations for inclement weather shall be adjusted pro-rate to the actual Working Days.

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

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

8 hrs/day\*

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

|  |  |  |                |     |                 |     |  |
|--|--|--|----------------|-----|-----------------|-----|--|
| <b>Tender no:</b>  | <b>ZNB10032/2021-H</b>   | <b>Part 2: CONTRACT DATA PROVIDED BY THE CONTRACTOR:</b>   |                |     |                 |     |  |
| <b>POST-TENDER INFORMATION</b><br><b>Note:</b> All information for this section requires consultation with the <b>Contractor</b> . The <b>Engineer/Principal Agent</b> shall not pre-select any of the alternatives available to the <b>Contractor</b> .   |  |  |                |     |                 |     |  |
| <b>1 CONTRACT DETAILS</b>  |  |  |                |     |                 |     |  |
| [1.1.1.9]  | <b>Contractor Name:</b> .....<br><b>Postal address:</b> .....<br>.....<br>.....<br>.....<br><b>Tel no</b> ..... <b>Fax no</b> .....<br><b>Tax / VAT Registration No:</b> ..... <b>e-mail</b> .....<br><b>Physical address:</b> .....<br>.....<br>.....   |  |                |     |                 |     |  |
| [1.1.1.10]   | The accepted <b>contract price</b> inclusive of <b>tax</b> is R :<br>.....<br><i>[Amount in words]</i><br>.....<br><b>Payment Of Preliminaries (Clause 6.7, 6.8, 6.10 and 6.11)</b>  |  |                |     |                 |     |  |
|  | The preliminaries amounts shall be paid in terms of:   | <table border="1"> <tr> <td>*Alternative A</td> <td>Yes</td> </tr> <tr> <td>**Alternative B</td> <td>N/A</td> </tr> </table> | *Alternative A | Yes | **Alternative B | N/A |  |
| *Alternative A   | Yes  |  |                |     |                 |     |  |
| **Alternative B  | N/A  |  |                |     |                 |     |  |
| <i>* Assessed by the Engineer/Principal Agent as an amount prorated to the value of the Work duly executed in the same ratio as the Preliminaries bears to the Contract Price excluding VAT, Preliminary amount, Contingencies and any CPAP.</i><br><i>** Calculated from the priced Bill of Quantity/Lump Sum document. The Contractor and the Engineer/Principal Agent shall agree on a division of the priced Preliminaries items into: initial establishment charge, monthly charge and final disestablishment charge.</i>   |  |  |                |     |                 |     |  |
| If the Contractor and the Engineer/Principal Agent can not agree, within 10 Working Days from the Commencement Date, on such a division then the Engineer/Principal Agent shall make a division of the Preliminaries to be incorporated in the valuations for each monthly payment certificate as follows;<br>10% of the General Items/Preliminaries amount shall not be varied<br>15% of the General Items/Preliminaries shall only be varied in proportion of the Contract Price to the Contract Sum<br>75% of the General Items/Preliminaries shall be varied in proportion to the revised Construction Period compared with the initial Construction Period. |  |  |                |     |                 |     |  |
| <b>Alternative A</b>   | <b>Adjustment of Preliminaries (Clause 6.7, 6.8, 6.10 and 6.11)</b><br>For the adjustment of Preliminaries both the Contract Sum and the Contract Value (including tax) shall exclude the amount of Preliminaries, all Contingency Sum(s) and any provision for Cost Price Adjustment Provisions:-<br>- An amount which shall not be varied.<br>- An amount varied in proportion to the contract value as compared to the Contract Sum.<br>- An amount varied in proportion to the Construction Period as compared to the initial Construction Period (excluding revisions to the Construction Period to which the Contractor is not entitled) to adjustment of the Contract Value in terms of the agreement.<br>The Contractor shall provide a breakdown of charges (including tax) within 15 working days of the date of acceptance of tender and, where applicable, an apportionment of Preliminaries per section<br>If the Contractor and the Principal Agent cannot agree, within ten (10) Working Days from the Commencement Date, on such a division then the Principal Agent shall make a division of the Preliminaries to be incorporated in the valuations for each monthly payment certificate as follows;<br>0% of the amount shall not be varied<br>10% of the amount shall not be varied<br>15% varied in proportion of the Contract Value to the Contract Sum<br>75% varied in proportion to the revised Construction period compared with the initial Construction Period<br><b>Sectional Completion : Subdivision of Preliminaries Costs</b><br>For the adjustment of preliminaries for sections of the work the value of fixed, value, and time related amounts of the preliminaries for each section is required. The contractor is to provide such information within fifteen (15) working days of taking possession of the site, failing which the categorised preliminaries amounts shall be prorated to the value of each section.<br>The above shall apply equally for projects where sectional completion was not contemplated at tender stage but subsequently occurred on an adhoc basis during construction of the works as agreed between the client and the employer. The original priced categorised amounts for fixed, value, and time related amounts shall be prorated to the value of each section. |  |                |     |                 |     |  |
|  | When an extension of time has been granted in terms of the GCC and the preliminaries require to be adjusted accordingly, the pertinent sectional (subdivided) categorised preliminaries amounts shall be utilised, where applicable and not the overall preliminary amounts.<br>Where sectional completion is required in terms of the agreement, the Contractor shall provide the Principal Agent with the division of the above categorized amounts into sections. Should the Contractor fail to provide such information within the period stipulated the categorized amounts shall be prorated to the value of each section.<br><div style="text-align: right;"> <div style="border: 1px solid black; padding: 2px 10px;">YES</div>         yes / no       </div> or   |  |                |     |                 |     |  |
| <b>Alternative B</b>   | The Contractor shall within 15 working days of the date of possession of the site provide the Principal Agent with a detailed breakdown of Preliminaries amounts for the works as a whole, or per section where applicable, including administrative and supervisory staff charges and for the use of construction equipment in terms of the programme.<br><div style="text-align: right;"> <div style="border: 1px solid black; padding: 2px 10px;">NO</div>         yes / no       </div>  |  |                |     |                 |     |  |
| <b>The contractor is informed that only option 'A' shall apply</b>   |  |  |                |     |                 |     |  |



## 2 DOCUMENTS

Contract documents marked and annexed hereto:

Priced Bills of Quantities:

Yes

No

Lump Sum document: :

Yes

No

Guarantee Options:

Not applicable

2.2 DESIGN BRIEF

Not applicable

YES or NO

2.3 DRAWINGS

YES or NO

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

YES or NO

2.4 DESIGN PROCEDURES

YES or NO

Not applicable

Contract drawings:

Yes

No

Other documents:

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

YES

### GUARANTEE OPTIONS

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

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

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

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

(i) payment reduction of 10% of the value certified in the payment certificate (excluding VAT)

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

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

|  |   |
|--|---|
| <b>3 SIGNATURES OF THE CONTRACTING PARTIES</b> |   |
|  | Thus done and signed at.....on .....of.....20.....                                      |
|  | Name of signatory _____ for and behalf of the <b>Employer</b> who by signature hereof   |
|  | Capacity of signatory _____ as Witness.   |
|  | Thus done and signed at.....on .....of.....20.....                                      |
|  | Name of signatory _____ for and behalf of the <b>Contractor</b> who by signature hereof |
|  | Capacity of signatory _____ as Witness.   |



## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

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

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

Head: Department of Health  
KZN Department of Health:  
Private Bag X 9051  
Pietermaritzburg  
3200  
Sir,

#### ON DEMAND PERFORMANCE GUARANTEE

**Tender Number ZNB10032/2021-H**

**Project Code UMZIIXO001**

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

#### GUARANTOR DETAILS AND DEFINITIONS

|                         |  |
|-------------------------|--|
| "Guarantor" means:      | _____  |
| Physical Address:       | _____  |
| "Employer" means:       | The Provincial Administration of KwaZulu-Natal in its Department of Public Works   |
| "Contractor" means:     | _____  |
| "Engineer" means:       | _____  |
| "Works" means:          | <div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> </div> |
| "Site" means:           | _____  |
| "Contract" means:       | The Agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the parties.        |
| "Contract Sum" means:   | The accepted amount inclusive of tax of:   |
| Amount in Words:        | <div style="border: 1px solid black; height: 40px; width: 100%;"></div>  |
| "Guaranteed Sum" means: | The maximum aggregate amount of:     10% _____<br><div style="text-align: center; background-color: #f0f0f0; padding: 2px;">Of Contract Sum</div>                        |
| Amount in Words:        | _____  |
| "Expiry Date" means:    | _____  |

## CONTRACT DETAILS

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

### PERFORMANCE GUARANTEE

- 1 The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.
- 2 The Guarantor's period of liability shall be from and including the date of issue of this Performance Guarantee and up to and including the Expiry Date or the date of issue by the Engineer of the Certificate of Completion of the Works or the date of payment in full of the Guaranteed Sum, whichever occurs first. The Engineer and/or the Employer shall advise the Guarantor in writing of the date on which the Certificate of Completion of the Works has been issued.
- 3 The Guarantor hereby acknowledges that:
  - 3.1 any reference in this Performance Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
  - 3.2 its obligation under the Performance Guarantee is restricted to the payment of money.
- 4 Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the Employer the sum certified upon receipt of the documents identified in 4.1 to 4.3:
  - 4.1 A copy of a first written demand issued by the Employer to the Contractor stating that payment of a sum certified by the Engineer in an Interim or Final Payment Certificate has not been made in terms of the Contract and failing such payment within seven (7) calendar days, the Employer intends to call upon the Guarantor to make payment in terms of 4.2;
  - 4.2 A first written demand issued by the Employer to the Guarantor at the Guarantor's physical address with a copy to the Contractor stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum certified has still not been paid;
  - 4.3 A copy of the aforesaid payment certificate which entitles the Employer to receive payment in terms of the Contract of the sum Certified in 4.
- 5 Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the Employer the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the employer to the Guarantor at the Guarantor's physical address calling up this Performance Guarantee, such demand stating that:
  - 5.1 the Contract has been terminated due to the Contractor's default and that this Performance Guarantee is called up in terms of 5; or
  - 5.2 a provisional or final sequestration or liquidation court order has been granted against the Contractor and that the Performance Guarantee is called up in terms of 5; and
  - 5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
- 6 It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
- 7 Where the Guarantor has made payments in terms of 5, the Employer shall upon the date of issue of the Final Payment Certificate submit an expense account to the Guarantor showing how all monies received in terms of this Payment Guarantee have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Performance Guarantee shall bear interest at the prime overdraft rate of the Employer's bank compounded monthly and calculated from the date payment was made by the Guarantor to the Employer until the date of refund.
- 8 Payment by the Guarantor in terms of 4 or 5 shall be made with seven (7) calendar days upon receipt of the first written demand to the Guarantor.
- 9 Payment by the Guarantor in terms of 5 will only be made against the return of the original Performance Guarantee by the Employer.

- 10 The Employer shall have the absolute right to arrange his affairs with the Contractor in any manner which the Employer may deem fit and the Guarantor shall not have the right to claim his release from this Performance Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
- 11 The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
- 12 This Performance Guarantee is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
- 13 This Performance Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
- 14 Where this Performance Guarantee is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Court Act No 32 of 1944, as amended, to this jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at

Date

Guarantor's signatory (1)

Capacity

Guarantor's signatory (2)

Capacity

Witness signatory (1)

Witness signatory (2)



---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

### **PART C2 - PRICING DATA**

## C2.1 PRICING INSTRUCTIONS

### GCC FOR CONSTRUCTION WORKS (Second Edition 2010)

|                       |   |                      |                   |
|-----------------------|---|----------------------|-------------------|
| <b>Project title:</b> | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |                      |                   |
| <b>Tender no:</b>     | <b>ZNB10032/2021-H</b>  | <b>Project Code:</b> | <b>UMZIIXO001</b> |

## C2.1 Pricing Instructions

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



|   |   |
|---|---|
| 5 | <p><b>TIMELY ORDERING OF MATERIALS</b></p> <p>The Contractor is warned to place all orders for materials or special articles as early as possible, as he will be held solely responsible for any delay in the delivery of such goods.</p> <p>Nevertheless this tender is conditional upon no liability being attached to the Contractor if delivery of materials is rendered impossible by reason of any act of the Government.</p>   |
| 6 | <p><b>ELECTRICAL LIGHTING, POWER AND WATER</b></p> <p>The Contractor shall provide any artificial lighting which may be necessary or required for the proper execution of the works, and provide electric power and water required by all Sub-Contractors, Nominated Sub-Contractors and Sub-Contractors appointed directly by the Employer.</p> <p>The Contractor shall give all notices and pay all fees in connection with temporary electrical and water connections and shall connect temporary Electrical and Water meters for and pay for all current and water consumed.</p> <p>Tenderers are advised that the permanent light fittings and water points of any kind installed in the Works are not to be used to provide temporary lighting and supplement water requirements for construction purposes.</p>   |
| 7 | <p><b>IMPORT PERMITS, DUTIES AND SURCHARGES.</b></p> <p>All tenders by means of which imported products are being called for, must use the rate of exchange 14 days prior to the closing date indicated in the tender documents. If this day falls on a weekend or public holiday, the next working day must be used.</p> <p>Furthermore, Tenderers must submit documentary proof (in the form of a certified copy) from their bank or legally recognised financial institution, clearly indicating what the rate of exchange was 14 days prior to the closing date, as mentioned above.</p> <p>Together with this, the Tenderer must confirm that the tender price relating to an imported product, was based on the rate of exchange 14 days prior to the closing date as mentioned above.</p>  |
| 8 | <p><b>STANDARD SYSTEM OF MEASUREMENT WHERE BILLS OF QUANTITIES FORM PART OF THE TENDER DOCUMENTS</b></p> <p>The work executed under this Contract has been measured in accordance with the;</p> <p style="text-align: center;"><b>Standard System of Measuring Builders Work (7th Edition)</b></p> <p>including all amendments unless descriptions of items indicate a deviation and it shall be understood that the system of measurement which is herein adopted is the only system of measurement which will be recognised in connection with this contract. Any contradictions to this system of measurement contained in the "Model Preambles for Trades 2008" shall be disregarded (unless same have been accommodated in the system of measurement) but applicable rates shall be included for all requirements stated and not measured separately in compliance with this system.</p> |
| 9 | <p><b>PRICING OF ROCK EXCAVATIONS</b></p> <p>It is a condition of this tender that should the tenderer elect to price the Rock Excavation included in this tender, the rates must be market related and should be identically priced for the same classification of excavations and not vary for similar billed items in the different sections.</p>  |

|   |  |                  |  |   |  |
|---|--|------------------|--|---|--|
| 10  | <p><b>BROAD BASED BLACK ECONOMIC EMPOWERMENT</b></p> <ol style="list-style-type: none"> <li>1. It is the deliberate policy of the Provincial Administration of KwaZulu-Natal to foster and to encourage the economic empowerment of Black South Africans. This policy will be implemented without prescription and without prejudicing the principles and the integrity of the Provincial Administration of KwaZulu-Natal. Subject to these constraints and also subject to good business practise and commercial consideration, it is therefore considered appropriate that the Provincial Administration of KwaZulu-Natal should encourage business relationships with companies which actively pursue Affirmative Action and Black Economic Empowerment Programmes.</li> <li>2. In responding to this tender you are therefore encouraged to devote attention to these two subjects of Affirmative Action and Economic Empowerment. In addition, in considering the appointment of sub-contractors, you are requested to extend the spirit of these policies.</li> <li>3. The foregoing enunciations of this policy are not intended to be prescriptive nor to preclude any individual or operation from responding to this tender.</li> </ol>  |                  |  |   |  |
| 11  | <p><b>REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE</b></p> <ol style="list-style-type: none"> <li>1. In terms of the Public Finance Management Act (PFMA), 1999 (Act No 1 of 1999) Section 38 (1) (a) (iii) and 51 (1) (iii) and Section 76 (4) of PFMA National Treasury developed a single platform, The Central Supplier Database (CSD) for the registration of prospective suppliers including the verification functionality of key supplier information.</li> <li>2. Prospective suppliers will be able to self - register on the CSD website: <a href="http://www.csd.gov.za">www.csd.gov.za</a></li> <li>3. Once the supplier information has been verified with external data sources by National Treasury a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be required to keep their data updated regularly and should confirm at least once a year that their data is still current and updated.</li> <li>4. Suppliers can provide their CSD supplier number and unique security code to organs of state to view their verified CSD information.</li> <li>5. Tenderers are required to fill in clearly, legibly, in bold print and black ink their CSD supplier number in the space hereunder:</li> </ol> <table border="1" data-bbox="178 1326 1528 1473"> <tr> <td data-bbox="178 1326 691 1393">Name of Supplier</td><td data-bbox="691 1326 1528 1393"></td></tr> <tr> <td data-bbox="178 1393 691 1473">Central Supplier Database (CSD)<br/>Supplier Number:</td><td data-bbox="691 1393 1528 1473"></td></tr> </table> | Name of Supplier |  | Central Supplier Database (CSD)<br>Supplier Number: |  |
| Name of Supplier                                    |  |                  |  |   |  |
| Central Supplier Database (CSD)<br>Supplier Number: |  |                  |  |   |  |
| 12  | <p><b>TAX CLEARANCE REQUIREMENTS</b></p> <p><b>It is a condition of tender that the taxes of the successful tenderer must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Tenderer's tax obligations. It is a condition of this Offer of Commission that your practice remains in good standing with SARS (South African Revenue Services) in terms of its tax clearance, during the project, which is required to process your payment certificates.</b></p> <ol style="list-style-type: none"> <li>1. In order to meet this requirement tenderers are required to apply via e-filing at any SARS branch office nationally. The Tax Compliance Status (TCS) requirements are also applicable to foreign Tenderers / individuals who wish to submit Tenders.</li> <li>2. SARS will then furnish the Tenderer with a Tax Compliance Status (TCS) PIN that will be valid for a period of 1 (one) year from the date of approval.</li> <li>3. In tenders where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Compliance Status (TCS) PIN.</li> <li>4. Application for Tax Compliance Status (TCS) PIN can be done via e-filing at any SARS branch office nationally or on the website <a href="http://www.sars.gov.za">www.sars.gov.za</a>.</li> </ol>   |                  |  |   |  |

|    |   |  |
|----|---|--|
|    | <p>5 Tax Clearance Certificates may be printed via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website <a href="http://www.sars.gov.za">www.sars.gov.za</a>.</p> <p>6 Tax Clearance Certificates may be printed via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website <a href="http://www.sars.gov.za">www.sars.gov.za</a>.</p>   |  |
|    | Security PIN Number   |  |
|    | Company / Entity Tax Reference Number   |  |
| 13 | <p><b>BILLS OF QUANTITIES/LUMP SUM DOCUMENT</b></p> <p>The Bills of Quantities document forms part of and must be read and priced in conjunction with all the other documents forming part of the contract documents, the Standard Conditions of Tender, Conditions of Contract, Standard Preambles to all Trades, Specifications, Drawings and all other relevant documentation.</p>   |  |
| 14 | <p><b>VALUE ADDED TAX</b></p> <p>The tender price must include for Value Added Tax (VAT). All rates, provisional sums, etc. in the Bills of Quantities must however be net (exclusive of VAT) with VAT calculated and added to the Total Value thereof in the Final Summary.</p>  |  |
| 15 | <p><b>FIXED PRICE CONTRACT</b></p> <p>Should the Bills of Quantities/Lump Sum Document be a fixed price contract, the following clause must be inserted in the Pricing Instructions:</p> <p>Tenderers are to take note that the contract price adjustments are not applicable to this contract. Tenderers should therefore make provision in the Contract Sum, schedule of rates, etc. for possible price increases during the contract period, as no claims in this regard shall be entertained.</p> |  |



---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

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

**Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

**C2.2 PRELIMINARY AND GENERAL**

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

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

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

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



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

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

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

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

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

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

|  |   |  |  |   |  |
|--|---|--|--|---|--|
|  | <p>A CLO will be identified by the local structures of the ward areas and appointed following fair and transparent interviewing process, to be conducted in the presence of local structures and the contractor representative, in order to assist the Contractor in the procurement of any local labour, etc. required for this project. The Contractor is to liaise with the CLO and afford him any assistance needed in ensuring sound working relations with the local community.</p> <p><b>Key Responsibilities of the CLO are envisaged to include and not necessary be limited to:</b></p> <ol style="list-style-type: none"> <li>1. Assisting local leadership in conducting skills and resources audit which facilitates sourcing labour from within the ward or targeted areas for employment, as required by contractor.</li> <li>2. Assisting in sourcing labour-only domestic sub-contractors and the procurement of materials from local resources, as required by the contractor.</li> <li>3. Assisting the contractor by identifying areas of potential conflict and or threats to the project or to stakeholders in the project and recommend appropriate action to the contractor.</li> <li>4. Assisting contractor and stakeholders in the project in the resolution of any conflict which may arise.</li> <li>5. Establishing and ensuring that sufficient and open communication channels between the contractor and the work force are maintained.</li> <li>6. Establish and ensuring that efficient and open communication channels between the contractor and the community are maintained</li> <li>7. Identifying and reporting to the Contractor regarding issues where communication between stakeholder is necessary, recommend courses of action and facilitate such communications</li> </ol> |  |  |   |  |
|  | Carried forward to collection   |  |  | R |  |

|  |  | UNIT | QUANTITY | RATE | AMOUNT |
|--|--|------|----------|------|--------|
|  | <p>8. Assisting the Contractor and the work force in the establishment of grievance procedures and necessary recommenda-tion to the Contractor regarding the grievances and solution thereto.</p> <p>9. Attending to site meetings and project implementation meetings as required by the Contractor and prepare periodic reports as may be required by the Contractor from time to time.</p> <p>10. Attending to such other duties which are consistent with the functions of a CLO, as may be required by the Contractor from time to time.</p> <p>Tenderers are to price twice the rate of unskilled local labour rate against this item for any and all costs arising out of compliance with the foregoing and in the event of a Tenderer failing to price against this item or making inadequate financial provision against this item for compliance as aforesaid, then no claim for costs or additional cost incurred will be entertained by the Head: Works</p> <p>F:..... V:..... T:.....</p> <p><b>E12.7 SKILLS DEVELOPMENT ON SITE</b></p> <p>Contractor in conforming to the object of EPWP that its beneficiaries need to be capacitated with skills that will render them employable in the future. It is then the responsibility of the Contractor that mandatory life skills are provided to 100% of workforce on site and on the job training to labourers from whom the potential for further development has been identified. The latter is not mandatory to all as it covers technical skills.</p> <p>Contractor should also make provision for the possibility that there might be local youth that will need to be placed on the project with an intention to be provided support towards improving their level of competency and productivity.</p> <p>Contractor shall also provide all necessary on-the-job training to targeted labour to enable such labour to master and advance on techniques required to undertake the work in accordance with requirements of the contract in a manner that does not compromise workers health and safety.</p> <p>F:..... V:..... T:.....</p> <p><b>E12.8 LABOUR ONLY Sub Contracting for local emerging enterprises</b></p> <p>Tenderer's are advised that this contract is subject to the Expanded Public Works Programme (EPWP) and the following criteria will apply:</p> <p><u>African Equity Ownership</u></p> <p>a) The Tenderer is to allow for 5% of the total value of works to be undertaken by a Priority Population Group. This percentage excludes the costs of employing local unskilled labour. The allocation of this percentage from the Project, the screening of people, the selection of skills, will be for the Contractor to adjudicate.</p> <p>b) The Priority Population Group consists of women, youth and disabled people.</p> <p>c) The Contractor is to give first option for prospective PPG's from the surrounding areas of the Project. Should there be insufficient suitable people fitting the criteria of PPG's, the Contractor may hire people from further afield. This is to be done only after consultation with the Department of Works EPWP Co-ordinator and the Community Liaison Officer (CLO).</p> <p>d) A Mentor is to be employed by the Contractor, in consultation with the Department of Works for the purposes of quality control and liaison between the Contractor and the selected PPG's on site. The mentor will be responsible for ensuring an acceptable level of quality workmanship and that such work carried out by the PPG's is executed within the time frames stipulated.</p> <p>In so far as possible, the Contractor is encouraged to expand the PPG's skills, knowledge and performance levels.</p> <p>F:..... V:..... T:.....</p> | Item |          |      |        |
|  |  | Item |          |      |        |
|  |  | Item |          |      |        |
|  | Carried forward to collection<br>Page 128 of 193   |      |          | R    |        |



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

|  |   | UNIT | QUANTITY | RATE | AMOUNT |
|--|---|------|----------|------|--------|
|  | <p><b>E12.10 EPWP SCOPE of WORK</b></p> <p><b>Note:</b><br/>Contractors are to price any item on the Bill of Quantities having below, bearing in mind that they are regarded as main sources of job creation, whether sub contracted or undertaken by the main contractor.</p> <p>Elements on the scope of work where application of Labour Intensive Construction methods as will indicated with letters (LI) are regarded feasible are as follows;</p> <p>i) Excavating trenches for foundations and any other civil works with the depth not more than 1.5 m</p> <p>ii) All masonry works which include concrete mixing on site; brickwork; plastering; screed works; jointing; etc.</p> <p>iii) Painting, Plumbing, Ironmongery; roof cladding; glazing; tiling; carpentry; flooring; waterproofing; etc.</p> <p>F:..... V:..... T:.....</p> <p><b>Note:</b><br/>It is a general requirement of this contract that persons normally resident in the ward of the works (local labour) be given preference for employment on the contract. Provided, however, that should adequate and appropriate labour not be available within the ward, others may be employed subject to satisfactory proof being provided that every reasonable endeavour has been made to employ local labour (Local Sub-contractor(s); Skilled; Semi-Skilled and Unskilled). The contractor shall in consultation with the local community leaders with the purpose of negotiating with them regarding the utilization of local resources in the construction process. In this regard, the contractor shall furthermore give preference, wherever possible to the employment of single heads of households, women and youth as well as families declared as most indigent by War on Poverty/ Sukuma Sakhe program profiling process. The contractor should aim, in general, to maximise the involvement of the local community, however workers from other communities should not exceed 20% of all persons working on the project, where local employees possess skills at level of competency that meet contractors requirements.</p> <p><u>Payment for the labour-intensive component of the works</u><br/>Payment for works identified in the Scope of Work as being labour-intensive shall only be made in accordance with the provisions of the Contract if the works are constructed strictly in accordance with the provisions of the Scope of Work. Any non-payment for such works shall not relieve the Contractor in any way from his obligations either in contract or in delict.</p> <p><u>Linkage of payment for labour-intensive component of works to submission of project data</u><br/>The Contractor's payment invoices shall be accompanied by labour information for the corresponding period in a format specified by the employer. If the contractor chooses to delay submitting payment invoices, labour returns shall still be submitted as per frequency and timeframe stipulated by the Employer. The contractor's invoices shall not be paid until all pending labour information has been submitted.</p> <p><u>Applicable labour laws</u><br/>The current Ministerial Determination (also downloadable at <a href="http://www.epwp.gov.za">www.epwp.gov.za</a>) Expanded Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice , shall apply to works described in the scope of work as being labour-intensive and which are undertaken by unskilled or semi-skilled workers.</p> <p>F:..... V:..... T:.....</p> | Item |          |      |        |
|  | Carried forward to collection   |      |          | R    |        |

|       |   | UNIT | QUANTITY | RATE | AMOUNT |
|-------|---|------|----------|------|--------|
| E13   | <b>HIV/AIDS AWARENESS</b><br>Tenderers are to price against the following items for compliance with the SPECIFICATION FOR HIV/AIDS AWARENESS bound into this document (The clauses referred to are those of the Specification for HIV/AIDS)   |      |          |      |        |
| E13.1 | Provide and maintain a condom dispenser in terms of Clause 5.1a)<br><br>F:..... V:..... T:.....   | Item |          |      |        |
| E13.2 | Provide and maintain HIV/AIDS awareness posters terms of Clause 5.1b)<br><br>F:..... V:..... T:.....  | Item |          |      |        |
| E13.3 | HIV /Aids Awareness Programme on Site for not less than 90% of workers inclusive of all direct and indirect costs;<br><br>Engage a qualified service provider as described in the scope of works to conduct an HIV Awareness Programme in terms of Clause 5.2.1a)<br><br>F:..... V:..... T:.....  | Item |          |      |        |
| E13.4 | Arrange for workers to attend the HIV Awareness Programme in terms of Clause 5.2.1b)<br><br>F:..... V:..... T:.....   | Item |          |      |        |
| E13.5 | <b>Reporting</b><br>Prepare and attach to claims for payment a brief report in terms of Clause 5.3 (see also HIV/STI Compliance Report included with this document).<br>F:..... V:..... T:.....<br><i><b>Note: In the event that the contractor fails to satisfy the requirements of this specification, the employer (Head: Public Works) may apply any of the sanctions provided for in the contract. Sanctions may include the application of a financial penalty of .04% of the Contract Sum per calendar day of which the required reports has not been submitted.</b></i> | Item |          |      |        |
| E14   | <b>OCCUPATIONAL HEALTH AND SAFETY ACT NO. 85 OF 1993</b><br>Tenderers are to allow for costs in providing a project specific ' Construction Phase Safety, Health and Environmental Plan' in accordance with "Section 2 - Specification Data associated with SANS 1921-1:2004" clause C4.18 in "Part C3 - Scope of Work"<br>F:..... V:..... T:.....  | Item |          |      |        |
| E15   | <b>NOTICE BOARD, SITE OFFICE, ETC.</b><br>Tenderers are to allow for the provision and removal of a project notice board and a site office in accordance with the Principal Agent's requirements.<br>F:..... V:..... T:.....  | Item |          |      |        |
| E16   | <b>IMPORTED MATERIALS AND EQUIPMENT</b><br>Where imported items are listed in the tender documents, the tenderer shall provide all information called for, failing which the price of any such item, material or equipment shall be excluded from currency fluctuations. ( <b>Refer to T2.14 - Schedule of Imported Materials and Equipment .</b> )<br>F:..... V:..... T:.....  | Item |          |      |        |
| E17   | <b>CONTRACT DOCUMENTS</b><br>The drawings issues with these Tender documents do not comprise the complete set but serves as a guide only for tendering purposes and for indicating the scope of works to enable the Tenderer to acquaint him with the nature and extent of the works and the manner in which they are to be executed.<br><br>Should any part of the drawings not be clearly legible to the Tenderer he shall, before submitting his Tender, obtain clarification in writing from the principal agent.<br><br>F:..... V:..... T:.....                            | Item |          |      |        |
|       | Carried forward to collection   |      |          | R    |        |
|       | Page 131 of 193   |      |          |      |        |

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

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

## **SECTION 1**

### **SUMMARY – PRELIMINARY & GENERAL**

| <b><u>Collection</u></b>         | <b>Page No.</b> | <b>Amount</b> |  |
|----------------------------------|-----------------|---------------|--|
|                                  | 1               | R             |  |
|                                  | 2               | R             |  |
|                                  | 3               | R             |  |
|                                  | 4               | R             |  |
|                                  | 5               | R             |  |
|                                  | 6               | R             |  |
|                                  | 7               | R             |  |
|                                  | 8               | R             |  |
|                                  | 9               | R             |  |
|                                  | 10              | R             |  |
|                                  | 11              | R             |  |
|                                  | 12              | R             |  |
|                                  | 13              | R             |  |
|                                  | 14              | R             |  |
|                                  | 15              | R             |  |
|                                  | 16              | R             |  |
| Carried forward to Final Summary |                 | R             |  |

Section No. 1  
Preliminary & General  
Summary

**HEALTH AND SAFETY IMPLEMENTATION COSTING - OPTIONAL, IF FILLED IN, SHOULD FORM PART OF THE TENDER OFFER AS REFLECTED IN Ps and Gs.**

Contractor to give a breakdown of his Health and Safety costs on this sheet.

| ITEM     | DESCRIPTION  | UNIT | QUANTITY | MONTHS<br>(Indicative) | RATE | AMOUNT    |
|----------|--|------|----------|------------------------|------|-----------|
|          |  |      | (a)      |                        | (b)  | (a) x (b) |
| <b>1</b> | <b>MEDICALS</b>  |      |          |                        |      |           |
| 1.1      | Pre-employment medical   | Nr.  | -        |                        |      |           |
| 1.2      | Re-medicals - yearly   | Nr.  | -        |                        |      |           |
|          | <b>TOTAL</b>   |      |          |                        |      |           |
| <b>2</b> | <b>PERSONAL PROTECTIVE EQUIPMENT</b>                                       |      |          |                        |      |           |
| 2.1      | Overalls   | Nr.  |          |                        |      |           |
| 2.2      | Hard Hats  | Nr.  |          |                        |      |           |
| 2.3      | Safety boots/shoes   | Nr.  |          |                        |      |           |
| 2.4      | Gloves   | Nr.  |          |                        |      |           |
| 2.5      | Gumboots steel toe cap   | Nr.  |          |                        |      |           |
| 2.6      | Safety glasses   |      |          |                        |      |           |
| 2.7      | Reflector Bibs   | Nr.  |          |                        |      |           |
| 2.8      | Barricading Material   | M    |          |                        |      |           |
| 2.9      | Dust masks   | Box  |          |                        |      |           |
|          | <b>TOTAL</b>   | 20   |          |                        |      |           |
| <b>3</b> | <b>FIRE FIGHTING</b>   |      |          |                        |      |           |
| 3.1      | Fire extinguishers - 4.5Kg   | Nr.  |          |                        |      |           |
| 3.2      | Surveys - Annual Service   | Nr.  |          |                        |      |           |
|          | <b>TOTAL</b>   |      |          |                        |      |           |
| <b>4</b> | <b>HEALTH AND SAFETY PERSONNEL</b>   |      |          |                        |      |           |
| 4.1      | Safety Manager   | Nr.  |          |                        |      |           |
| 4.2      | Safety Officer   | Nr.  |          |                        |      |           |
| 4.3      | Construction Phase Safety, Health, Environmental and Waste Management Plan | Nr.  |          |                        |      |           |
|          | <b>TOTAL</b>   |      |          |                        |      |           |
| <b>5</b> | <b>FACILITIES</b>  |      |          |                        |      |           |
| 5.1      | Provision of ablution facilities   | Nr.  |          |                        |      |           |
| 5.2      | Service and maintenance of ablution facilities                             | Nr.  |          |                        |      |           |
| 5.3      | Provision of eating areas  | Nr.  |          |                        |      |           |
| 5.4      | Cleaning of Lay down and other storage areas                               | Nr.  |          |                        |      |           |
| 5.5      | Wash hand basin  | Nr.  |          |                        |      |           |
| 5.6      | Hot and Cold running water   | Nr.  |          |                        |      |           |
| 5.7      | Degreasing & Toilet soap   | Nr.  |          |                        |      |           |
|          | <b>TOTAL</b>   |      |          |                        |      |           |

|   |  |     |  |  |  |  |
|---|--|-----|--|--|--|--|
| <b>6</b>  | <b>FALL PREVENTION / PROTECTION</b>                                    |     |  |  |  |  |
| 6.1   | Safety harnesses with double lanyards                                  | Nr. |  |  |  |  |
| 6.2   | Safety harnesses with Scaffold hooks                                   | Nr. |  |  |  |  |
| 6.3   | Lifelines and vertical fall arrest systems                             | Nr. |  |  |  |  |
| 6.4   | Scaffolding – material, erection and inspection (Estimate for project) | Nr. |  |  |  |  |
| 6.5   | Temporary hand railing material and kick flats                         | Nr. |  |  |  |  |
| 6.6   | Chin Straps  | Nr. |  |  |  |  |
|   | <b>TOTAL</b>   |     |  |  |  |  |
| <b>7</b>  | <b>FIRST AID</b>   |     |  |  |  |  |
| 7.1   | Replenishment of boxes and other supplies                              | Nr  |  |  |  |  |
|   | <b>TOTAL</b>   |     |  |  |  |  |
| <b>8</b>  | <b>TRAINING</b>  |     |  |  |  |  |
| 8.1   | SHE Representative   | Nr. |  |  |  |  |
| 8.2   | First Aid Level 1  | Nr. |  |  |  |  |
| 8.3   | Fire Fighting  | Nr. |  |  |  |  |
|   | <b>TOTAL</b>   |     |  |  |  |  |
| <b>9</b>  | <b>SIGNAGE</b>   |     |  |  |  |  |
| 9.1   | All Signage as required by Law, regulatory, warning and information    | Nr. |  |  |  |  |
| 9.2   | Posters for awareness  | Nr. |  |  |  |  |
|   | <b>TOTAL</b>   |     |  |  |  |  |
| <b>10</b>   | <b>ELECTRICAL</b>  |     |  |  |  |  |
| 10.1  | Replacement of Locks required for lockouts                             | Nr. |  |  |  |  |
| 10.2  | Replacement of tags  | Nr. |  |  |  |  |
| 10.3  | Replacement for Permit books   | Nr. |  |  |  |  |
| 10.4  | Replacement of Callipers   | Nr. |  |  |  |  |
|   | <b>TOTAL</b>   |     |  |  |  |  |
| <b>11</b>   | <b>OTHERS (Project Specific)</b>                                       |     |  |  |  |  |
| 11.1  |  | Nr. |  |  |  |  |
|   | <b>TOTAL</b>   |     |  |  |  |  |
| <b>GRAND TOTAL TO BE CARRIED TO THE PRELIMINARIES AND GENERAL IN BILL OF QUANTITIES</b> |  |     |  |  |  |  |





---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

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

| Item No. |   | Qty | Rate | Amount |
|----------|---|-----|------|--------|
|          | <p><b><u>BILL NO. 1 - INSTALLATION OF WALK-IN COLDROOM AT IXOPO AND UMZIMKHULU MLM</u></b></p> <p><b><u>SECTION NO. 1</u></b></p> <p><b><u>MECHANICAL AND ELECTRICAL INSTALLATION</u></b></p> <p>i) Quantities in this schedule are to be re-measurable on completion. Rates are fixed in accordance with the tendered rates.<br/> ii) This Bill of Quantities is to be read in conjunction with the specification in respect of the following listed items</p> <p><b><u>Proprietary Items or Materials</u></b></p> <p>Proprietary items or materials where specified are to be of the brand specified - or equal approved - by the Engineer prior to tender closing.</p> <p><b><u>Specifications, Drawings, etc.</u></b><br/> The quantities measured in the Bill of Quantities for work and material must not be viewed as a limitation of the amount of work to be done and material provided by the contractor in the complete execution of the work.<br/> The general descriptions and data of the work given in the specification, drawings or schedules are not fully repeated in the Bill of Quantities and reference to the other documents for complete information is therefore important and necessary.<br/> Material must be ordered as determined on site and not from the drawings or Bill of Quantities. The Employer will not accept any responsibility for surplus or inadequately ordered material. Payments will only be made for the actual re-measured quantities as installed.<br/> In these bills, the word "rate" shall be deemed to include the acquiring of equipment and materials from suppliers and workshops and the delivery, off-loading and safe storage of the equipment on site as well as unpacking, hoisting, placing and fixing, suspending or building in an approved position, cutting, connection, commissioning, testing and handing over of plant, equipment and materials.</p> |     |      |        |
|          | C1 - Carried to Collection  |     | R    |        |

| Item No. |   | UOM  | Qty | Rate | Amount |
|----------|---|------|-----|------|--------|
|          | <b>SECTION NO. 2</b>  |      |     |      |        |
|          | <b>COLD ROOMS INSTALLATIONS - IXOPO MEDICO LEGAL MORTUARY</b>   |      |     |      |        |
| 1        | <b>EQUIPMENT AND MATERIALS</b>  |      |     |      |        |
|          | Equipment and materials specified required to complete the coldroom installation situated in the autopsy room as specified:   |      |     |      |        |
| 1.1      | Supply, deliver, install and commission a 5900mm (L) x 3705mm (W) x2700mm (H) cold room. The cold room is to be constructed of 100mm 16DV EPS panels encased in 0.5mm Chromadek sheet plates. The floor is to be constructed from 115mm 40kg/m3 polyurethane slabs and covered with concrete that is finished in epoxy coating.   | No   | 1   |      |        |
| 1.2      | The door is to be constructed of 900mm (W) x 2000mm (H) with hinged type door fitted with a lockable door handle incorporating an internal safety release mechanism. Allow for double insulation at door entry / opening resulting in a total floor panel thickness of 300mm minimum to ensure effective vapour sealing through doorway.  | No   | 1   |      |        |
| 1.3      | Supply and install a 3.8 kW evaporator (blower) unit of the "Reco" type or other approved blower coil unit as specified.  | No.  | 1   |      |        |
| 1.4      | Supply and Install a 4.0 kW air cooled condensing unit of the "Cubicoool", "Cubistar", "Friga" or other approved condensing unit of the enclosed wall mounted type with inter-connecting cables and insulated refrigerant pipe work with liquid line dryer, including connecting power supply to isolator, mounting brackets, and 22mm diameter PVC condensate drain inclusive of testing commissioning and handing over ready for use complete as specified.<br>Unit to be suitable fixed to the wall 1200AFL.   | No.  | 2   |      |        |
| 1.5      | Allow for easy digital controller for monitoring and control of refrigerated units - the controller is to flip flop the condensing units. The controller is to have the following specifications:<br>- NTC or PTC thermistor probe inputs (accuracy $\pm 1^{\circ}\text{C}$ )<br>- Power Supply Voltage (12Vac, 220Vac, (-15/+10%))<br>- Frequency (50Hz)<br>- Scale and resolution (-50 to +90°C, 0.1°C)<br>- Up to 3 relay outputs<br>- Built-in alarm buzzer and real time clock<br>- Panel mounting<br>- IP65 enclosure<br>- RS-485 serial connection option<br>- Plug-in terminals | No.  | 1   |      |        |
| 1.6      | Allow for 100mm diameter dial type thermometer, -40 to +40, to be mounted above the cold room door.   | No.  | 1   |      |        |
| 1.7      | Supply, deliver to site and install a stainless steel rack to support 4 tier normal body stainless steel body trays as per drawings and as specified. - (12 normal)   | No   | 3   |      |        |
| 1.8      | Supply, deliver to site and install a stainless steel rack to support 3 tier obese stainless steel body trays as per drawings and as specified. (3 heavy bodies).   | No   | 1   |      |        |
| 1.9      | BTS - Body Tray Standard - Manufactured in grade 304 stainless steel, complete with 25mm round stainless steel frames to bottom and handles to suit body racks  | No   | 12  |      |        |
| 1.10     | BTO - Body Tray Obese<br>Manufactured in grade 304 stainless steel, complete with 25mm round stainless steel frames to bottom and handles to suit body racks  | No   | 3   |      |        |
| 1.11     | Supply and install stainless steel card holders onto the steel structure for ease of identification.  | No.  | 15  |      |        |
| 1.12     | Supply and install stainless steel or bronze number disc fitted.  | No   | 15  |      |        |
| 1.13     | Supply and deliver to site a hydraulic body hoist.  | No.  | 1   |      |        |
| 1.14     | Allow to disconnect, remove and dispose of existing extractor fans in existing plant room wall.   | Item | 1   |      |        |
| 2        | <b>COMMISSIONING, TESTING AND MANUALS</b>   |      |     |      |        |
| 2.1      | Test, commission and provide Certificates of Compliance for refrigeration unit.   | No.  | 1   |      |        |
| 2.2      | Minor Service at 6 month from date of Practical Completion  | No.  | 1   |      |        |
| 2.3      | Major Service at 12 months from date of Practical Completion  | No.  | 1   |      |        |
| 2.4      | Provide 3 sets of manuals, 3 sets of panel keys and list of equipment installed.  | Set  | 1   |      |        |
|          | <b>C2 - Carried to Collection</b>   |      |     |      |        |

|   |  |                |      |  |  |
|---|--|----------------|------|--|--|
| 3 | <b>ELECTRICAL</b><br>Supply and install new Supply and install a 26 way flush mounted, powder coated steel galvanised distribution board, painted in red for essential supply, inclusive of labelling as per the Department's Electrical Policy – 2013 using ivorene labels, including bus bars, etc. Dimensions: 380mm in height x 685mm in width x 120mm in depth. The DB shall be on DIN Rail type. Make good around the DB. The following CBs must be installed and mounted on the DB (all CBs to be rated at 10kA SCC): |                |      |  |  |
|   | 3.1 - Main Switch: 63A DP Breaker<br>- New 20A x 4 SP<br>- New 10A x 4 SP<br>- New 40A x 3 SP for fridges<br>- New 63A E/L unit for SOs<br>- New x 25A SP for AC 1 and AC 2 (Use existing)<br>- New Type 2 SPDs  | Item           | 1    |  |  |
|   | 3.2 Supply and install 60-amp weatherproof isolator to suit power supply.  | No.            | 2    |  |  |
|   | 3.3 Supply and install 20 amp SP 10kA rating circuit breaker to isolators enclosure for condensing units.  | No.            | 2    |  |  |
|   | 3.4 Supply and install ILM / INV / DMC / 258SS / CR20 with electronic ballast double lamp corrosion proof fluorescent light fittings in cold room as specified.  | No.            | 4    |  |  |
|   | 3.5 Supply and install continuous lengths of 6mm <sup>2</sup> x 3 core + ECC cables ECC cable in ceiling space and under roof eave, in galvanised metal trunking on external wall including terminations and lugs.   | m.             | 60   |  |  |
|   | 3.6 Galvanised metal cable tray 50mm wide fixed to trusses, with all bends and connections. - Ixopo and Umzimkhulu MLM   | m.             | 30   |  |  |
|   | 3.7 Test, commission and provide Certificates of Compliance for distribution board.  | Item           | 1    |  |  |
|   | <b>4 AS-BUILT DRAWINGS, DOCUMENTATION, TRAINING, SUPERVISION AND MEETINGS</b><br>Allow for providing a detailed electronic set of marked up "As-built" drawings at practical completion, and originals plus two sets of as-builts, maintenance, operation manuals and handover file  | No.            | 1    |  |  |
|   | 4.2 Allow for training of the Clients staff in the correct operation of the installation as per project specification requirements, including a maintenance plan.  | No.            | 1    |  |  |
|   | <b>5 BUILDING</b>  |                |      |  |  |
|   | 5.1 Remove wooden single doors and wooden ventilators  | No.            | 4    |  |  |
|   | 5.2 Brick up wall using similar or approved bricks   | m <sup>2</sup> | 5    |  |  |
|   | 5.3 Remove window - 600mm x 600mm  | No.            | 1    |  |  |
|   | 5.4 Brick up window opening - 600mm x 600mm  | m <sup>2</sup> | 0.36 |  |  |
|   | 5.5 Allow to demolish existing concrete floor slab to suit the new cold room.  | m <sup>3</sup> | 2.2  |  |  |
|   | 5.6 Allow to demolish opening: 115mm thick x 300mm long x 3705mm wide brick wall after removal of the existing body cabinets and make good all trades.   | No.            | 1    |  |  |
|   | 5.8 250 micrometer polyethylene water proof sheeting vapour barrier, conforming to type C of SABS specification 952, lapped at all edges and sealed, after 100 mm polystyrene insulation, with adhesive in moisture barrier, laid on concrete floor under insulation, up 150mm and sealed to cold room panels.   | m <sup>2</sup> | 45   |  |  |
|   | 5.9 100mm thick polystyrene insulation sheeting to cold room floor on polyethylene sheeting and cold room panels.  | m <sup>2</sup> | 22   |  |  |
|   | 5.10 Concrete (1:2:4 – 19 mm stone) in surface bed (120 mm thick) with steel float finish to form base for cold room and for "Marley" flooring.  | m <sup>3</sup> | 3    |  |  |
|   | 5.11 Allow for cold room floor finish with "Marley" Industrial flooring M.I.F-40 (Grey) including skirting.  | m <sup>2</sup> | 50   |  |  |
|   | 5.12 Allow for the openings in walls for the passage of interconnecting refrigerant piping and electric cables.  | Item           | 1    |  |  |
|   | <b>C3 - Carried to Collection</b>  |                |      |  |  |

| Item No. |   | UOM  | Qty | Rate | Amount |
|----------|---|------|-----|------|--------|
|          | <b><u>SECTION NO. 3</u></b>   |      |     |      |        |
|          | <b>COLD ROOMS INSTALLATIONS - UMZIMKHULU MEDICO LEGAL MORTUARY</b>  |      |     |      |        |
| 6        | <b><u>EQUIPMENT AND MATERIALS</u></b>   |      |     |      |        |
|          | Equipment and materials specified required to complete the coldroom installation situated in the autopsy room as specified:   |      |     |      |        |
| 6.1      | Supply, deliver, install and commission a 5900mm (L) x 3705mm (W) x 2700mm (H) cold room. The cold room is to be constructed of 100mm 16DV EPS panels encased in 0.5mm Chromadek sheet plates. The floor is to be constructed from 115mm 40kg/m <sup>3</sup> polyurethane slabs and covered with concrete that is finished in epoxy coating   | No.  | 1   |      |        |
| 6.2      | The door is to be constructed of 900mm (W) x 2000mm (H) with hinged type door fitted with a lockable door handle incorporating an internal safety release mechanism.<br>Allow for double insulation at door entry / opening resulting in a total floor panel thickness of 300mm minimum to ensure effective vapour sealing through doorway.   | No.  | 1   |      |        |
| 6.3      | Supply and install a 3.8 kW evaporator (blower) unit of the "Reco" type or other approved blower coil unit as specified.  | No.  | 1   |      |        |
| 6.4      | Supply and Install a 4.0 kW air cooled condensing unit of the "Cubicoool", "Cubistar", "Friga" or other approved condensing unit of the enclosed wall mounted type with inter-connecting cables and insulated refrigerant pipe work with liquid line dryer, including connecting power supply to isolator, mounting brackets, and 22mm diameter PVC condensate drain inclusive of testing commissioning and handing over ready for use complete as specified.<br>Unit to be suitable fixed to the wall 1200AFFL.  | No.  | 2   |      |        |
| 6.5      | Allow for easy digital controller for monitoring and control of refrigerated units - the controller is to flip flop the condensing units. The controller is to have the following specifications:<br>- NTC or PTC thermistor probe inputs (accuracy ±1°C)<br>- Power Supply Voltage (12Vac, 220Vac, (-15/+10%))<br>- Frequency (50Hz)<br>- Scale and resolution (-50 to +90°C, 0.1°C)<br>- Up to 3 relay outputs<br>- Built-in alarm buzzer and real time clock<br>- Panel mounting<br>- IP65 enclosure<br>- RS-485 serial connection option<br>- Plug-in terminals | No.  | 1   |      |        |
| 6.6      | Allow for 100mm diameter dial type thermometer, -40 to +40, to be mounted above the cold room door.   | No.  | 1   |      |        |
| 6.7      | Supply, deliver to site and install a stainless steel rack to support 4 tier normal body stainless steel body trays as per drawings and as specified. - (12 normal)   | No   | 3   |      |        |
| 6.8      | Supply, deliver to site and install a stainless steel rack to support 3 tier obese stainless steel body trays as per drawings and as specified. (3 heavy bodies).   | No   | 1   |      |        |
| 6.9      | BTS - Body tray Standard - 12 per site<br>Manufactured in grade 304 stainless steel, complete with 25mm round stainless steel frames to bottom and handles to suit body racks   | No   | 12  |      |        |
| 6.10     | BTO - Body Tray Obese<br>Manufactured in grade 304 stainless steel, complete with 25mm round stainless steel frames to bottom and handles to suit body racks  | No   | 3   |      |        |
| 6.11     | Supply and install stainless steel card holders onto the steel structure for ease of identification.  | No.  | 15  |      |        |
| 6.12     | Supply and install stainless steel or bronze number disc fitted.  | No   | 15  |      |        |
| 6.13     | Allow to disconnect, remove and dispose of existing extractor fans in existing plant room wall.   | Item | 1   |      |        |
| 7        | <b><u>COMMISSIONING, TESTING AND MANUALS</u></b>  |      |     |      |        |
| 7.1      | Test, commission and provide Certificates of Compliance for refrigeration unit. - Umzimkhulu and Ixopo  | No.  | 1   |      |        |
| 7.2      | Minor Service at 6 month from date of Practical Completion  | No   | 1   |      |        |
| 7.3      | Major Service at 12 months from date of Practical Completion  | No   | 1   |      |        |
| 7.4      | Provide 3 sets of manuals, 3 sets of panel keys and list of equipment installed.  | Set  | 1   |      |        |
|          | <b>C4 - Carried to Collection</b>   |      |     |      |        |

|                                   |  |                |     |  |  |
|-----------------------------------|--|----------------|-----|--|--|
| <b>8</b>                          | <b><u>ELECTRICAL</u></b>   |                |     |  |  |
| 8.1                               | Supply and install 60-amp weatherproof isolator to suit power supply.  | No.            | 2   |  |  |
| 8.2                               | Supply and install 20 amp SP 10kA rating circuit breaker to isolators enclosure for condensing units.  | No.            | 2   |  |  |
| 8.3                               | Supply and install ILM / INV / DMC / 258SS / CR20 with electronic ballast double lamp corrosion proof fluorescent light fittings in cold room as specified with a door switch, coming on when the door is open.  | No.            | 2   |  |  |
| 8.4                               | Supply and install continuous lengths of 6mm <sup>2</sup> x 3 core + ECC cables ECC cable in ceiling space and under roof eave, in galvanised metal trunking on external wall including terminations and lugs.   | m              | 60  |  |  |
| 8.5                               | Galvanised metal cable tray 50mm wide fixed to trusses, with all bends and connections.  | m              | 30  |  |  |
| 8.6                               | Test, commission and provide Certificates of Compliance for distribution board.  | Item           | 1   |  |  |
| <b>9</b>                          | <b><u>AS-BUILT DRAWINGS, DOCUMENTATION, TRAINING, SUPERVISION AND MEETINGS</u></b>   |                |     |  |  |
| 9.1                               | Allow for providing a detailed electronic set of marked up "As-built" drawings at practical completion, and originals plus two sets of as-builts, maintenance, operation manuals and handover file   | No.            | 1   |  |  |
| 9.2                               | Allow for training of the Clients staff in the correct operation of the installation as per project specification requirements, including a maintenance plan.  | No.            | 1   |  |  |
| <b>10</b>                         | <b><u>BUILDING</u></b>   |                |     |  |  |
| 10.1                              | Remove wooden single doors and wooden ventilators  | No.            | 4   |  |  |
| 10.2                              | Brick up wall using similar or approved bricks   | m <sup>2</sup> | 5   |  |  |
| 10.3                              | Allow to demolish existing concrete floor slab to suit the new cold room.  | m <sup>3</sup> | 2.2 |  |  |
| 10.4                              | Allow to demolish opening: 115mm thick x 300mm long x 3705mm wide brick wall after removal of the existing body cabinets and make good all trades.   | No.            | 1   |  |  |
| 10.5                              | 250 micrometer polyethylene water proof sheeting vapour barrier, conforming to type C of SABS specification 952, lapped at all edges and sealed, after 100 mm polystyrene insulation, with adhesive in moisture barrier, laid on concrete floor under insulation, up 150mm and sealed to cold room panels. | m <sup>2</sup> | 50  |  |  |
| 10.8                              | 100mm thick polystyrene insulation sheeting to cold room floor on polyethylene sheeting and cold room panels.  | m <sup>2</sup> | 22  |  |  |
| 10.9                              | Concrete (1:2:4 – 19 mm stone) in surface bed (120 mm thick) with steel float finish to form base for cold room and for "Marley" flooring.   | m <sup>3</sup> | 3   |  |  |
| 10.10                             | Allow for cold room floor finish with "Marley" Industrial flooring M.I.F-40 (Grey) including skirting.   | m <sup>2</sup> | 50  |  |  |
| 10.11                             | Allow for the openings in walls for the passage of interconnecting refrigerant piping and electric cables.   | Item           | 1   |  |  |
| <b>C5 - Carried to Collection</b> |  |                |     |  |  |

**BILL NO. 1 - INSTALLATION OF WALK-IN COLDROOM AT IXOPO AND UMZIMKHULU MLM**

**SUMMARY PAGE**

**AMOUNTS**

|  |  |
|--|--|
| <b>Preliminaries and General, to include pricing for OHS as per the OHS Bill</b> |  |
| <b>Construction Cost (C1, C2, C3, C4 and C5)</b>                                 |  |
| <b>Subtotal Excl. VAT</b>  |  |
| <b>VAT @15%</b>  |  |

|   |  |
|---|--|
| <b>Total Construction Cost Inclusive of VAT @ 15%</b> |  |
|---|--|



---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

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



| C3.1 SCOPE OF WORKS<br>GCC FOR CONSTRUCTION WORKS (Edition 2 of 2010)  |  |               |            |
|--|--|---------------|------------|
| Scope of Works complied in accordance with SANS 10403 where reference is made to this part of SANS 1921-1:2004 |  |               |            |
| Project title:   | Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms   |               |            |
| Tender no:   | ZNB10032/2021-H  | Project Code: | UMZIIXO001 |
| 1  | <b><u>SECTION 1</u></b><br><b><u>EXTENT OF THE WORKS</u></b><br><b>1.1 EMPLOYERS OBJECTIVES</b><br>To install new walk-in coldrooms for improved service delivery and reliable plant and equipment.<br><br><b>1.2 OVERVIEW OF THE WORKS</b><br>Installation of new walk-in coldrooms at Ixopo and uMzimkhulu MLM.<br><br><b>1.3 EXTENT OF THE WORKS</b><br>The scope is on the electrical, refrigeration system and steel structures.<br><br><b>1.4 LOCATION OF THE WORKS</b><br>Harry Gwala District - Ixopo Medico Legal Mortuary and uMzikhulu Medico Legal Mortuary<br><br><b>1.5 TEMPORARY WORKS</b><br>All temporary work to comply with the Occupational Health and safety Act (Act 85 of 1993) |               |            |
| 2  | <b><u>ENGINEERING</u></b><br><b>2.1 EMPLOYER'S DESIGN</b><br>Specifications provided.<br><br><b>2.2 DESIGN BRIEF</b><br>Walk-in coldroom panels, refrigeration plant component, body trays, stainless steel structure, etc to be manufactured at a factory, acceptance test will be done and witnessed by the Departmental engineer, if<br><br><b>2.3 DRAWINGS</b><br>Attached.  |               |            |

|     |   |
|-----|---|
| 2.4 | <p><b>DESIGN PROCEDURES</b></p> <p>All relevant SANS and acceptable electrical, structural and mechanical engineering design and installation principles.</p>   |
| 3   | <p><b><u>PROCUREMENT</u></b></p> <p><b>3.1 PREFERENTIAL PROCUREMENT PROCEDURES</b></p> <p>This tender will be subject to the implementation of the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, Act Number 5 of 2000 and the relevant Supply Chain Management Legislation and the KwaZulu-Natal Supply Chain Management Policy Framework published by the KwaZulu-Natal Provincial Treasury. Tenderers are referred to <a href="http://www.kzntreasury.gov.za">www.kzntreasury.gov.za</a> for access to the relevant documents.</p> <p>Tenderers are advised to familiarize themselves with the contents of the KwaZulu-Natal Supply Chain Management Policy Framework regarding Preference Point Systems, evaluation of tenders appeals and other matters.</p> <p><b>3.2 RESOURCE STANDARD PERTAINING TO TARGETED PROCUREMENT</b></p> <p>NOTE : This project will be adjudicated as not exceeding R 50,000 000,00</p> <p><b>3.3 SCOPE OF MANDATORY SUBCONTRACT WORK</b></p> <p>Not applicable</p> <p><b>3.4 PREFERRED SUBCONTRACTORS/SUPPLIERS</b></p> <p>Not applicable</p> <p><b>3.5 SUBCONTRACTING PROCEDURES</b></p> <p>Not applicable</p>  |
| 4   | <p><b><u>CONSTRUCTION</u></b></p> <p><b>4.1 APPLICABLE SANS 2001 STANDARDS FOR CONSTRUCTION WORKS</b></p> <p>The Contractor is referred to the "Model Preambles to Trades - 2008", any "Supplementary Preambles", the Electrical Specifications and Mechanical Specification for full descriptions of materials and methods referred to in these Bills of Quantities/Lump Sum documents, insofar as they apply. The Contractor is advised to study the "Standard Preambles to all Trades", any "Supplementary Preambles", the Electrical Specifications and Mechanical Specification, before pricing Bills of Quantities/Lump Sum documents.</p> <p>Where the description in the Bills of Quantities/Lump Sum documents differ from those in the Standard Electrical Specifications, the descriptions in the Bills of Quantities/Lump Sum documents are to apply. No claim whatsoever will be allowed in respect of errors in pricing due to brevity of description of items in the Bills of Quantities/Lump Sum documents which are fully described when read in conjunction with the relevant Preambles and/or Specifications. Suppliers of materials and the like, whose quality systems apply with one or more of the SABS/SANS ISO 9000 Series should be used whenever possible in the absence of a particular SABS/SANS Specification Standard Mark.</p> <p>Wherever the words "shall be deemed to be included in the description", "shall be stated" or other words having the same effect, appear in the Standard System, it shall be deemed that all descriptions in these Bills of Quantities/Lump Sum documents incorporated such inclusions and statements whether specifically stated or not.</p> <p>The Contractor is hereby informed that where SABS/SANS Specifications are referred to in these Bills of Quantities/Lump Sums documents and Specifications thereto, then ONLY the Specification of Work Clauses will apply. The method of measurement and payment clauses will NOT apply to this Contract.</p> <p>The Contractor is hereby informed that risk of collapse and keeping excavations free from water (excluding subterranean water) generally are deemed to be included in the descriptions unless accommodated in the system of measurement. Please refer to the Geotechnical Investigation report when included at the end of these tender documents.</p> <p>Whenever reference is made to "Sub-Contractor", "Nominated Sub-Contractor" or the like in the specifications included or referred to in these Bills of Quantities/Lump Sums documents, it shall be deemed to mean "Contractor" as defined.</p> |

| 4.2  | <p><b>APPLICABLE NATIONAL AND INTERNATIONAL STANDARDS</b></p> <p>See above 4.1</p>   |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |
|--|--|-----------------------------|--|---|--------------|--|--|--|---------|----------------------------------|-------------|-----------------------------------|--------------|
| 4.3  | <p><b>PARTICULAR / GENERIC SPECIFICATIONS</b></p> <p>The Contractor is referred to the following documents whether attached to this document or not:</p> <table border="0"> <thead> <tr> <th><u><b>SPECIFICATION</b></u></th><th><u><b>PAGES</b></u></th></tr> </thead> <tbody> <tr> <td>Specification for HIV/AIDS Awareness (CIDB)</td><td>HIV1 TO HIV3</td></tr> <tr> <td>Specific Construction, Safety, Health and Environmental Plan</td><td></td></tr> <tr> <td>Standard Preambles for all Trades (Rev 3) - DOH 2009</td><td>1 to 95</td></tr> <tr> <td>General Electrical Specification</td><td>E/1 to E/20</td></tr> <tr> <td>Lightning Protection Installation</td><td>LP/1 to LP/6</td></tr> </tbody> </table>   | <u><b>SPECIFICATION</b></u> | <u><b>PAGES</b></u>  | Specification for HIV/AIDS Awareness (CIDB) | HIV1 TO HIV3 | Specific Construction, Safety, Health and Environmental Plan |  | Standard Preambles for all Trades (Rev 3) - DOH 2009 | 1 to 95 | General Electrical Specification | E/1 to E/20 | Lightning Protection Installation | LP/1 to LP/6 |
| <u><b>SPECIFICATION</b></u>                                  | <u><b>PAGES</b></u>  |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |
| Specification for HIV/AIDS Awareness (CIDB)                  | HIV1 TO HIV3   |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |
| Specific Construction, Safety, Health and Environmental Plan |  |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |
| Standard Preambles for all Trades (Rev 3) - DOH 2009         | 1 to 95  |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |
| General Electrical Specification                             | E/1 to E/20  |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |
| Lightning Protection Installation                            | LP/1 to LP/6   |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |
| 4.4  | <p><b>CERTIFICATION BY RECOGNIZED BODIES</b></p> <p>Only contractors registered with the SAQCC in accordance with the Regulations of the Occupational Health and Safety Act will be accepted and permitted to do work under this contract.</p>   |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |
| 4.5  | <p><b>AGRÉMENT CERTIFICATES</b></p> <p>Not applicable</p>  |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |
| 4.6  | <p><b>PLANT AND MATERIAL PROVIDED BY THE EMPLOYER</b></p> <p>Not applicable</p>  |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |
| 4.7  | <p><b>SERVICES AND FACILITIES PROVIDED BY THE EMPLOYER</b></p> <p>None.</p>  |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |
| 4.8  | <p><b>OTHER SERVICES AND FACILITIES</b></p> <p>The Contractor shall provide any artificial lighting which may be necessary or required for the proper execution of the works, and provide electric power and water required by all Sub-Contractors, Nominated Sub-Contractors and Sub-Contractors appointed directly by the Administration.</p> <p>The Contractor shall give all notices and pay all fees in connection with temporary electrical and water connections and shall connect temporary Electrical and Water meters for and pay for all current and water consumed.</p> <p>The Contractor is advised that the permanent light fittings and water points of any kind installed in the Works are not to be used to provide temporary lighting and supplement water requirements for construction purposes.</p> |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |
| 5  | <p><b><u>MANAGEMENT</u></b></p> <tr> <td data-bbox="102 1554 229 1718">5.1</td><td data-bbox="229 1554 1543 1718"> <p><b>APPLICABLE SANS 1921 STANDARDS</b></p> <p>SANS 876:2016 - Cable terminations and live conductors within air-filled enclosures (insulation co-ordination) for rated a.c. voltages from 7,2 kV up to and including 36 kV.</p> <p>SANS 1874:2015 - Switchgear - Metal-enclosed ring main units for rated a.c. voltages above 1 kV and up to and</p> </td></tr>   | 5.1                         | <p><b>APPLICABLE SANS 1921 STANDARDS</b></p> <p>SANS 876:2016 - Cable terminations and live conductors within air-filled enclosures (insulation co-ordination) for rated a.c. voltages from 7,2 kV up to and including 36 kV.</p> <p>SANS 1874:2015 - Switchgear - Metal-enclosed ring main units for rated a.c. voltages above 1 kV and up to and</p> |   |              |  |  |  |         |                                  |             |                                   |              |
| 5.1  | <p><b>APPLICABLE SANS 1921 STANDARDS</b></p> <p>SANS 876:2016 - Cable terminations and live conductors within air-filled enclosures (insulation co-ordination) for rated a.c. voltages from 7,2 kV up to and including 36 kV.</p> <p>SANS 1874:2015 - Switchgear - Metal-enclosed ring main units for rated a.c. voltages above 1 kV and up to and</p>   |                             |  |   |              |  |  |  |         |                                  |             |                                   |              |

| 5.2          | <b>RECORDING OF WEATHER</b><br><br>The Contractor shall keep record of abnormal climatic conditions to facilitate the adjudication of claims for extension of the contract period.   |              |          |          |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
|--------------|--|--------------|----------|----------|----------|----------|---------|--------|---|---|---|----------|--------|---|---|---|-------|--------|---|---|---|-------|--------|---|---|---|-----|--------|---|---|---|------|--------|---|---|---|------|--------|---|---|---|--------|--------|---|---|---|-----------|--------|---|---|---|---------|--------|---|---|---|----------|--------|---|---|---|----------|--------|---|---|---|
|              | <p>The Contractor shall allow in his programme for the following number of days for rain days (rain &gt; 10mm per day) as per the table below:</p> <table><tr><th colspan="3">CURRENT YEAR</th><th>YEAR + 1</th><th>YEAR + 2</th></tr><tr><td>January</td><td>w/days</td><td>3</td><td>3</td><td>3</td></tr><tr><td>February</td><td>w/days</td><td>3</td><td>3</td><td>3</td></tr><tr><td>March</td><td>w/days</td><td>3</td><td>3</td><td>3</td></tr><tr><td>April</td><td>w/days</td><td>3</td><td>3</td><td>3</td></tr><tr><td>May</td><td>w/days</td><td>3</td><td>3</td><td>3</td></tr><tr><td>June</td><td>w/days</td><td>3</td><td>3</td><td>3</td></tr><tr><td>July</td><td>w/days</td><td>3</td><td>3</td><td>3</td></tr><tr><td>August</td><td>w/days</td><td>3</td><td>3</td><td>3</td></tr><tr><td>September</td><td>w/days</td><td>3</td><td>3</td><td>3</td></tr><tr><td>October</td><td>w/days</td><td>3</td><td>3</td><td>3</td></tr><tr><td>November</td><td>w/days</td><td>3</td><td>3</td><td>3</td></tr><tr><td>December</td><td>w/days</td><td>3</td><td>3</td><td>3</td></tr></table> | CURRENT YEAR |          |          | YEAR + 1 | YEAR + 2 | January | w/days | 3 | 3 | 3 | February | w/days | 3 | 3 | 3 | March | w/days | 3 | 3 | 3 | April | w/days | 3 | 3 | 3 | May | w/days | 3 | 3 | 3 | June | w/days | 3 | 3 | 3 | July | w/days | 3 | 3 | 3 | August | w/days | 3 | 3 | 3 | September | w/days | 3 | 3 | 3 | October | w/days | 3 | 3 | 3 | November | w/days | 3 | 3 | 3 | December | w/days | 3 | 3 | 3 |
| CURRENT YEAR |  |              | YEAR + 1 | YEAR + 2 |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| January      | w/days   | 3            | 3        | 3        |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| February     | w/days   | 3            | 3        | 3        |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| March        | w/days   | 3            | 3        | 3        |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| April        | w/days   | 3            | 3        | 3        |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| May          | w/days   | 3            | 3        | 3        |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| June         | w/days   | 3            | 3        | 3        |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| July         | w/days   | 3            | 3        | 3        |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| August       | w/days   | 3            | 3        | 3        |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| September    | w/days   | 3            | 3        | 3        |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| October      | w/days   | 3            | 3        | 3        |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| November     | w/days   | 3            | 3        | 3        |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| December     | w/days   | 3            | 3        | 3        |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| 5.3          | <b>MANAGEMENT MEETINGS</b><br><br>In order to facilitate the smooth functioning of the Works and to ensure the closest co-operation between all the parties concerned, the Employer will call for regular meetings to be held on the site, at which a senior member of the Contracting firm and the General Foreman of the Works will always be required to be present.<br>In addition to the above, other persons will be required to attend these meetings as and when their presence is necessary, e.g., Consultants in all disciplines, representatives of the various Sub-Contractors, etc.<br>Proper minutes of these meetings will be kept by the Employer\Principal Agent and copies will be circulated to all persons attending the meetings and to others who need to be kept informed.  |              |          |          |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| 5.4          | <b>FORMS FOR CONTRACT ADMINISTRATION</b><br><br>The Employer shall provide all necessary forms.  |              |          |          |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| 5.5          | <b>ELECTRONIC PAYMENTS</b><br><br>The Contractor shall provide all required information to the Employer to facilitate electronic payments upon request.  |              |          |          |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| 5.6          | <b>DAILY RECORDS</b><br><br>The Contractor shall keep daily records of people and equipment employed as well as a site diary in respect of work performed on the site.<br>At the end of each week the Contractor shall provide the Principal Agent with a written record, in schedule form, reflecting the number and description of tradesmen and labourers employed by him and all Sub-Contractors on the works each day.<br>At the end of each week the Contractor shall provide the Principal Agent with a written record, in schedule form, reflecting the number, type and capacity of all plant, excluding hand tools, currently used on the works.   |              |          |          |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |
| 5.7          | <b>BONDS AND GUARANTEES</b><br><br>The Contractor shall within 10 calendar days after receiving notice from the Engineer and prior to receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data.   |              |          |          |          |          |         |        |   |   |   |          |        |   |   |   |       |        |   |   |   |       |        |   |   |   |     |        |   |   |   |      |        |   |   |   |      |        |   |   |   |        |        |   |   |   |           |        |   |   |   |         |        |   |   |   |          |        |   |   |   |          |        |   |   |   |

|                   |   |
|-------------------|---|
| 5.8               | <b>PAYMENT CERTIFICATES</b><br><br>Requirements will be in accordance with the Employers prescriptions.   |
| 5.9               | <b>PERMITS</b><br><br>The Contractor is advised that, in the case of an existing building or institution, all security measures in force will remain in operation and he must acquaint himself and his Employees with them as he and his Employees will at all times be subject to these measures.<br>The Contractor will on no account extend his operations beyond the confines of the building site as indicated by the Employer and must ensure that all his Employees are made aware of these limits. Any Employee disregarding this instruction and found outside the limit of the building site without authority, shall be redeployed immediately and shall not again be employed on this Contract.<br>The Contractor will be responsible for ensuring that this instruction is strictly enforced and must provide and remove upon completion or when directed, such other necessary temporary barriers, fences, etc., as may be required and is to allow opposite this item for any charges he may wish to make in this connection.<br>The Employer will accept no responsibility whatsoever for damage to or the loss of plant, materials, etc., from the site. |
| 5.10              | <b>PROOF OF COMPLIANCE WITH THE LAW</b><br><br>The following certificates must be provided before first delivery is taken:<br>- Electrical Compliance Certificate<br>- Lightning Certificate<br>- Electrical and Mechanical test certificates<br>- SANS 10400-A:2010 compliance certificates<br>- Latest National Building Regulation   |
| 5.11              | <b>INSURANCE PROVIDED BY THE EMPLOYER</b><br><br>Not Applicable   |
| Clause<br>Numbers | <b><u>SECTION 2</u></b><br><br><b><u>SPECIFICATION DATA ASSOCIATED WITH SANS 1921-2004</u></b>  |
|                   | <b>4.1.7 The requirements for drawings, information and calculations for which the Contractor is responsible are:</b><br>Signed off as-built drawings.  |
|                   |   |
|                   | <b>4.2.1 The responsibility strategy assigned to the Contractor for the works is:</b><br>Strategy A   |
|                   | <b>4.2.2 The structural engineer is:</b><br>Not applicable  |
|                   | <b>4.2.3 Drawings &amp; other info are to be submitted in accordance with the contractors programme</b><br>Not applicable   |
|                   |   |

|        |  |
|--------|--|
| 4.3    | <p><b>The planning, programme and method statement are to comply with the following:</b></p> <p>N/A</p>  |
| 4.12.1 | <p><b>Samples of materials</b></p> <p>The work is to be executed with materials of the best specified and in the most substantial and workmanlike manner under the inspection of the Employer and to his satisfaction.<br/>The Contractor shall furnish, without delay, such samples as called for or may be called for by the Employer, who may reject all materials or workmanship not corresponding with the approved sample.<br/>The samples of materials, workmanship and finishes that the Contractor is to provide and deliver to the employer are:<br/>0</p> <p><b>4.12.2 Fabrication drawings that the contractor is to provide to the employer are:</b></p> <p>None</p>  |
| 4.12.3 | <p><b>Office accommodation, equipment, accommodation for site meetings and other facilities for use by the employer and his agents are:</b></p> <p>OFFICE FOR FOREMAN</p> <p>Provide, erect, maintain and remove at completion a suitable temporary office for the Contractor or his Foreman, perfectly secured, lighted and ventilated and having a desk with drawers.</p> <p>TELEPHONE</p> <p>The Contractor shall provide a telephone on the site for the use of the Contractor and all Sub-Contractors for the duration of the Contract, and must make the necessary application for connection, give all notices and pay all fees, rentals and charges for the service and also for all calls.</p> <p>OFFICE FOR INSPECTOR OF WORKS</p> <p>Provide, erect, maintain and remove at completion a well constructed temporary office for the Inspector of Works not less than 4 x 3 m on plan and 3 m high to eaves to the approval of the Employer. The office shall be constructed of wood framing covered externally with corrugated iron or corrugated asbestos and with a lean-to roof covered with the same material as the external wall covering. The office shall be lined internally with soft board or other approved material and a ceiling shall be provided of the same material as the internal lining. A suspended wood floor shall be provided and is to finish not less than 300 mm above the ground level. A lockable door and a window, which provides adequate light and ventilation, shall be fitted.<br/>An office constructed of 115 mm thick brick-work and provided with a screeded concrete floor and roofed and ceiled as above described may be accepted as an alternative but prior permission of the Employer will be necessary before construction of such an office is commenced and his requirements shall be stated and fulfilled by the Contractor.<br/>The office shall be fitted in an approved manner with a sloping topped desk of height and length suitable for the laying out and studying of drawings, a desk or table with not less than two lock-up drawers, shelves, seating and wash-stand, and the Contractor shall provide all necessary attendance.</p> <p>TELEPHONE IN OFFICE FOR INSPECTOR OF WORKS</p> <p>The Contractor shall arrange for the installation of a lockable telephone in the Office for the Inspector of Works for the duration of the Contract. The Contractor will be required to make the necessary application for connection and give all notices on behalf of the Employer. The Employer will, however, be responsible for the direct payment of all fees, rentals and other charges by Telkom for the service for the Inspector of Works and for all calls made from this telephone.</p> |

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



---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

### **PART C4. SITE INFORMATION**





---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

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



---

## **Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

---

## **ANNEXURES**



**Joint Venture Agreement**  
**(March 2004)**  
**(First Edition of CIDB document 1017)**

1. **PREAMBLE**

This agreement is made and entered into by and between

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

of the first part and

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

of the second part and

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

of the third part.

*(allow for additional parties as necessary).*

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

for the exclusive purposes of securing and/or executing the Contract to be awarded by

*(name of Employer)*

**to the KZN Department of Health in respect of the following project:**

for *(brief description of Contract)*

**Ixopo and Umzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

Now it is hereby agreed as follows :

2. **DEFINITIONS AND INTERPRETATION**

2.1 **Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

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

## 2.2 Interpretation

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

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

## 2.3 Headings

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

## 2.4 Law

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

## 2.5 Language

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

## 2.6 Conflict between Agreement and Contract

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

# 3. **JOINT VENTURE GENERAL**

## 3.1 Establishment and Purpose

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

## 3.2 Termination

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

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

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

## 3.3 Exclusivity

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

## 3.4 Participation of Members

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

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

## 3.5 Management

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

3.6 Confidentiality

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

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

3.7 Assignment

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

3.8 Subcontracting

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

3.9 Variations to Agreement

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

3.10 Liability

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

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

**4. MANAGEMENT OF JOINT VENTURE**

4.1 General

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

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

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

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

4.2 Management Committee

4.2.1 Composition

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

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

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

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

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

No remuneration shall be paid by the Joint Venture to Representatives or their alternates for serving on the Management

#### 4.2.2 *Meetings*

Meetings of the Management Committee shall take place at such times and places as the Management Committee may determine, provided that the chairman shall convene a meeting of the Management Committee to be held not later than ten working days after he has been requested, in writing, by a Member to do so. Not less than five working days written notice of any meeting of the Management Committee shall be given to all Representatives and their alternates.

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

#### 4.2.3 *Decisions*

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

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

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

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

#### 4.2.4 Powers and duties

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

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

## 5 **RESOURCES OF JOINT VENTURE**

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

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

5.1 Schedule 'A' (General)

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

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

5.2 Schedule 'B' (Financial)

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

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

5.3 Schedule 'C' (Contributions by Members)

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

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

6. **BREACH OF AGREEMENT**

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

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

7. **INSOLVENCY OF MEMBER**

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

## 8. DISPUTES

### 8.1 Settlement

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

If agreement cannot be reached, an aggrieved Member shall, if he intends to proceed further in terms of Clause 8.2 hereof, advise all other Members in writing that negotiations have failed and that he intends to refer the matter to mediation in terms of Clause 8.2.

### 8.2 Mediation

Not earlier than ten working days after having advised the other Members, in terms of Clause 8.1, that negotiations in regard to a dispute have failed, an aggrieved Member may require that the dispute be referred, without legal representation, to mediation by a single mediator.

The mediator shall be selected by agreement between the Members, or, failing such agreement, by the person named for this purpose in Schedule 'A'. The costs of the mediation shall be borne equally by all Members.

The mediator shall convene a hearing of the Members and may hold separate discussions with any Member and shall assist the Members in reaching a mutually acceptable settlement of their differences through means of reconciliation, interpretation, clarification, suggestion and advice. The Members shall record such agreement in writing and thereafter they shall be bound by such agreement.

The mediator is authorised to end the mediation process whenever in his opinion further efforts at mediation would not contribute to a resolution of the dispute between the Members.

### 8.3 Arbitration

Where a dispute or claim is not resolved by mediation, it shall be referred to arbitration by a single arbitrator to be selected by agreement between the Members or, failing agreement, to be nominated by the person named for this purpose in Schedule 'A'.

The Member requiring referral to arbitration shall notify the other Members, in writing, thereof, not later than thirty calendar days after the mediator has expressed his opinion, failing which the mediator's opinion shall be deemed to have been accepted by all Members and shall be put into effect.

Arbitration shall be conducted in accordance with the provisions of the Arbitration Act No. 42 of 1965, as amended, and in accordance with such procedure as may be agreed by the Members or, failing such agreement, in accordance with the rules for the Conduct of Arbitrations published by the Association of Arbitrators and current at the date that the arbitrator is appointed.

The decisions of the arbitrator shall be final and binding on the Members, shall be carried into immediate effect and, if necessary, be made an order of any court of competent jurisdiction.

## 9. DOMICILIUM

The Members choose domicilium citandi et executandi for all purposes of and in connection with the Agreement as stated in Schedule 'A'. A Member shall be entitled to change his domicilium from time to time, but such change shall be effective only on receipt of written notice of the change by all other Members.

### Member No. 1

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

For and on behalf of \_\_\_\_\_ [Company]

by [name] \_\_\_\_\_ who warrants his authority to do so.

As witnesses 1. \_\_\_\_\_

As witnesses 2. \_\_\_\_\_

### Member No. 2

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

For and on behalf of \_\_\_\_\_ [Company]



by [name] \_\_\_\_\_ who warrants his authority to do so.

\_\_\_\_\_

As witnesses 1. \_\_\_\_\_

As witnesses 2. \_\_\_\_\_

Member No. 3

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

For and on behalf of \_\_\_\_\_ [Company]

by [name] \_\_\_\_\_ who warrants his authority to do so.

\_\_\_\_\_

As witnesses 1. \_\_\_\_\_

As witnesses 2. \_\_\_\_\_

[Allow for additional parties as necessary].

Annexure 6

# Occupational Health and Safety Specification

(OHSE SPEC)



**KWAZULU-NATAL PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

|               |   |
|---------------|---|
| Project Name: | <b>Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms</b> |
|---------------|---|

Project Code:

**UMZIIXO001**

Agent Name:

**Ms. S. Ngcobo (Head Office)**

Region:

**Head Office**

District:

**Head Office**

Ward no.:

**0**

**Please OHS under Preliminaries and General.**



**KWAZULU-NATAL PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

# Occupational Health and Safety Specification

**QUEEN NANDI REGIONAL HOSPITAL: REPLACEMENT OF 1600 kVA TRANSFORMER**



**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA

## **1. Introduction**

The Department of Health Kwa Zulu Natal enters into contracts with Contractors for the **Installation of Walk-In Coldrooms at Ixopo and uMzimkhulu MLM**. This document describes the requirements of compliance to which the Principal Contractor/Contractor is to adhere in relation to the scope of works. This document defines the minimum management requirement that is to be implemented by the Principal Contractor/Contractor for the management of Health and Safety on the Health care facilities.

The aim of this document is to present the health and safety aspects that need to be controlled and managed on this contract. The client reserves the right to make changes as and when the Client deems fit to address issues of Occupational Health & Safety (OHS) Compliance. The Client will not entertain any claim of any nature whatsoever which arises as a result of costs incurred or delays being experienced due to the Contractor not complying with the requirements of this document or any other applicable legislative requirements imposed on the contractor.

The Principle Contractor will be required to submit a Safety File for approval prior to commencement of work. Arrangements for such approval shall be made with the OHS Department. The Principal Contractor shall submit proof that its appointed contractors Safety file has been approved.

## 2. Definitions & Abbreviations

2.1 “**Client**” means KZN Department of Health

2.2 “**Agent**” means a competent person who acts as a representative for a Client

2.3 “**CR**” refers to the Construction Regulations 2014

2.4 “**OHS**” means Occupational Health and Safety

2.5 “**DoL**” refers to the Department of Labour

2.6 “**DOH**” refers to the Department of Health

2.7 “**NIHL**” refers to the Noise Induced Hearing Loss Regulations

2.8 “**HCS**” refers to the Hazardous Chemical Substances Regulations

2.9 “**GSR**” refers to the General Safety Regulations

2.10 “**GAR**” refers to the General Administrative Regulations

2.11 “**FR**” refers to Facilities Regulations

2.12 “**PPE**” means Personal Protective Equipment

2.13 “**MSDS**” means Material Safety Data Sheets

2.14 “**EIR**” refers to the Electrical Installations regulations

2.15 “**EMR**” refers to Electrical Machinery Regulations

2.16 “**ERW**” refers to Environmental Regulations for Workplaces

2.17 **Principal Contractor** means an employer appointed by a Client to perform Construction Work

2.18 **Construction Work** means any work in connection with:-

(a) the construction, erection, alteration, renovation, repair, demolition or dismantling of a addition to a building or any similar structure or;

(b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, road, railway, runway, sewer or water reticulation system, or the moving of earth, clearing of land, the making of excavation, pilling, or any similar civil engineering structure or type of work.

2.19 **Construction Work Permit** means a document issued in terms of Construction Regulations 3

**2.20 Construction Manager** means a competent person responsible for the management of the physical construction process and the co-ordination, administration and management of resources on a construction site

**2.21 Construction Supervisor** means a competent person responsible for supervising construction activities on a construction site

**2.22 Competent Person** means a person who –

(a) Has in respect of the work or task to be performed the required knowledge, training and experience and where applicable, qualifications, specific to that work or task. Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, 2000 (Act No. 67 of 2000), those qualifications and training must be regarded as the required qualifications and training, and

(b) Is familiar with the Act and with the applicable regulations made under the Act

**2.23 OHS Plan** means a site, activity or project specific documented plan in accordance with the Client's Health & Safety Specification

**2.24 Health & safety File** means a file or other record containing information in writing required by Construction Regulations 2014.

**2.25 Hazard Identification and Risk Assessment and Risk Control (HIRA)** means a documented plan, which identifies hazards, assesses the risks and detailing the control measures and safe working procedures, which are to be used to mitigate and control the occurrence of hazards and risks during construction or operation phases.

**2.26 The Act** means, unless the context indicates otherwise, the Occupational Health and Safety Act, 85 of 1993 and Construction Regulations 2014 promulgated there under, (OHSA).

**2.27 Hazard** means a source of or exposure to danger

**2.28 Risk** means the probability or likelihood that a hazard can result in injury or damage.

**2.29 Hazardous Chemical Substance (HCS)** means any toxic, harmful, corrosive, irritant or asphyxiant substance, or a mixture or substances, for which an occupational exposure limit is prescribed, or an occupational exposure limit is not prescribed, but which creates a hazard to health

**2.30 Construction Plant** encompasses all types of plant including but not limiting to, cranes, piling frames, boring machines, excavators, dewatering equipment and road vehicles with or without lifting equipment.

**2.31 Fall prevention equipment** means equipment used to prevent persons, tools or machinery from falling from a "fall risk" position, including personal protective equipment, body harness, body belts, lanyards, lifelines or physical equipment, guardrails, screens, barricades, anchorages or similar equipment.

**2.32 Fall risk** means any potential exposure to falling either from, off or into.

**2.33 Fall protection plan** means a documented plan which includes:

- a) all risks relating from a fall risk position, considering the nature of work undertaken;
- b) the procedures and methods to be applied in order to eliminate the risk; and
- c) a rescue plan and procedures

**2.34 Scaffold** means a temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both

**2.35. Occupational Health Practitioner** refers to either Doctors or Nurses with the following requirements:  
**Doctors**

(a) Registered and in good standing with the Health Professions Council of South Africa (HPCSA)

(b) has a tertiary qualification in Occupational Health or Medicine which is registered as an additional qualification with HPCSA or

(c) be registered as a specialist in Occupational Medicine with HPCSA

**Nurses**

(a) registered and in good standing with the South African Nursing Council (SANC) and

(b) have a tertiary qualification in Occupational Health Nursing that is recognised and registered with SANC

**2.36 Confined space** means an enclosed, restricted or limited space in which, because of its construction, location or contents, or any work activity carried on therein, a hazardous substance may accumulate or an oxygen deficient atmosphere may occur, and includes any chamber, tunnel, pipe, pit, sewer, container, valve, pump, sump or similar construction, equipment, machinery or object in which a dangerous liquid or a dangerous concentration of gas, vapour, dust or fumes may be present

**2.37 dead** means at or about zero potential and isolated from any live system;

**2.38 earthed** means connected to the general mass of earth in such a manner as will ensure at all times an immediate safe discharge of electrical energy;

**2.39 electric fence** means an electrified barrier consisting of one or more bare conductors erected against the trespass of persons or animals;

**2.40 electric fence energiser** means electrical machinery arranged so as to deliver a periodic non-lethal amount of electrical energy to an electric fence connected to it;

**2.41 electric fence system** means an electric fence and an electric fence Energiser

**2.42 "live" or "alive"** means electrically charged

**2.43 portable electric tool** means any electrically operated implement, with the exception of ordinary household electrical appliances, which is designed for use with-

(a) a flexible cord at the supply end and which is intended for use by hand and which is to be carried by hand at the place of work; or

(b) a flexible cable at the supply end and which is intended for use by hand and which is to be moved by hand at the place of work;

**2.44 electrical contractor** means a person who undertakes to perform electrical installation work on behalf of any other person, but exclude an employee of such first-mentioned person

**2.45 electrical installation** means any machinery, in or on any premises, used for the transmission of electricity from a point of control to a point of consumption anywhere on the premises, including any article forming part of such an electrical installation irrespective of whether or not it is part of the electrical circuit, but excluding

- (a) any machinery of the supplier related to the supply of electricity on the premises;
- (b) any machinery which transmits electrical energy in communication, control circuits, television or radio circuits
- (c) an electrical installation on a vehicle, vessel, train or aircraft; and
- (d) control circuits of 50 V or less between different parts of machinery or system components, forming a unit, that are separately installed and derived from an independent source or an isolating transformer;

**2.46 electrical tester for single phase** means a person who has been registered as an electrical tester for single phase in terms of regulation 11 (2) for the verification and certification of the construction, testing and inspection of electrical installations supplied by a single-phase electricity supply at the point of control, excluding specialised electrical installations;

**2.47 installation electrician** means a person who has been registered as an installation electrician in terms of regulation 11 (2) for the verification and certification of the construction, testing and inspection of any electrical installation, excluding specialised electrical installations;

**2.48 installation work means:-**

- (a) the installation, extension, modification or repair of an electrical installation;
- (b) the connection of machinery at the supply terminals of such machinery; or
- (e) the inspection, testing and verification of electrical installations for the purpose of issuing a certificate of compliance;

**2.49 master installation electrician** means a person who has been registered as a master installation electrician in terms of regulation 11 (2) for the verification and certification of the construction, testing and inspection of any electrical installation;

**2.50 point of control** means the point at which an electrical installation on or in any premises can be switched off by a user or lessor from the electricity supplied from the point of supply, or the point at which a particular part of an electrical installation on or in any premises can be switched off where different users occupy different portions of such premises;

**2.51 point of outlet** means any termination of an electrical installation which has been provided for connecting any electrical machinery without the use of tools;

**2.52 point of supply** means the point at which electricity is supplied to any premises by a supplier;



### **3. Client Requirements**

#### **3.1 Leadership and Commitment**

The Contractor acknowledges the KZN Department of Health's strong commitment to Health and Safety and the Contractor affirms that it has a written Health and Safety Policy, and is actively supported and endorsed by the Contractor's management. The Contractor represents that its written policy is widely disseminated and understood among its employees, and that its policy includes a description of the Contractor's organization, procedures and methods of communication to and from personnel. The Contractor must provide copies of its policy and policy statement to Department Of Health (DOH).

#### **3.2 Legal Requirements and Regulations for Health and Safety**

The Contractor warrants that it is familiar with the contents and implications of the applicable Legislation; codes of practice, guidelines and standards applicable to the services to be provided. The Act and the Regulation, where applicable, require development and implementation of Work Method Statements for a range of high-risk activities, which, where applicable, the Contractor must develop and implement. The Contractor must ensure that its personnel and its subcontractor's personnel have been informed of all such laws, Acts, regulations, codes of practice, guidelines and standards.

#### **3.3 Contractors' General Requirements for Health and Safety**

The Contractor is solely responsible for carrying out the work under the Contract having the highest regard for the health and safety of its employees, the KZN Department of Health's employees and persons at or in the vicinity of the Site, the Works, temporary work, materials, the property of third parties and any purpose relating to the Contractor carrying out its obligations under this Contract.

The Contractor must initiate and maintain safety precautions and programs to conform to all applicable Health and Safety laws or other requirements, including requirements of any applicable government instrumentality and DOH institutions site requirements.

The Contractor must, at its own cost, erect and maintain safeguards for the protection of workers and the public. The Contractor must manage all reasonably foreseeable hazards created by performance of the work.

#### **The Contractor must:**

- Provide all things and take all measures necessary for maintaining proper personal hygiene, ensuring safety
- Avoid unnecessary interference with the passage of people and property at or near the Site
- Prevent nuisance and excessive noises and unreasonable disturbances in performing the Services
- Be responsible for the adequacy, stability and safety of all of its site operations.
- Costs for the above are borne by the Contractor
- The Contractor must comply and is responsible for ensuring that all of its Sub-contractors comply with the rel
- The contractor must appoint a Competent Safety Officer who will ensure that OHS Act and its regulations are
- The appointment of a Safety Officer must be approved by DOH
- The Safety Officer must possess a National Diploma in Environmental Health/Safety Management or SAMTRAC and have at least 2years experience

#### **3.4 Contractor's Health and Safety Management Plan**

The Contractor must prepare, implement and administer the Contractor's Health and Safety Management Plan. The Plan is in writing and forwarded prior to mobilisation to the site for work under the Contract to the KZN Department of Health's Safety Department for review. The Health and Safety Management Plan must comply with this Contract including Site Rules & Requirements, and applicable law relating to workplace health, safety and environmental standards. Any proposed amendments or revisions to the Contractor's Safety Management Plan are submitted to DOH for acceptance.

The Health and Safety Management Plan must provide a systematic method of managing hazards according to the risk priority and must include all mobilisation and site set-up activities.

The Plan will be audited for completeness by the KZN Department of Health.

The contractor shall comply with the requirements of CR 7

**The Plan must be presented and accepted by DOH BEFORE permission will be granted to the Contractor to mobilise to site**

#### **3.5 Legal & Site-Specific Requirements**

The Contractor shall develop, implement and administer Health & Safety Plan. The plan shall be in writing and shall be submitted to DOH within 7 days of the contract being awarded.

The plan shall demonstrate management's commitment to safety and include, but not be limited to, the following minimum auditable elements:

- The Contractors' Safety Policy.

- How safety responsibilities are assigned to different roles within the organisation. Identification of role of Safety Coordinator, and on-site managers
- Selection, placement and training procedures, including induction and ongoing training in 'Basic Safe Work' and Occupational Health & Safety training for newly hired or promoted supervisors.
- Occupational Health & Safety communications and meetings, including daily safe task instructions and project safety meetings.
- Assessment of sub-contractors and Service Providers, including requirements for Health & Safety Plans.
- Safety awareness.
- Nomination of personnel to carry out safety inspections.
- Contractor senior management involvement
- Rules and regulations including safety procedures the Contractor has in place for recurring work activities
- Personal protective equipment rules.
- Control of dangerous and hazardous substances
- System of hazard identification and risk control, such as Risk assessments, Daily Safe Task Instructions
- Verification procedures including
- Daily site safety inspections and audits
- Inspection of plant, tools and equipment prior to introduction to site and at least monthly thereafter
- Accident/incident reporting, recording, investigation and analysis, which ensure that corrective action, are taken and this action is communicated to report initiators
- Evacuation and emergency planning
- Rehabilitation procedures that encourage an early return to work
- Record keeping, including details of what is kept and for how long

### **3.5.1 Hazard Identification, Risk Assessment and Risk Control**

- The development of a work scope and activity risk profile identifying and considering, safety, health and environmental hazards and exposures.
- Controls to manage risks identified within the risk profile will be formalised and implemented
- Personal Protection Equipment
- The hazard identification and risk assessment process for specific operations and activities and for new activities identified after the development of the project/work scope and activity risk profile.
- The process to be used to review the effectiveness of risk controls
- Workplace hazard inspections
- The implementation of a safety observation and coaching process conducted as a minimum by persons in leadership roles
- Method by which daily activities will be assessed for hazards and controls defined before work commences
- Contractor will carry out inspections and maintain requests of the identification of and implementation of inspection and maintenance controls for plant, mobile plant, equipment and tools requiring formal management.

### **3.5.2 Risk Assessment**

The principal contractor must, before the commencement of any work and during such work, have risk assessments performed by a competent person appointed in written.

The risk assessment should include-

- (a) the identification of risks and hazards to which persons may be exposed to
- (b) an analysis and evaluation of the risks and hazards identified based on a documented method
- (c) a documented plan and applicable safe work procedures to mitigate reduce or control the risks that have been identified
- (d) a monitoring plan and
- (e) a review plan

Furthermore, the contractor shall conduct job/task specific risk assessment. Communication of the risk assessments shall be kept in the OHS file.

Risk assessment must be performed by a trained risk assessor who has been appointed in writing.

The principal contractor shall comply with the requirements of CR 9

### **3.5.3 Task Specific Risk Assessment**

Prior to the commencement of each work activity, a Task Specific Risk Assessment (HIRA) is completed; documented and submitted to KZN Department of Health for approval prior to the task commencing. The purpose of the HIRA is to identify all potential hazards associated with the Work and the Work environment, assess the risk these hazards present and then to provide risk control action that deals with those hazards, as well as providing to the workforce involved in the particular work activity, details of any hazards and the proposed controls.

#### **The Task Specific Risk Assessment must:**

- Describe the operation to be performed in the sequence of the basic job steps.
- Identify the hazards or potential hazards at each step.
- Identify the possible consequences for each hazard at each step.
- Assess the Initial Risk Score that each hazard presents (Probability x Severity x Frequency), the total score will be used to identify the Risk Ranking/Priority Factor.
- Once control measures have been considered and implemented, a Revised Risk Score must be allocated to each hazard.
- Identify the Site Rules that apply.
- Describe how the hazard is controlled such that the residual risk is as low as reasonably practicable and is acceptable to the work crew.
- Identify the related Work Instruction if appropriate.
- Be reviewed prior to each shift.
- Be acknowledged by way of signature of all personnel involved in the work activity

### **3.5.4 Safety Method Statements**

- The Contractor must submit Safety Method Statements to the KZN Department of Health's nominated Representative for approval prior to the task commencing.
- The Task Items listed in the Safety Method Statement must tie up with the task items being assessed in the Task Specific Risk Assessment document.
- The Safety Method Statement must detail in a step by step and methodical manner how the task is to be done from beginning to the end and must indicate what tools/equipment will be used at each stage and/or how the work area is to be accessed.

### **3.5.5 Hazardous Materials**

The Contractor must set out its policy for the use, transportation, handling and storage of fuel and hazardous materials taking into account the legislative requirements. The Contractor must ensure that all hazardous materials and waste products are disposed of in accordance with applicable laws and regulations and any procedures published by DOH or in the absence of any relevant law, regulation or procedures, in accordance with sound safe practice.

#### **3.5.6 Incident Management**

- The principal contractor must appoint a competent incident investigator in writing.
- Incident management plan must be developed and implemented by the principal contractor
- All incidents must be investigated and recorded
- Reportable incidents must be reported to the Department of Labour
- Incidents must be reported to DOH within 24 hours of occurrence
- An incident register must be kept on site.
- Incident investigation report inclusive of corrective measures must be submitted to DOH

#### **3.5.7 Emergency Preparedness and Procedures**

- The principal contractor must develop an emergency procedure
- The emergency procedure must have; but not limited to:
  - A detailed response procedure;
  - List of key personnel
  - Details of emergency services
  - Steps to be taken in the event of each and every specific type of emergency
- The emergency procedure must be communicated to all employees
- Emergency numbers must be known to all employees

### **3.5.8 First Aid Equipment**

- The principal contractor must appoint first aider in writing
- The appointed first aider must be in possession of First Aid Level 2 certificate.
- The contractor must provide his own first aid box

### **3.5.9 Unsafe Acts and Conditions**

- The Contractor must implement a system to recognise, correct, and report unsafe acts and conditions associated with the work.

### **3.5.10 Occupational Health & Infection control**

- The contract may expose employees to biological agents; contractors must ensure that an adequate risk assessment is prepared and identifies the biological agents and controls thereof.
- Appropriate PPE must be used at all times

### **3.5.11 Extreme weather conditions**

- If weather conditions pose a threat to Health & Safety of employees, be it extreme heat, cold, lightening or any weather condition, the Principal must apply appropriate safety measures. For hot environments; cool portable water shall be provided.

### **3.5.12 Medical Certificates of Fitness**

- Prior to commencement of works; the principal contractor must submit valid medical certificates of fitness for all employees
- DOH will only accept Medical certificates of fitness obtained from an authorised Occupational health Practitioner
- A procedure to cater for employees with limitations must be developed and implemented by the contractor.
- Employees without valid medical certificates will not be allowed on site.

### **3.5.13 Plant and Equipment**

The contractor must implement and comply with OH&S Act - Electrical Machinery Reg. 9, Driven Machinery Reg. 1 – 20, Electrical Machinery Regulations and Electrical Installation Regulations.

The Contractor must supply, at his cost, all items of plant and equipment necessary to perform the work and must maintain all items in good order and condition.

Should any plant or equipment become inoperable for a period considered to be harmful to the progress of the work, the Contractor, must remove the unserviceable plant or equipment and replace it with similar serviceable plant or equipment at no cost to KZN Department of Health.

No item of plant or equipment delivered to site for this Contract is removed from the site prior to the completion of the Contract without the written approval of DOH.

DOH reserves the right to inspect items of plant or equipment brought to site by the Contractor for use on this Contract. Should DOH Representative has the opinion that any item is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, He/She must advise the Contractor in writing and the Contractor must forthwith remove the item from the site and replace it with a safe and adequate substitute.

### **3.5.14 Personnel Protective Equipment/Clothing (PPE)**

The contractor must provide suitable and adequate PPE to all his/her employees

PPE must be issued to all workers free of charge and a record of issuing must be kept

Training must be provided to all employees to ensure they know how to use and maintain their PPE

Training should include but not limited to: Cleaning of PPE, Hygiene, Correctly Putting PPE on, Inspection of PPE, Health Risks associated with the task,

The contractor must comply with the requirements of General Safety Regulations

### **3.5.15 Working on Live Electrical Equipment / Sub-Station**

- The Contractor may not allow any work on live electrical equipment!

### **3.5.16 Elevated Work**

The Contractor must submit a fall protection and rescue plan to DOH for approval, before any elevated work commence

Parachute type harness with shock absorber and double lanyard to be provided for all elevated work

Ensure that all tools in elevated positions is attached to lanyards and be attached to either the person or structure

Equipment in elevated positions must be tied back to the structure

There must be no loose items in elevated positions.

Overhead work will only be allowed only if A the area below is barricaded in accordance with DOH barricading requirements.

The contractor must implement and comply with Construction Regulations 8

### **3.5.17 Barricading requirements**

All openings and edges must be barricaded with solid barricading to withstand an impact of at least 100kg

Only solid barricading covered with Orange Netting and or DOH approved equivalent barricading is allowed.

Solid barriers to prevent persons falling into them must protect openings in floors, stairwells, staircases, open-sided buildings and any structure in the course of erection, where dangerous openings exist

Contractors must pre-plan the delivery of floor grating, stair treads, landings and handrails to ensure safe access and protection for persons working on structures

Barricading must be tagged, placed on register, maintained and inspected daily – The owner of the barricade's name and mobile number must appear on the tag

All handrails and fencing must comply with DOH Standards.

The contractor must comply with the requirements of General Safety Regulation 13 (I)

**Note: Danger tape will not be accepted as barricading!**

### **3.5.18 Working in Existing Operations**

Work must be carried out such that no interference is caused.

Any work which requires section of the Plant to be taken out of operation with resultant interruption to production and/or other activities must be carried out in the absolute minimum of time and be on the basis of the Contractor working around the clock (within legal parameters) for the duration of such work. The times when work of this nature can be carried out must be arranged with DOH

### **3.5.19 Permit to Work**

- The Contractor must obtain a permit from DOH and necessary test must be conducted i.e testing for gases and vapour presents, etc.
- The permit must list specific condition and hazards involving the specific task

### **3.5.20 Lock-out Procedures**

- In operating areas lock out procedures must follow DOH I procedures.
- There must be a separate set of procedures that cover the requirements for lockout, commissioning, start-up and hand over of the completed works.

**To ensure the safety of persons working in operating plant areas, the Contractor must ensure:**

Lock-out procedure compliance

Instruction to all workmen concerned in its application and implementation

Daily checking of permits

Distribution of information and communication of any other permit system required

**3.5.21 Electrical/Mechanical Lock-out Procedure**

- The contractor must appoint a competent person and compliance with OH&S Act Regulations regarding a Certificate of competency
- The contractor must ensure that all plant and equipment being put into operation is done so in an orderly manner to safeguard all personnel involved in the commissioning process.
- The Contractors 16(2) assignee must nominate and appoint a competent person as the responsible person for energising and isolating equipment in response to requests from holders of work permits
- Manager must nominate and appoint a competent person for the duty of managing the "Permit to work" system which must entail the stages of issue, revocation and completion
- All electrical control panels are to be locked by the Contractors' appointed person with padlocks having two keys for the series
- The Contractor must provide these padlocks
- The Construction Manager and the Contractors' appointed person would be the sole custodian of these keys
- The Contractor must provide a sufficient number of padlocks; each with a unique key, for his artisans who is requesting permits for working on equipment
- These padlocks and keys are numbered for the permit holder's identification
- The Contractor must ensure that multi locks are available for his staff to cater for multiple lockouts
- The Contractors Construction Manager must provide a sufficient number of tags that are to be attached to the padlocks at the point of isolation by the person working on that piece of equipment
- These tags must indicate that the equipment is locked out and bears the name and permit number of the holder.
- Permit to work books must contain three copies, first copy for retention by the person carrying out the work on equipment, second copy to be in the hands of the Contractors responsible person and a fixed third copy for the records
- Permit holders are to enter the names of their assistants in the register and after briefing them on the nature of the work and the dangers involved, they are to sign the register to this effect in the spaces provided

For the first stage of commissioning, involving rotation testing of electric motors, the Contractors responsible person must:

- Energise the motor on receipt of a permit from the electrical technician
- Isolate and lock out for adjustments to be made
- Re-energise for further testing, and
- Isolate and lock out on completion
- The electrical technician must maintain radio contact with his assistant at the local isolator to ensure that no persons are in the immediate vicinity of the equipment to be test-run.
- After making adjustments he must again test-run the unit and, if correct, sign off the permit and remove his tag and padlock

The second stage involves cold commissioning of the equipment, and the Contractors responsible person must:

- Verify that it is the correct equipment as specified on the permit \ Isolate the piece of equipment and ensure that it is de-energised
- Attach his lock and tag to a multiple locking device
- The permit holder, having witnessed the isolation, must
- Physically test that the equipment is correctly isolated
- Sign the permit to this effect
- Inform his workers of the nature of the work and hazards involved
- Complete and sign the Workers Register and attach to the permit
- Attach his lock and tag to the multiple locking device, and
- Hand the second copy of the permit and worker's register to the Contractors responsible person
- After completion of the work, the permit holder must remove all tools and equipment and leave the area in a neat and tidy condition

- The permit holder must sign all copies of the permit and workers register to the effect that his work is complete, and remove his tag and lock from the isolator
- If work continues over more than one shift, a worker must remove his tag and lock at the end of the shift.
- If another person is to work on the machine he must follow the same lockout procedure
- If a permit holder does not remove his lock after the shift, and does not report to work the following day, the
- At the first stage of cold commissioning DOH commissioning team takes over control of the plant and must follow a similar lock-out procedure but must utilise their own plant documentation, padlocks and tagging system

#### **3.5.22 Notification of Construction Work**

- The principal contractor must notify the department of Labour in writing 7 days before commencement of construction works.

#### **3.5.23 Fall Protection**

- The Principal contractor must designate a competent person to prepare a fall protection plan
- The principal contractor must implement the fall protection plan and amend when necessary and
- Ensure that there is continued adherence to the fall protection plan

##### **Fall protection plan must include:**

- A risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location
- The process of evaluation of employees medical fitness necessary to work at a fall risk position and records thereof
- A programme for training of employees working from fall risk positions and records thereof
- The procedure addressing the inspection; testing and maintenance of all fall protection equipment
- A rescue plan detailing the necessary procedure; personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.
- The site manager must be in possession of the most recently updated version of the fall protection plan

##### **The Principal contractor must ensure that**

- All unprotected openings on the floors; edges; slabs; hatchways and stairways are adequately guarded; fenced or barricaded or that a similar means are used to safeguard any person from falling through such opening;
- No person/s is permitted to work in a fall risk position unless the work is performed safely as above
- Fall prevention and arrest equipment are approved as suitable and of sufficient strength for the purpose for which they are being used; with regards to the load including any person; they are intended to bear;
- Securely attached to a structure or plant and the structure or plant means of attachment thereto are suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any other person who could fall and
- Fall arrest equipment is used only where it is not reasonably practicable to use fall prevention equipment.

- The contractor must comply with the requirements of CR 10

#### **3.5.24 Scaffolding**

- The contractor must appoint a competent person to supervise scaffold (scaffold Supervisor)
- The contractor must appoint a competent person to erect scaffold (Scaffold erector) these must be 2 different persons
- The contractor must ensure that scaffold are tagged accordingly
- The contractor must comply with the requirements of CR 16

#### **3.5.25 Vehicles and mobile plant**

- The contractor must ensure that vehicles and mobile plants comply with the requirements of CR 23

#### **3.5.26 Housekeeping and general safeguarding on site**

- The contractor must comply with the requirements of Environmental Regulations for Workplaces (ERW) and CR 27
- The contractor must ensure continuous housekeeping on site

#### **3.5.27 Stacking and storage on site**

- The contractor must appoint in writing a competent stacking storage supervisor
- The contractor must comply with the requirements of GSR and CR 28

#### **3.5.28 Fire precautions on site**

- The contractor must minimise fire risks on site
- The contractor must comply with the requirements of ERW and CR 29



### **3.5.33 Employee Facilities on site**

- The contractor must provide adequate facilities on site i.e. toilets; eating areas; changing areas and showers etc.
- The contractor must comply with the requirements of CR 30

### **3.5.34 Work on disconnected electrical machinery**

Without derogating from any specific duty imposed on employers or users of machinery by the Act, an employer or user shall, whenever work is to be carried out on any electrical machinery which has been disconnected from all sources of electrical energy; but which is liable to acquire or to retain an electrical charge, as far as is practicable, cause precautions to be taken by earthing or other means to discharge the electrical energy to earth from such electrical machinery or any adjacent electrical machinery if there is danger there from before it is handled and to prevent any electrical machinery from being charged or made live while persons are working thereon.

#### **Notice**

An employer or user shall cause notices to be displayed within, and at all designated entrances to premises, as the case may be, where generating plant and transforming, switching or linking apparatus are situated.

#### **Notices shall:**

- (a) prohibit unauthorized persons from entering such premises;
- (b) prohibit unauthorized persons from handling or interfering with electrical machinery;
- (c) contain directions of procedure in case of fire; and
- (d) contain directions on how to resuscitate persons suffering from the effects of electric shock:

### **3.5.35 Switchgear and transformer premises**

The contractor shall cause enclosed premises housing switchgear and transformers:

- (a) to be of an ample size so as to provide clear working space for operating and maintenance staff;
  - (b) to be sufficiently ventilated to maintain the equipment at a safe working temperature;
  - (c) to be, as far as is practicable, constructed so as to be proof against rodents, leakage, seepage and flooding;
  - (d) to be provided with lighting that will enable all equipment, thoroughfares and working areas to be clearly distinguished and all instruments, labels and notices to be easily read;
  - (e) to have doors or gates, which can be readily opened from the inside, opening outwards;
  - (f) to be provided with fire extinguishing appliances or systems which are suitable for use on electrical machinery and which are maintained in good working order: Provided that, in the case of unattended premises, suitable fire extinguishing appliances be made available at such premises only when work is in progress thereon or therein; and
  - (g) to be of such construction that persons cannot reach in and touch bare conductors or exposed live parts of the electrical machinery.
- (2) No person other than a person authorized thereto by the employer or user shall enter, or be required or permitted by the employer or user to enter, premises housing switchgear or transformers, unless all live conductors are insulated against inadvertent contact or are screened off: Provided that the person so authorized may be accompanied by any other person acting under his control.

The contractor must comply with the requirements of Electrical Machinery Regulation (EMR) 6

### **3.5.36 Electrical control gear**

The principal contractor shall provide all electrical machinery with controlling apparatus and protective devices which shall, as far as is reasonably practicable, be capable of automatically isolating the power supply in the event of a fault developing on such machinery.

The contractor must; whenever reasonably practicable, provide switchgear with an interlocking device so arranged that the door or cover of the switch cannot be opened unless the switch is in the 'off' position and cannot be switched on unless the door or cover is locked.

The contractor shall mark or label all controlling apparatus permanently so as to identify the system or part of the system or the electrical machinery which it controls, and where such control apparatus is accessible from the front and the back these markings shall be on both the front and the back.

The contractor shall post a notice at switchgear or control gear which has been switched off or locked out to enable persons to work on electrical machinery or other machinery operated by electricity and controlled by. Such switchgear or control gear, warning against reclosing such switchgear or control gear.

The contractor must comply with the requirements of EMR 7

### **3.5.37 Switchboards**

The contractor shall provide an unobstructed space for operating and maintenance staff at the back and front of all switchboards, and the space at the back shall be kept closed and locked except for the purpose of inspection, alteration or repair.

The contractor must comply with the requirements of EMR 8

### **3.5.38 Electrical machinery in hazardous locations**

The contractor shall identify all hazardous locations and classify them in accordingly.

No person may use electrical machinery in locations where there is danger of fire or explosion owing to the presence, occurrence or development of explosive or flammable articles, or where explosive articles are manufactured, handled stored, unless such electrical machinery, with regard to its construction relating to the classification of the hazardous locations in which it is to be used, meets the requirements of the safety standard incorporated for this purpose in these Regulations under section 44 of the Act.

The contractor must comply with the requirements of EMR 9

### **3.5.39 Portable electric tools**

- No person shall use or permit the use of a portable electric tool with an operating voltage that exceeds 50 V to earth unless-

(a) it is connected to a source of electrical energy incorporating an earth leakage protection device, the construction of which meets the requirements of the relevant health and safety standard incorporated into these Regulations under section 44 of the Act; or

(b) it is connected to a source of electrical energy through the interposition between each tool and the source of an individually double-wound isolating transformer, the secondary winding of which is not earthed at any point and the construction of which meets the requirements of the relevant health and safety standard incorporated into these Regulations under section 44 of the Act; or

(c) it is connected to a source of high frequency electrical energy derived from

a generator which is used solely for supplying energy to such portable electric tool and which arrangement is

(d) it is clearly marked that it is constructed with double or reinforced insulation.

- The contractor must comply with the requirements of EMR 10

### **3.5.40 Portable electric lights**

- No employer or user shall use or permit the use of a portable light where the operating voltage exceeds 50 V unless –

{a} it is fitted with a substantial handle which is made of non-hygroscopic, non-conducting material;

{b} all live metal parts or parts which may become live owing to a faulty circuit are completely protected against accidental contact.

(c) the lamp is protected by means of a substantial guard firmly fixed to the insulated handle; and

(d) the cable lead-in is such that the insulation can withstand rough use

- The contractor must comply with the requirements of EMR 11

### **3.5.41 Earthing**

An employer or user shall cause:

(a) roofs, gutters, downpipes and waste pipes on premises to which electrical energy is supplied to be earthed, except :-

(i) where the operating voltage does not exceed 50 V;

(ii) roofs made of non-conductive material or metal roofs covered by non-conductive material;

(iii) gutters, downpipes and waste pipes made of non-conductive material or gutters and downpipes attached to a metal roof which is covered by non-conductive material;

(iv) roofs, gutters, downpipes and waste pipes on premises which

receive electricity by means of underground service connections: Provided that the connection is to the conductive structures;

The contractor must comply with the requirements of EMR 18

### **3.5.42 Responsibility for electrical installations**

The user or lessor of an electrical installation, as the case may be, shall be responsible for the safety, safe use and maintenance of the electrical installation he or she uses or leases

The contractor must comply with the requirements of Electrical Installations Regulations (EIR) 2

### **3.5.45 Design and construction**

- A registered person shall exercise general control over all electrical installation work being carried out, and no person may allow such work without such control

- The contractor must comply with the requirements of EIR 5

### **3.5.46 Electrical contractor**

- No person may do electrical installation work as an electrical contractor unless that person has been registered as an electrical contractor in terms of these Regulations

- The contractor must comply with the requirements of EIR 6

#### **3.5.47 Certificate of compliance**

- Every user or lessor of an electrical installation, as the case may be, shall have a valid certificate of compliance for that installation in the form of Annexure 1, which shall be accompanied by a test report in the format approved by the chief inspector, in respect of every such electrical installation.
- The contractor must comply with the requirements of EIR 7

#### **3.5.48 Commencement and permission to connect installation work**

- No person shall commence installation work which requires a new supply or an increase in electricity supply capacity unless the supplier has been notified
- The contractor must comply with EIR 8

#### **3.5.49 Working on moving or electrically alive machinery**

- The contractor shall not permit any employee either than a competent person or a person who has been train
- The contractor must comply with the requirements of General Machinery Regulations (GMR)

#### **4. Training and Competency**

Prior to the commencement of the work, the Contractor must provide current documentation to the satisfaction of DOH verifying that the Contractor's personnel are competent and have the appropriate qualifications, job skills and training as required by this Contract and applicable laws.

The Contractor must ensure that all his employees and his Sub-Contractors' employees working on the site are adequately trained in the type of work to be performed, are trained in relevant procedures and have the appropriate qualifications, certificates and are under competent supervision. Records are to be maintained on site.

The Principal Contractor and all contract employees are holders of current certificates or licenses, where the operation being performed requires such or applicable industry standard where legislation does not prescribe or have registered courses to meet the requirements.

#### **4.1 Induction in Health and Safety**

The Contractor must ensure that no employee of the Contractor or its subcontractors, including transport and delivery Contractors entering the site delivering materials and/or equipment, must proceed to enter the Site or any operations area until they have received all training required under applicable laws and regulations, including, but not limited to, work activity inductions and the KZN Department of Health's Site-specific induction.

The Contractor must also prepare and present to all its employees its own Contractor Induction, explaining the Contractor's Safety Management Plan, the Contractor's Rules, the obligations imposed by the Occupational Health and Safety Act and Regulations.

The contractor must comply with: OH&S Act - Section 8

#### **4.2 Isolation Procedure Training**

The Contractor must comply with and train their employees in the Site requirements in relation to Hazardous Energy Isolation. The level of training is dependent on the position and responsibilities of the employee. No person who has not been properly trained and assessed as competent will be allowed to isolate any item of equipment or plant.

#### **4.3 Smoking**

- The Contractor must not permit smoking at the Site except within designated smoking areas.

#### **4.4 Intoxicating Liquor or Drugs**

- The contractor must implement and comply with OH&S Act – General Administrative Regulation 10
- Any person found on the site or attempting to enter site, in possession of or consuming intoxicating liquor or illegal drugs or considered unfit for work from the apparent influence of intoxicating liquor or illegal drugs or prescription drugs, is removed from the site.

#### **4.5 Housekeeping**

- The contractor must implement and comply with Construction Reg. 27
- The Contractor must maintain all work areas in a tidy state, free of debris and rubbish.
- The Contractor must dispose of all debris, rubbish, spoil and hazardous waste off site, outside KZN Department of Health's property in a designated and authorised area or facility. The Contractor should make itself aware of the KZN Department of Health's waste management plan and collection and disposal arrangements and align its waste management program accordingly.
- In cases where an inadequate standard of housekeeping has developed and compromised safety and cleanliness, DOH has the right to instruct the Contractor to cease work until the area has been tidied up and made safe.
- The Contractor must carry out regular safety/housekeeping inspections at least weekly to ensure maintenance of satisfactory standards. The Contractor must document the results of each inspection and must maintain records for viewing by DOH.

### **5. Fundamental health and safety requirements**

Before any work commences, proof of and the following non-negotiable deliverables are required:

- Incident investigation training by Construction Manager and or Safety Officer
- Letter of good standing with the Workman's Compensation Commissioner
- Legal liability training of all Supervisors and Construction Managers
- Original of the notification of construction work stamped by the Department of Labour
- Public Liability Insurance
- Competency training certificates of people to execute the job
- Method statements for work to be conducted
- A Baseline Risk Assessment
- Risk Assessments for every Job/Task
- Signed legal appointments as required by legislation
- Contractors' Safety Officer CV and competency certificates
- Health and Safety Management Plan
- Health and Safety file
- All equipment to be on a current register, backed up by relevant test certificates
- A Medical fitness certificate for each employee with Annexure 3 completed per employee
- Proof of induction (Contractor induction training)

## **6. Management of COvid-19**

### **6.1 Covid- 19 Documentation**

The principal contractor shall develop a policy on COvid-19; signed by CEO

Appoint a Covid-19 compliance officer in writing

Covid-19 prevention and management plan must be developed

Conduct a risk assessment to determine exposure to Covid-19

Daily Safety Task Instructions (DSTI's) shall include Covid-19.

## **6.2 Hand washing facilities**

Construction sites must be equipped with hand washing facilities at the usual welfare facilities.

Ensure soap and fresh water is readily available and kept topped up at all times.

Ensure regular cleaning of hand wash facilities and provide adequate bin for disposal of hand paper towels with regular disposal.

Hand washing techniques posters shall be posted around the hand washing facilities

Hand sanitising agents must also be placed at strategic areas

## **6.3 Medical Certificates of Fitness**

Principal contractor shall keep copies of employee's medical certificates of fitness on site safety file.

Having studied the medical certificates of all employees; the principal contractor must ensure that high risk employees are managed accordingly i.e. employees with underlying medical conditions

## **6.4 Screening**

The principal contractor must ensure that all personnel accessing their sites are screened.

All cases referred for testing shall be reported to relevant Department of Health's project manager.

## **6.5 Travel to site**

The principal contractor shall arrange safe transportation of employees to and from site.

Ensure that vehicles are disinfected on daily basis.

Where single occupancy of vehicle is not practicable; employees shall sit as far apart as the vehicle allows; and all windows must be kept open.

## **6.6 Eating Areas**

The principal contractor must ensure that there are dedicated eating areas for employees.

Ensure that eating areas are kept in a hygienic condition and disinfected after use.

The contractor shall stagger breaking times to reduce congestion and contact.

Employees shall be encouraged to follow the acceptable social distancing measures and seating arrangements must be as such.

Hand washing facilities and or sanitisers must be provided in these areas.

## **6.7 Changing facilities**

The principal contractor shall introduce staggered start and finish times to reduce congestion and contact at all times.

Changing facilities shall be cleaned and disinfected regularly.

Based on the size of each facility; the contractor shall determine how many people can use a changing facility at any one time to maintain the acceptable distance

## **6.8 Avoiding close working**

There will be circumstances where it is not possible or safe for employees to distance themselves from each other by the acceptable distance.

Principal contractor shall ensure that where the acceptable distance is not practicable:-

- employees have no symptoms of Covid-19;
- allow only 1 person per m<sup>2</sup>
- PPE is worn correctly and is in line with risk assessment and
- Supervision is maintained throughout the activity.

## **6.9 Deliveries**

All personnel delivering equipment and material to site shall be subjected to screening.

Equipment and materials delivered on site must be disinfected at a designated decontamination area to avoid transition of the virus.

## **6.10 Personal Protective & Equipment Clothing**

Personal protective equipment & clothing refers to a variety of barriers, used alone or in combination, to protect against hazardous agents in the environment.

The principal contractor shall ensure that his employees and sub-contractor employees are issued with suitable PPE and that PPE is worn at all times and in a correct manner

Ensure that used PPE is disposed of in an acceptable manner.

## **6.11 Training & awareness**

The principal contractor shall ensure continuous training and awareness on Covid-19 and measures that can be used to minimise the spread

Training to include but not limited to:-

Cough etiquette; social distancing; Hand washing; Screening station;

Correct use and disposal of PPE

Reporting of symptoms to the employer

Any other topic relevant to the pandemic.

## **6.12 Cleaning Procedures**

The principal contractor shall establish adequate cleaning and disinfection procedures and intervals thereof.

This includes but limited to:-

cleaning to prevent contamination

taps and hand washing facilities

toilet flush and seats

door handles

handrails on staircases and corridors

lift and hoist controls

machinery and equipment controls

keyboards; photocopies and other office equipment

## **7. Close out requirement**

The Health & Safety file for the Principal contractor and all contractors requires closure and handover to the client at the completion of the project. Documentation required includes all records from the start of the project.

Daily or monthly plant inspection records are not required unless they are related to an incident. All records to be in electronic format and submitted to DOH for approval before final submission.

The list of documents to be submitted includes but not limited to:

- Client specification
- Principal contractor's OHS plan
- Covid-19 management plan
- Organograms
- Legal appointments
- Letters of good standing for the project
- Incident records
- Non-conformance records
- Audits
- Method statements
- Risk assessments

- Safe work procedures
- Medical certificates of fitness

## 7 OMISSIONS FROM HEALTH SAFETY AND REQUIREMENTS SPECIFICATION

By drawing up this OHS specification, DOH has endeavoured to address the most critical aspects relating to OHS issues in order to assist the contractor in adequately providing for the health and safety of employees on site. Should DOH not have addressed all SHE/Q aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform DOH of such issues when submitting.

## Contractor's Acceptance & Acknowledgement of the Health & Safety Specification:

I, \_\_\_\_\_ (print name in full), the undersigned responsible person (Contractors 16.1/16.2 Appointee) for:

\_\_\_\_\_ (Company Name) declare that I have read, understood and accept the responsibilities and requirements of this Health & Safety Specification for the project **Installation of Walk-In Coldrooms at Ixopo and uMzimkhulu MLM** will ensure that this Health & Safety Specification is communicated to the relevant parties so that the requirements hereto can be complied with.

---

**Contractor's Responsible Person**  
**(16.1/ 16.2 Appointee)**

**Date**

## COLDROOM SPECIFICATION

Original Equipment  
Manufacturer:

Employer:

Head: Department of Health (KZN Department of Health: Province of KwaZulu-Natal)

Agreement:

GCC FOR CONSTRUCTION WORKS - SECOND EDITION 2010

Works (description):

**Ixopo and uMzimkhulu Medico Legal Mortuaries - Installation of Walk-In Coldrooms**

Site:

Ixopo Medico Legal Mortuary and uMzimkhulu Medico Legal Mortuary



## **1.1. Particular Specification**

### **i. General**

- This Technical Specification shall be read in conjunction with all other sections of the Specification and cognisance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

### **ii. General Requirements**

- Tenderers are to make special note of the following:
- In so far as the conditions contained herein are at variance with any obtained in the Technical Specifications, the contract shall be interpreted in terms of this (Particular Specification).
- The whole installation shall be in accordance with the Occupational Health and Safety Act 85/1993 and all regulations framed therein shall be carried out to the satisfaction of the Department of Health.
- Competent workmen skilled in their trade shall carry out all work. Quality shall be of the best standard practice and all workmanship will be subject to the approval of the Department of Health.
- The work shall at all times, for the duration of the contract, be carried out under the supervision of a skilled and competent representative of the Contractor, who will be able and authorized to receive and carry out instructions on behalf of the Contractor. A sufficient number of workmen shall be employed at all times to ensure satisfactory progress of the work.
- All apparatus, component parts, fittings and materials employed in the execution of the Contract shall be new and unused and shall be the latest type or pattern of the particular manufacture employed. S.A.B.S. mark bearing items shall be used wherever possible.
- The complete installation shall be maintained for a period of twelve months after acceptance in writing by the Department of Health and shall allow for routine inspections not less frequently than two times a year.
- The complete installation must be guaranteed against defective parts and workmanship for a period of twelve months after the date of issue of the Completion Certificate. This period shall run concurrently with the maintenance period.
- Rates are to include for commissioning and testing of the complete installation and handing over in working order ready for use.
- Tenderers are advised to visit the site and acquaint themselves fully with the site conditions and nature and full extent of work involved prior to submitting their tender. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Administration.
- The Administration reserves the right to make emergency repairs to keep the equipment in operation without voiding the Contractor's Guarantee, nor relieving the Contractor of his responsibility during the guarantee period when, after proper notice, the Contractor fails to attend to such emergency repairs. All costs incurred by the Administration under these circumstances will be for the account of the Contractor.

NOTE: All electrical equipment shall comply with NER Regulation of voltage.

### **iii. Program of Works**

- It is imperative that the installation be achieved with minimum unscheduled interruption to the existing facility and work shall be planned to install the cold room only when absolutely necessary.
- The contractor shall notify the institution seven (7) days prior to carrying out any site work. As the Centre is to remain in full operation for the duration of the works, the works are to be planned and executed so as to cause minimum inconvenience to staff and visitors.
- A program shall be submitted prior to the commencement of any work.

## 1.2. Installation Details

### 3.1.1. Description of Work

#### - Schedule of Cold Rooms

| FACILITY NAME  | MORTUARY ROOM | ROOM SIZE<br>L x B x H<br>INTERNAL  | DESCRIPTION         | ROOM<br>TEMPERATURE<br>°C |
|----------------|---------------|---|---------------------|---------------------------|
| uMzimkhulu MLM | Cold room     | Length : 3 361<br>Width : 3 438<br>Ceiling height : 2 700<br>Total volume : 31 m <sup>3</sup> | Mortuary body store | +2 – 4 °C                 |
| Ixopo MLM      | Cold room     | Length : 3 361<br>Width : 3 438<br>Ceiling height : 2 700<br>Total volume : 31 m <sup>3</sup> | Mortuary body store | +2 – 4 °C                 |

### 3.1.2. Refrigeration Loads

#### - Refrigeration loads are based on the following parameters:

| Parameter             | uMzimkhulu MLM                    | Ixopo MLM                         |
|-----------------------|-----------------------------------|-----------------------------------|
| Altitude              | 741m                              | 1039m                             |
| Ambient dry bulb      | 38 °C                             | 38 °C                             |
| Refrigerant           | R134a                             | R134a                             |
| Running time          | Not less than 16 hours / 24 hours | Not less than 16 hours / 24 hours |
| Cold room temperature | +2 – 4 °C                         | +2 – 4 °C                         |

- Compressors shall be sealed units unless size indicates semi-hermetic.
- Cold room capacity is based on 4 kW cooling with a factor of 1.5.
- Refrigerant used is R134a

### 3.1.3. Cold Room Construction

#### 3.1.3.1. General

- Cold rooms shall be of the prefabricated modular type consisting of metal clad insulated panels, precision formed for quick, efficient and clean installation. The system shall be frame-less, free standing, self-supporting and completely flexible. Each room shall be erected in the factory before disassembly and despatch to site. Only the products of recognised manufacturers shall be acceptable.

#### 3.1.3.2. Panel Construction

- The insulated panels shall consist of sheet-metal skins permanently bonded to polystyrene core using thermosetting glue. The core materials for walls and ceilings shall be 16 kg/m<sup>3</sup> density.
- Sheet-metal skins on both sides shall be stressed (light corrugations 150 mm apart). “Chromadek” pre-painted galvanised sheet steel 0.6 mm thick shall be provided internally with the external where covered by wall enclosure galvanised sheet steel only. Galvanising shall be G275. Paint shall be factory applied silicon modified polyester coating baked to a high temperature. Colour shall be white. Panels shall be protected with a plastic coating for removal after installation.

### **3.1.3.3. Panel Thickness**

- Cold room ceilings : 100 mm
- Cold room walls : 100 mm

### **3.1.3.4. Panel Joints**

- Standard panel widths shall be 1200 mm.
- Panel joints shall be spline groove with 6 mm thick tempered masonite 95 mm wide splines. Mastic sealer and Tee piece cover strips shall be applied as per the standard drawing.

### **3.1.3.5. Wall To Wall Panel Joints**

- Wall-to-wall panel joints shall be stepped, with mastic sealer, 38 x 38 aluminium internal vapour seal angle and external Tee piece cover strips as per the standard drawing.

### **3.1.3.6. Wall Panel to Roof Panel Joints**

- Wall panel to roof panel joints shall be stepped, with mastic sealer and 38 x 38 aluminium vapour seal angles internal and external.

### **3.1.3.7. Doors**

- Doors shall be the same finish and thickness as the room. All doors and door frames shall be foam injected under high pressure for structural strength and thermal efficiency. Doors shall be hinged or sliding as shown on the drawings. Hinged doors shall be flush fitting. Door sizes are shown on the drawings. Door frames and jambs shall be aluminium. Hinged doors shall be supplied with heavy duty imported off-set self-rising strap hinges, locks and handles. Door handles shall incorporate a facility for padlocking. Doors shall be fitted internally with a safety release mechanism which shall allow the door to be opened from the inside, even if locked on the outside.

### **3.1.3.8. Sliding Doors**

- Door track holders shall be formed aluminium channel with extruded aluminium sliding track fitted to the channel. Nylon roller shall have sealed bearings and mounted with horizontal and vertical adjustment. The lower guide assembly shall be manufactured from heavy gauge aluminium extrusion with nylon guides. Sliding arrangements shall be so constructed to drop the door down and into the frame.

### **3.1.3.9. Door Gaskets**

- Hinged and Sliding doors shall be fitted with double rubber balloon type gaskets secured by channel section, screwed to the door for easy cleaning and replacement. Lower door seal to be wiper seal.

### **3.1.3.10. In-fill Panels (where necessary)**

- In-fill panels shall be fitted to all exposed sides as detailed on the layout drawings and shall extend to the underside of the slab above. Panel thickness shall be 50 mm. In-fill panels shall have a neat and tidy junction along the exposed sides and shall match the room panels with all joints corresponding with joints in the assembly wall panels.

### **3.1.3.11. Columns**

- Where columns occur inside rooms, these shall be clad with panels of the same construction, material and thickness as the respective room.

### **3.1.3.12. Vapour Sealing**

- All joints shall be sealed by applying a non-hardening mastic to produce a vapour seal that is effective and stays so even during movement of room panels caused by temperature variation.

### **3.1.3.13. Room Dimensions**

- The dimensions shown in the schedules and on the drawings are for tender purposes only. Full dimensioned shop drawings shall be submitted for approval before fabrication commences.

### **3.1.3.14. Wall and Door Protection**

- Wall and door protection shall consist of aluminium tread plate 1.6 mm thick pop riveted to walls and doors. Positions shall be indicated after the award of this contract. All protection strips shall be 1 200 mm wide. The tender price shall include for the supply and installation of 1.2 m wide of 1.6 mm thick aluminium tread plate as given in the bills of quantities.

## 2. Refrigeration

### 2.1. General

- Each cold room shall have duty and standby standalone refrigeration system consisting of condensing units and blower coil/s as shown on the drawings. Condensers shall have hermetic compressors where possible and semi-hermetic where size dictates.

### 2.2. Condensing Units

Condensing units shall be recoil systems modular type or other approved. Features shall include:

Totally integrated electrical board including:

- Main Isolator
- Compressor motor protection
- Condenser fan motor protection
- Multifunction electronic controller
- Indicator lights
- High pressure reset
- Low pressure control
- Oil separator
- Vibration eliminators in refrigerant lines
- Aluminium/copper condenser coils
- Refrigerant service valve
- Oil safety control
- Receiver tank
- Liquid service valve
- Sump heater
- Filter drier
- Liquid moisture indicator
- Suction accumulator
- The plant shall be completely piped up in the factory.
- Refrigerant lines and electrical pick-up points shall terminate external to the back of the module.
- The tender price shall allow for hermetic compressors where possible.
- Compressors and condensing unit fans shall be 1 phase.
- Refrigerant shall be as indicated previously.
- Condensing units shall be located as shown on the drawings, using suitable anti-vibration mounts to prevent vibration being transmitted into the structure.
- Air-cooled condensers shall be selected for an ambient air temperature of 40 °C. The refrigeration loads shall be based on a minimum of 16 hours compressor running time per 24 hours and do not include compressor heat.

### 2.3. Refrigeration Pipe-Work

- Refrigeration pipe-work shall be executed in refrigeration grade copper tubing. All pipework shall be brazed and scale formation shall be prevented by passage of dry nitrogen to the pipework at all times when brazing is in progress.
- Fittings for flare joints shall be made by Imperial Manufacturing Company or shall be equal and approved. Flare nuts shall be of the short frost proof type. A refrigerant drier of approved make and of the correct size shall be supplied on every installation. All tubing shall be neat straight, plumb or parallel. When the length of run from unit to coil is short, one continuous piece of tubing shall be used.
- Tubing shall be supported at approved intervals not exceeding 1 metre and shall be given adequate grade to ensure proper oil return. Suction and liquid lines shall be provided with seamless flexible vibration absorbers.
- Tubing supports shall be unistrut, hot dipped galvanised after manufacture and drilling, and fixed to walls, cold room panels to timber battens. All tubing shall be neatly screwed to the unistrut supports by means of copper tube clamps complete with rubber inserts. The Contractor shall mount the pipes in such a manner that the runs inside the cold room shall be as short as possible, thus eliminating the necessity of fixing made to run into the rooms, this must be fastened with the prescribed clamps in a substantial manner.
- Where necessary, valves shall be supported independently of the tubing in a neat manner, and shall be free from vibration.
- Sufficient unions, or fittings shall be provided for disconnecting equipment, controls, etc.
- Piping shall not be run in such a way as to impede removal of equipment such as compressor heads etc.
- All tubing shall be accessible for repairs and shall be run in such a manner as to provide sufficient flexibility to withstand vibration from the compressor.
- Where tubing is to pass through walls, slabs or prefabricated panels, PVC sleeves shall be provided and installed by the subcontractor. These shall be plumb or horizontal as the case may be, and shall be as hereinafter specified.
- Where necessary, tubing is to be protected against mechanical damage by means of removable sheet-metal covers with flanged turn up edges.
- It is important that tubing for liquid suction lines shall be of adequate size to provide for efficient operation of the system. If the size of the tubing used does not conform to a high standard, it shall be rejected. The general specific rule is that the pressure drop when the suction line operates at design suction pressure, shall not exceed 10 kPa from the compressor to any cooling unit outlet. The pressure drop in a liquid line from the receiver to the expansion valve shall not exceed 30 kPa.
- All suction line tubing shall be neatly insulated with 25 mm thick Armaflex or equal and approved insulation. Joints shall be neatly butted together with a suitable adhesive. Any pipe section which "sweats" due to condensation shall be properly insulated to the satisfaction of the Head: Health Representative (mechanical engineer).
- The rates given in the Bills of Quantities for pipework shall include for the drilling of openings for the passage to pipework.

### 2.4. Plant Duties

- The refrigeration plant and its ancillary equipment shall normally operate as an automated where both plants are to run interchangeably but each plant can handle full capacity.

### **3. Mortuary Cold Room, Racking and Trays**

#### **3.1. Body Racks and Trays**

- The mortuary cold rooms shall have body racks and trays as follows:
  - Cold room: One tier with 3 trays for obese with dimensions 826 x 2080mm
  - Three tier with 4 trays for standard with dimensions 626 x 2080mm
- All trays, joints, supports as per standard drawings.
- The new mortuary cold room shall consist of white “Chromadek” insulated panels locked together to form an internal space of no less than 4400mm long x 3700mm wide as indicated on the drawing.

#### **3.2. Racking Details**

The racking and body tray drawings is attached on Annexure A. Purpose made stainless steel racks to take standard body trays shall be manufactured and installed as shown on the following drawings: -

- SSRS 1 – 8 Racking Details: Front Elevation SSRS 2 – 8 Racking Details: Back Elevation SSRS 3 – 8 Racking Details: Assembly Details
- SSRS 4 – 8 Racking Details: Top and Side Elevation
- SSRS 5 – 8 Racking Details: Back Elevation with Stopper Details SSRS 6 – 8 Racking Details: Head Stay and Foot Details
- SSRS 7 – 8 Racking Details: Body Tray Detail SSRS 8 – 8 Racking Details: Body Tray Stop Detail

#### **3.3. Racks**

- Racking is to be manufactured according to the drawings. The racks are to be manufactured, erected and levelled by means of
- Claims on the grounds of insufficient information in such respect or otherwise will not be entertained by the Administration.
- The racks shall consist of a self-supporting modular frame fabricated of grade 304 stainless steel tubular uprights with tubular header of 40mm x 40mm x 1.6mm square section securely bolted together with 50mm x 3mm x 304 stainless steel flat bar braces/stays for added strength and rigidity. The braces/stays are to be fitted with “Sondor” neoprene or other approved closed cellular polyethylene bumper strips fixed in position by means of countersunk stainless steel screws.
- Special attention shall be given to the manufacture of the body tray guide rollers and their method of fixing. To increase the side bearing surface area stainless steel washers of 30mm Ø minimum x ±1.5mm thick shall be utilised, i.e. on either side of the rollers.
- Each rack shall be provided with stainless steel or brass number discs of 30mm Ø x 1.2 mm thick numbered as required and fixed to the frame by means of stainless steel rivets. The discs shall be installed adjacent/in-line with the body tray.

#### **3.4. Body trays**

- The body trays shall be of a standard length, width and height as indicated on the drawings. The body trays shall be modular and be of the solid platform type, dished as indicated and constructed from 1.25 mm thick 304 grade stainless steel sheeting. The platform shall be welded to a tubular frame fabricated from 25mm diameter x 2mm thick 304 stainless steel tubing.
- Particular attention shall be given to the dished profile to ensure that body fluids are properly contained.
- Fifteen (15) stainless steel body trays shall be provided each tray shall be fitted with a stainless steel card frame and index holder for labelling purposes, fixed by means stainless steel rivets.
- In order to ensure correct alignment, it is recommended that a jig be made up for the drilling of the card holders and discs.

#### **3.5. Dial Thermometer**

- Supply and install a dial type thermometer above the existing cold room door to show temperature readings. The Thermometer shall be 100 mm round dial type with a flush mounting chrome plated flange. The thermometer shall be red lined at operating temperature.
- The thermometer capillary type shall pass through a 20 mm diameter sleeve in the pre-fabricated panels which shall be sealed with a plastic sealing compound. The thermometers shall range from -40 °C to 30 °C.
- The capillary tube shall be brought to the bulb position in such a manner that it will be out of the way and not liable to be damaged, alternatively it must be protected. The thermometer bulb shall be mounted 25 mm away from the wall behind the evaporator unit air intake on an approved bracket, as high as possible. The serviceman's type thermometer will not be acceptable.

#### **3.6. Digital Thermometer**

- Supply and install a digital type thermometer above the existing cold room door to show temperature readings. The Thermometer shall be rectangular digital type with a red display screen. The thermometers shall range from -40 °C to 30 °C.
- The capillary tube shall be brought to the bulb position in such a manner that it will be out of the way and not liable to be damaged, alternatively it must be protected.

#### 4. Builders Work

The following building work forms part of the works required to complete, commission and hand over this project; includes:

- Allow for the removal of two existing windows at high level and brick up openings 2 x 900mm wide x 900mm high
- Allow for the removal of the existing single door, door frame and brick up the opening 1 x 900mm x 2050mm high.
- To render the openings the wall outer skin shall be of face brick to match the existing external wall finish, where brick work is required.
- The existing floor shall be demolished and removed in order that the cold room floor shall finish at the same level as the adjacent autopsy floor level. A 120mm thick concrete base slab shall be cast to support the cold room panels followed with vapour barrier and floor insulation with a further concrete slab cast over the insulation.
- The cold room floor shall be finished with "Marley" Industrial flooring (M.I.F) of 2mm thick welded sheeting, fixed with a two part polyurethane adhesive to the manufacturer's instruction.
- Allow for holes in the external walls for the passage of interconnecting refrigerant piping and cables and the sealing, patching and painting, thereafter. (Note condensate to drain to nearest rain channel or external gully).

#### 5. Hydraulic Body Hoist

- Supply one hydraulic hoist per mortuary.
- The hoist shall be as per "Dalucon" or other approved hydraulically operated body hoist manufactured of polished 304 stainless steel. The trolley is to be robust and protected from damage caused by collisions with other objects. Four lockable large-diameter steering castors fitted with non-marking rubber tyres are required.
- The trolley is to be manufactured to accommodate standard body trays, as described above. Cadmium plated rollers and a safety catch to lock the tray in position are required. The body trays are of the standard type 2105 long x 530mm wide x 70mm high.
- A hand pumped and released hydraulically activated lifting mechanism is required. This is to be simple and safe to operate, and be robust, requiring low maintenance.
- The trolley should safely lift a maximum of 200kg's to a maximum height of 1500mm and minimum height of 250mm above ground level.
- The trolley should comply in all respects with the requirements of the occupational Health and Safety Act, 85 of 1993.

**NOTE: All wire edges, burrs etc. shall be removed from the components and made available for inspection prior to delivery to site.**

## 6. Electrical

Satisfactory Installation shall in be in accordance with the following:

- The Code of Practice for the Wiring of Premises as issued by the South African Bureau of standards (SANS 10142-1).
- The KwaZulu-Natal Department of Health General Electrical Specification.
- The Machinery and Occupational Safety Act - Act 6/1983.
- The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.
- Local Fire Regulations.

### 6.1. Electrical requirements

- Supply and install a new distribution board powder coated with 3CR12, painted in red, include circuit breakers and labelling.
- Supply and install an electrical power supply of 10mm<sup>2</sup> core cable for the 230V supply, single phase 50Hz fed from a new 30 amp 5KA circuit breaker installed in the new MDB situated in the mortuary building complex. The supply shall be routed in the ceiling space and on the external wall at high level, on 50mm wide light duty galvanised cable tray and terminate into a weatherproof "York" enclosure/DB surface mounted on the external wall of the mortuary building
- The distribution board shall have one 60amp DP isolator 5KA rating, two 20amp DP 5kA rating main circuit breakers and one 10-amp SP 5KA rated circuit breaker.
- The power supply to the condensing unit shall be of heavy duty flexible cable, the rating of which shall be adequate for the full load current of the unit supplied. The interconnecting power cables between the condensing unit and the cold room evaporator unit shall run in galvanized or UV rated PVC trunking.

### 6.2. Over/Under Voltage

- Each unit shall be fitted with an over/under voltage monitor, (such as Electro V3EN or other approved), which is to disconnect

*NOTE :All equipment is to be rated for continuous operation at all voltages within this range (230 – 240V) without suffering any damage.*

### 6.3. Data logger features

Temperature sensor for specific locations within the cold/freezer room; Wired or wireless type

- Door-open sensor for detecting whether door is open or closed;
- Power failure sensor;
- PC to store, display and print temperature and event reports;
- Alarm sounder triggered whenever sensor records a temperature or event excursion outside programmed alarm settings;
- Auto dialler which dials pre-programmed telephone numbers; or sends E mails, SMS messages in case of alarm;
- Alarms (standard)
- Alarms should be mains operated and audible with battery back-up and automatic recharge, triggered in the event of mains failure or when cold/freezer room temperatures are outside set parameters.

### 6.4. Certificate of Compliance

- The contractor shall submit the mandatory Certificate of Compliance. First delivery of this contract will not be taken until such time as this certificate is submitted to the Department of Health.
- All necessary electrical power wiring and tubing between the distribution board, condensing units, evaporator units, light fittings etc., shall be the responsibility of the Cold Room Contractor.
- All electrical work carried out will be neat and best class materials must be used. All wiring to conform to the S.A.B.S Code of Practice 0142 and will be subject to prior inspection and approval before acceptance. Refer to the Standard Electrical Specification, inasfar as it applies, which is available for inspection at the 35 Hyslop Road, Townhill Office Park, Block 1, Infrastructure Development.

## 7. Testing and Commissioning

- All unit and new equipment shall be tested over 24 hours, commissioned, ready for use and be maintained and guaranteed for a period of twelve (12) months inclusive of builder's work.

## 8. Maintenance Manuals

- Two sets of maintenance and operating manuals per facility are required which shall include all circuit diagrams, spare parts lists, operating instructions, etc. one set of laminated wiring diagrams shall be fixed to the wall in the plant room.

## 9. Maintenance and Servicing

- The entire installation including all new equipment manufactured or bought is subject to an unrestricted 12-month free maintenance and guarantee period, after the date of issue of the Completion Certificate. This also includes cover pertaining to all aspects of the equipment and associated wiring, piping, controls etc.
- During the 12-month maintenance and servicing period any defects shall be made good and all plant and equipment maintained in perfect operating condition.
- Maintenance and servicing during the 12-month guarantee shall be provided as follows:

### 9.1. **Warning: disconnect electrical power supply before cleaning any parts on the unit.**

- Use warm soapy water to clean the storage cabinet and doors. Never use chemicals containing grit, abrasive materials,
  - The condenser coil (radiator) must be cleaned regularly for optimal performance. The condenser coil must be cleaned a minimum of once every month.
  - Ensure that air freely circulates through the condenser coil as the unit's performance and operating efficiency are significantly affected by the amount of air passing through the condenser coil.
  - Ensure that condenser coil fins are not clogged and blocked with debris which greatly reduce the refrigeration performance.
- NB: Failure to keep the coil fins clean may cause premature compressor failure which will not be covered by warranty.**

### 9.2. Condenser and Evaporator

- The condensing unit is located behind the slotted access panel at the rear of the cabinet. The panel can be removed by removing the fastening screws.
- Carefully clean dirt and debris from the condenser coil using a vacuum cleaner or a soft brush.
- Never use a wire brush.
- Check that the evaporator fins are clear of dirt and comb fins if necessary
- Check cooling operating parameters and adjust accordingly adjust all system temperatures to correct operational range.
- Inspect fan motor and blades.
- Scrape, treat and paint rust on the evaporator and condenser
- Calibrate dial thermometers.
- Test (vibration analysis and temperature) bearings for condenser fan and evaporator fans for each system.
- Check operation of the timer.
- Check operation of an expansion valves. Correct, repair or replace if necessary
- Check for condensate drain system. Test condensate AND remove any foreign particles.
- Check operation of thermostat (controller). Record any abnormalities
- Check and record suction and discharge pressures of refrigerants (LP/HP)
- Remove fan guard and check alignment and correct if necessary to get free rotation
- Check that all bolts and screws are properly secured on fans and compressor
- Inspect and test HP and LP switches for correct operation.
- Check/inspect all electrical devices (controllers, contactors, relays) and electrical wiring connections tightness in the electrical panel and correct if necessary. Record all abnormalities and report accordingly.
- Examine condenser coil and comb fins if necessary
- Inspect refrigerant piping insulation and condensate pump
- Check and record any leakage of refrigerant or recovered refrigerant.
- Leak test on both lines (suction and discharge) for the whole system and repair any leak
- Clean evaporator drainage system.
- Check drainage system on the condenser.
- Check the solenoid valve operation on defrost and ensure correct functionality.
- Check and calibrate all transmitters, gauges, sensors and controllers

### 9.3. **Compressors, Discharge and Suction Line**

- Note down compressor amperages before and after service
- Eliminate any undue noise or vibration for each system. Check the entire system for loose components and tighten accordingly.
- Test and note down oil leaks or refrigerant leaks for each systems. Repair all found leaks.
- Get the refrigerant level right by refilling if level has dropped for each system. Ensure that the refrigerant is dry.
- Bring HP up and ensure that HP cut-out trips at correct pressure, Note down the settings.
- Bring LP down and ensure that LP cut-out at correct pressure, Note down the setting
- Check and calibrate all transmitters, sensors and controllers

### 9.4. **Electrical and Panel**

- Clean out the panel (blow dry and wipe) and test operation of all power isolator, circuit breakers and contactors. Ensure that all electrical terminals are tightened.
- Ensure that all protections are operational.
- Correctly set the defrost intervals for the system.
- Set defrost elements, door and drain heaters timers to correct operational (Freezer rooms only). Also check element amperage and resistance.

### 9.5. **Temperature Control**

- It is factory pre-set with a built-in defrost sequence of defrost time of the evaporator coil.
- All expendable materials necessary for these services such as lubricating oils, grease, refrigerant, cleaning materials etc. shall be allowed for in the tender price.

## 10. De-Contamination

- Prior to carrying out work the body cabinets shall be de-contaminated.



## 11. Schedule of equipment

### 11.1. Cold Room Panels

- i. Insulating material, density and thickness .....
- ii. Cladding material and thickness .....
- iii. Manufacturer .....
- iv. Method of joining panels .....
- v. Door opening size .....

### 11.2. Refrigeration Plant

- i. Modular Condensing Unit Manufacturer .....
- ii. Compressor Make & Model .....
- iii. Capacity .....
- iv. Type of control panel.....
- v. Refrigerant type .....

### 11.3. Evaporator unit

- i. Manufacturer.....
- ii. Capacity.....

### 11.4. Stainless Steel Racks

- i. Material used .....
- ii. Manufacturer .....
- iii. Finish .....

### 11.5. Stainless Steel Trays

- i. Material .....
- ii. Manufacturer .....
- iii. Finish Dimensions .....

### 11.6. Stainless Steel Card Holders

- i. Material .....
- ii. Manufacturer .....
- iii. Finish dimensions .....

### 11.7. Number Disc

- i. Material used .....
- ii. Manufacturer .....
- iii. Finish Size .....