



DISABILITY ECONOMIC EMPOWERMENT TRUST

**REQUEST FOR BID  
FOR  
THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS  
TO EXISTING CLASSROOMS AND THE PROVISION OF  
PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY  
SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF  
EDUCATION**

**5GB OR HIGHER**

**EMIS NO: 200200920**

**DISTRICT: BUFFALO CITY MUNICIPALITY**

**RFQ NO: DEET-ECDOE/EMR/01/2026-27  
VOLUME 1 OF 1**

Consisting of : 1 (One) Volumes

**BIDDER:** .....

**CRS NO:** .....

Compiled for:  
**SUPPLY CHAIN MANAGEMENT**  
Eastern Cape Department of Education  
Steve Tshwete Complex, Zone 6  
**ZWELITSHA**  
5608  
Website: [www.edu.ecprov.gov.za](http://www.edu.ecprov.gov.za)

Compiled by:  
**The Disability Economic Empowerment Trust  
(DEET)**  
20 Suffolk Street  
Berea  
East London  
5200  
Website: [www.deet.co.za](http://www.deet.co.za)

**29 APRIL 2026**



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# THE TENDER

# PART T1

## TENDERING PROCEDURES

# PART T1.1: TENDER NOTICE AND INVITATION TO TENDER

## T1.1 Tender Notice and Invitation to Tender

The Disability Economic Empowerment Trust (DEET) invites contractors with the CIDB grading of **5GB OR Higher** in the following Class of works **General Building (GB)** to tender for DEET-ECDOE/EMR/01/2026-27

**THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED INFRASTRUCTURE AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO** for a **6 Months Period** contract. The contract will be based on the JBCC Edition 6.2 of 2018, and the Disability Economic Empowerment Trust (DEET) will enter into a contract with the successful tenderer.

Only tenderers who have suitable experience and suitably qualified personnel in providing similar services to those that are required are eligible to submit tenders.

Bid documents are downloadable free of charge from the Disability Economic Empowerment Trust website ([www.deet.co.za/tenders](http://www.deet.co.za/tenders)). Bid documents will be available on **29 April 2026**. No bid documents will be available at DEET offices.

There will be no compulsory briefing meeting.

Queries relating to the issue of these documents may be addressed in writing through email: [scm@ecdeet.co.za](mailto:scm@ecdeet.co.za)  
Technical **enquiries**: may be addressed in writing to Mr. Qhawe Nkasana – email: [qs@ecdeet.co.za](mailto:qs@ecdeet.co.za)

DESCRIPTION	DATE	TIME
BID ADVERT	29 APRIL 2026	12h00
COMPULSORY BRIEFING	N/A	N/A
BID CLOSING	06 MAY 2026	12h00

The closing time for receipt of tenders by the DEET is **12:00PM** on **06 MAY 2026**. Tender will be open in public.

It is the responsibility of the tenderer/s to ensure that bid documents /proposals are submitted on or before closing time at the correct location as the DEET will not take responsibility of wrong delivery. Tenderers using courier services for delivery of their bid documents must ensure the delivery is at the correct place / location and time as the DEET will not be held responsible for wrong delivery not delivered to DEET officials. The DEET will not accept responsibility if bids received by officials are not timely deposited in the Bid Box.

Tenders may only be submitted on the tender documentation that is issued. Tenderers must be registered on the National Treasury Central Supplier Data Base and proof of registration must be submitted with the proposal (<https://secure.csd.gov.za>).

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

### B. TENDER SUBMISSIONS:

Bids must be submitted in sealed envelopes clearly marked **“DEET-ECDOE/EMR/01/2026-27 : THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED INFRASTRUCTURE AT ZAMEKA SECONDARY SCHOOL ,LOCATED IN BHISHO”** must be deposited in the bid box, **DISABILITY ECONOMIC EMPOWERMENT TRUST OFFICES, 20 SUFFOLK ROAD, BEREA LABELLED “TENDER BOX”, EAST LONDON.**

### C. BID EVALUATION:

This bid will be evaluated in Two (2) phases as follows:

**Phase One:** Compliance, responsiveness to the bid rules and conditions

**Phase Two:** Preferential Procurement Policy Framework Act (PPPFA), and Preferential Procurement Regulations 2022.

### PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) AND PREFERENTIAL PROCUREMENT REGULATIONS 2022 POINTS WILL BE AWARDED AS FOLLOWS:

Maximum points on price	-	<b>80 points</b>
Maximum points for Specific Goals	-	<b>20 points</b>
<b>Maximum points</b>	-	<b>100 points</b>

### C. BID SPECIFICATIONS, CONDITIONS AND RULES

1. The minimum specifications, other bid conditions and rules are detailed in the bid document under Tender Data
2. The Disability Economic Empowerment Trust (DEET) SCM policy applies.
3. Tender validity period is **120 days**.

### D. ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:

#### SCM RELATED ENQUIRIES

Ms Unathi Nhele

Tel No: 0437227333

Email Address: [scm@ecdeet.co.za](mailto:scm@ecdeet.co.za)

#### TECHNICAL ENQUIRIES

Mr. Qhawe Nkasana

Tel No: 0437227333

Email Address: [qs@ecdeet.co.za](mailto:qs@ecdeet.co.za)

### FOR COMPLAINTS, FRAUD, & TENDER ABUSE:

Call: 0800 701 701

## PART T1.2: TENDER DATA

## T1.2 Tender Data

The conditions of tender are the latest edition of SANS 10845-3, *Standard conditions of tender*. SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3 and as contained in **Annexure C of Standard for Uniformity in Construction Procurement (Board Notice 423 of 2009 Government Gazette No 42622 of August 2019)**.

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies

Clause number	Tender Data
3.1	The Employer is Disability Economic Empowerment Trust on behalf of the Eastern Cape Department of Education
3.2	The tender documents issued by the employer comprise the following documents: <b>THE TENDER</b> <b>Part T1: Tendering procedures</b> T1.1 - Tender notice and invitation to tender T1.2 - Tender data <b>Part T2: Returnable documents</b> T2.1 - List of returnable documents T2.2 - Returnable schedules <b>THE CONTRACT</b> <b>Part C1: Agreements and Contract data</b> C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 - Dispute Resolution Mechanism <b>Part C2: Pricing data</b> C2.1 - Pricing Instructions C2.2 - Bills of Quantities <b>Part C3: Scope of work</b> C3 - Scope of work <b>Part C4: Site information</b> C4 - Site information
3.3	The tender documents issued by the employer comprise the documents listed on the contents page
3.4	The employer's agent is: Name: Q Nkasana Address: Disability Economic Empowerment Trust (DEET), 20 Suffolk Road, Berea, East London Tel No: 0437227333 Email Address:qs@ecdeet.co.za
3.5	The language for communications is English
3.6	The competitive negotiation procedure shall be applied.
3.7	Method 2: Two (2) stage procurement procedure shall be applied.
<b>4</b>	<b>Tender's obligations</b>
4.1	Joint Ventures are allowed.
4.2	The employer will compensate the tender as follows <b>JBCC Edition 6.2 of 2018</b> The employer <b>will not</b> compensate the tenderer for any costs incurred in attending interviews or making any submissions in the office of the employer.
4.3	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
4.4	<b>Confidentiality and copyright of documents</b>



	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.
4.5	Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference.
4.6	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.
4.7	The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list. <b>Tender documents will not be made available at the clarification meeting</b>
4.8	<b>Seek clarification</b> <i>Request clarification of the tender documents, if necessary, by notifying the employer at least <b>3 (Three) working days before the closing time stated in the tender data.</b></i>
4.9	Tenderers are required to state the rates and currencies in Rands. Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes which the law requires to be paid [except value added tax (VAT)], and other levies payable by the successful tenderer, that are applicable 14 days before the closing time stated in the tender data. Show the VAT payable by the employer separately as an addition to the tendered total of the prices. 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. State the rates and prices in monetary value of the contract unless otherwise instructed in the tender data.
4.10	Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations. Do not make erasures using masking fluid.
4.11	Main tender offers are not required to be submitted together with alternative tenders.
4.12	No alternative tender offers will be considered
4.13.1	Parts of each tender offer communicated on paper shall be submitted as an original. Submit a) the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with a translation of any documentation in a language other than the language of communication established in 3.5, and b) the parts communicated electronically by the employer or its agents on paper format with the tender.
4.13.2	Sign the original and all copies of the tender offer where required in terms of the tender data. State in the case of a joint venture which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer. NOTE The employer holds all authorized signatories liable on behalf of the tenderer.
4.13.3	A tender security in the amount of <b>N/A</b> is required and shall remain valid for a period not exceeding <b>N/A</b> days after the closing date for tender offers. The form of the tender security shall not differ substantially from the sample provided in Annex D of SANS 10845-3.
4.13.4	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: <b>Location of tender box: DISABILITY ECONOMIC EMPOWERMENT TRUST (DEET) OFFICES</b> <b>Physical address: 20 Suffolk Road, Berea, East London 5247</b> <b>Identification details: DEET-ECDOE/EMR/01/2026-27</b> <b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED INFRASTRUCTURE AT ZAMEKA SECONDARY SCHOOL , LOCATED IN BHISHO</b> <b>Closing time and date: 06 MAY 2026 at 12:00PM</b>
4.13.5	The tenderer is required to submit with his tender the following certificates: 1) a copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order the South African Revenue Services. In the case of a Joint Venture/Consortium/Sub-contractors each party must submit a separate CSD report showing, amongst other things, that tax matters of the service provider are in order the South African Revenue Services. 2) CIDB Grading certificate or CRS number.
4.13.6	A two-envelope procedure will not be required.

4.13.7	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted. The tenderer accepts that the employer does 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.
4.14	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. 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. Proof of posting shall not be accepted as proof of delivery. Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of the standard conditions of tender in this part of SANS 10845 apply equally to the extended deadline.
4.15.1	The tender offer validity period is <b>120 days</b> . 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. 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. Extend the period of the tender security, if any, to cover any agreed extension requested by the employer.
4.15.2	<b>Placing of contractors under restrictions / withdrawal of tenders</b> If any tenderer who has submitted a tender offer or a contractor who has concluded a contract has, as relevant: withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions; after having been notified of the acceptance of his tender, failed or refused to commence the contract; had their contract terminated for reasons within their control without reasonable cause; offered, promised or given a bribe in relation to the obtaining or the execution of such contract; acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards the Provincial Government; or, made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of the Provincial Government that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements, such tenderer/s may be placed under restriction from tendering with the state. Procedures are outlined in the EC SCM Policy for Infrastructure procurement and Delivery Management and also on <b>cidb</b> Inform Practice Note #30. Excerpts of the policy can be availed on request of any interested tenderer.
4.16	Access shall be provided for the following inspections, tests and analysis: <b>N/A</b>
4.17	the preferred tenderer will be required to submit an approved insurer undertaking to provide the Performance Bond / Guarantee / Surety / Security to the format and/or standard as per DEET policy
<b>5</b>	<b>Employer's undertakings</b>
5.1	The Employer will respond to requests for clarification received up to <b>2 (Two)</b> working days before the tender closing time. If, as a result of the issuing of addenda, it is necessary to extend the closing time stated in the tender data, grant such extension and notify all respondents accordingly.
5.2	The employer shall issue addenda until <b>3 (Three)</b> working days before tender closing time.
5.3	<b>Tenders will not be opened. A closing register will be shared with all bidders.</b>
5.4	Do not disclose to tenderers, or to any 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.
5.5	Determine, after opening and before detailed evaluation, whether each tender offer that was properly received a) complies with the requirements of the standard conditions of tender in this part of SANS 10845, b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender documents. A responsive tender is one that conforms to all the terms, conditions, and scope of work of the tender documents, without material deviation or qualification. A material deviation or qualification is one which, in the employer's opinion, would d) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the scope of work, e) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or f) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified. Reject a non-responsive tender offer, and do not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
5.6	<b>Arithmetical errors, omission and discrepancies</b> 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. For Vat related discrepancies, National and Provincial Treasury prescripts in relation to VAT procedures apply.
5.7.1	The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule.

Table F.1: Formulae for calculating the value of A			
Formula	Comparison aimed at achieving	Option 1 <sup>a</sup>	Option 2 <sup>a</sup>
1	Highest price or discount	$A = \left( 1 + \frac{(P - P_m)}{P_m} \right)$	$A = P/P_m$
2	Lowest price or percentage commission / fee	$A = \left( 1 - \frac{(P - P_m)}{P_m} \right)$	$A = P_m/P$
<sup>a</sup> $P_m$ is the comparative offer of the most favourable comparative offer. $P$ is the comparative offer of the tender offer under consideration.			

5.7.2	<p>The procedure for the evaluation of responsive tenders is <b>Method 2: Administrative Compliance, Price and Preference</b></p> <p>Phase 1: Administrative requirements and Mandatory requirements</p> <p>Phase 2: Price and preference (80/20 system)</p>
	<p><b><u>PHASE ONE: RESPONSIVENESS TO THE BID REQUIREMENTS AND RULES</u></b></p> <p><b>Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration:</b></p> <ol style="list-style-type: none"> <li>1. Bid Document (This Document must be submitted in its original format)</li> <li>2. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.</li> <li>3. Bidder must be registered with CIDB in the correct grading and class of works as per the tender notice and requirements. The status on CIDB must be active. It is the responsibility of the bidder to keep the status on CIDB active throughout bidding process (advert till award stage).</li> <li>4. Bidders must be a legal entity OR partnership or consortia.</li> <li>5. Form of offer and Acceptance (fully completed and signed).</li> <li>6. SBD 4- Declaration of Interest (fully completed and signed). <b>SBD4 must be duly completed and signed. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract, such interest must be disclosed on question 2.3.1.</b></li> <li>7. Incomplete or unsigned or poorly completed forms <b>SBD 4 will lead to a bidder being declared non-responsive.</b></li> <li>8. Compulsory Enterprise Questionnaire (Completed and signed)</li> <li>9. If the offer is "Vat Inclusive", the VAT registration number of service provider must be indicated and if a service provider is not a VAT Vendor but include VAT in its prices, the successful service provider will be given 21 days to register as a VAT Vendor with SARS, after the issuing of an appointment letter. If a bidder is a VAT vendor/registered, the bidder is required to explicitly state the VAT amount. VAT vendors must include VAT at 15% in the bid offer(s).</li> <li>10. If the Bid Sum (amount in words) differ from the Bid Sum (amount in figures), <b>the Bid Sum (amount in words) will govern.</b></li> <li>11. Resolution to Sign (must be completed, if applicable).</li> <li>12. Declaration of Employees of the State or other State Institutions.</li> <li>13. Only one offer per bidder is allowed and alternative offers will not be considered. If more than one offer is received, none of the offers will be considered.</li> <li>14. <del>Attendance of compulsory briefing meeting (if applicable)</del></li> </ol>
	<p><b>Other Conditions of bid (Non eliminating unless expressly mentioned in the document):</b></p> <ol style="list-style-type: none"> <li>1. The bidder must be registered on the Central Supplier Database (CSD) prior the award</li> <li>2. All bidders' tax matters must be in order prior to award. Bidders' tax matters will be verified through CSD. In cases where the bidder's status is found non-compliant, the bidder will be granted 7 days to correct the status. <b>A bidder that fails to rectify its tax matters with SARS will be declared non-responsive.</b></li> <li>3. The bidder has duly completed and signed the <b>SBD 1</b>, and <b>SBD 6.1</b>.</li> <li>4. Bidders need to complete and sign <b>SBD 6.1</b> to claim points for specific goals. <b>Failure will lead to the non-awarding of points for specific goals.</b></li> <li>5. Bidders must submit a minimum of three (3) written contactable references for projects of similar value successfully completed in the past (clearly indicating client name, contract value, contract term, and contact person, contact details). Refer to Annexure I and Annexure M. This is not an elimination factor, but important for the DEET to make a decision. Unless it is used for Quality/functionality Points.</li> </ol>

	<p>6. Bidders must submit a list of projects where he or she has submitted tender offers but tender results have not been confirmed by the client. Refer to Annexure L. This is not an elimination factor, but important for the department to make a decision. Unless it is used for Quality/functionality Points.</p> <p>7. Bidders must submit their company profiles, list of available resources, plant and machinery, and any other additional capacity with the bid. Refer to Annexures K and H. This is not an elimination factor, but important for the department to make a decision. Unless it is used for Quality/functionality Points.</p> <p>8. The bidder must also list all projects where there are pending litigations or litigations that have been concluded. The form for this is also attached after Annexure J.</p> <p>9. The DEET will contract with the successful bidder by signing a formal contract.</p> <p>10. This tender will be awarded as a whole. All trades listed in the Bills of Quantities or Pricing schedule must be priced for (except provisional sums and allowances which also need to be added to the total), failure to do so will increase the commercial risk of the bid and may lead to elimination or passing over of the bidder.</p> <p>11. Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.</p> <p>12. DEET Policy applies.</p> <p>13. Protection of personal information: Consent (POPIA).</p> <p>14. The successful tenderer (after being informed) will be required to bring along an unsigned copy of the form of contract to be signed by parties (e.g. JBCC Edition 6.2 of 2018).</p> <p>15. EPWP policy will be applicable.</p> <p>16. The Contractor shall commit to allocating, where feasible, a minimum of 30% of the contract value to Subcontracting opportunities for SMMEs (EMEs/QSEs) that are at least 51% Black-owned, and that are based within the Buffalo City Metropolitan Municipality. <b>Out of this 30% allocation, a minimum of one-third (1/3) must be specifically reserved for SMMEs that are owned by persons with disabilities</b>, to promote inclusive participation and equitable economic empowerment. The main contractor/supplier bears full responsibility for identifying, engaging, and managing competent and capable subcontractors. Once the contract is awarded, the contractor is expected to maintain harmony and cooperative working relationships on site. The Department reserves the right to intervene, where necessary, in the selection and appointment of local subcontractors or SMMEs to ensure equitable participation and alignment with transformation objectives</p>								
	<p><b>1. PHASE TWO: EVALUATION POINTS ON PRICE AND SPECIFIC GOALS</b></p> <p>The <b>80/20 preference point system</b> shall be applied for the purposes of this bid as per the requirements of the <i>Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)</i> and Specific Goals/Preferential Procurement Regulations 2022</p> <table border="1" data-bbox="445 1314 1302 1458"> <thead> <tr> <th>Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>POINTS ON PRICE</td> <td>80</td> </tr> <tr> <td>SPECIFIC GOALS</td> <td>20</td> </tr> <tr> <td>TOTAL</td> <td>100</td> </tr> </tbody> </table> <p><b>The 80/20 preference point system for acquisition of services, works or goods not exceeding Rand value of R50 million:</b></p> <p>(a) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value equal to, or above R 30 000 and up to Rand value of R 50 000 000 (all applicable taxes included):</p> <p>The financial offer will be scored using the following formula:</p> $A = \frac{1 - (P - P_m)}{P_m}$ <p>The value of value of <math>W_1</math> is:</p> <p>1) <b>90</b> where the financial value inclusive of VAT of all responsive tenders received have a value in <b>excess of R50 000 000</b> or</p> <p>2) <b>80</b> where the financial value inclusive of VAT of one or more responsive tender offers have a value that <b>equals or is less than R 50 000 000</b>.</p>	Criteria	Points	POINTS ON PRICE	80	SPECIFIC GOALS	20	TOTAL	100
Criteria	Points								
POINTS ON PRICE	80								
SPECIFIC GOALS	20								
TOTAL	100								
5.7.3	The procedure for the evaluation of responsive tenders is <b>Method 2</b> (Administrative Compliance, price and preference)								
5.7.4	The quality criteria and maximum score in respect of each of the criteria are as follows: <b>N/A</b>								
5.7.5	Each evaluation criteria will be assessed in terms of five indicators – <b>N/A</b>								



5.7.6	The prompts for judgment and the associated scores used in the evaluation of quality shall be as follows: <b>N/A</b>
5.8	<p><b>Tender offers will only be accepted if:</b></p> <ul style="list-style-type: none"> <li>a) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> ) unless it is a foreign supplier with no local registered entity</li> <li>b) the tenderer is in good standing with SARS according to the Central Supplier Database. Bidders must submit a CSD no. or tax status compliance pin.</li> <li>c) the preferred tenderer will be required to submit an approved insurer undertaking to provide the Performance Bond / Guarantee / Surety / Security to the format and/or standard within 21 days after the appointment.</li> <li>d) the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation;</li> <li>e) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.</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 has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.</li> </ul>
	<ul style="list-style-type: none"> <li>h) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest that may impact the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;</li> <li>i) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer;</li> <li>j) The tenderer undertakes to maximize the sourcing of building material or infrastructure input material from Eastern Cape based suppliers or manufacturers.</li> <li>k) the employer is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely.</li> <li>l) The tenderer has duly completed and signed the Declaration Certificate for Local Production and Content and Local Content Declaration: Summary Schedule and submitted the documents at the closing date and time of the bid.</li> <li>m) the tender has offered a market-related. If the offer is believed not to be market related, the department through its Supply Chain Management bid committees will attempt to negotiate the offer with identified bidder/s to a reasonable amount. Bidders are not allowed to increase their tender offers during this process.</li> <li>n) A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid.</li> <li>o) <b>NOTE:</b> The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in bidder's tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer.</li> <li>p) The department reserves the right not to award the bid to the most favourable tenderer, if any of the situations occur: if it is not assisting in the advancement of designated groups; risk profile of the favourable firm is too high; the bidder has been awarded a considerable number of projects by the department or provincial government; has performed unsatisfactorily in the past, etc.</li> </ul>
5.9	The number of paper copies of the signed contract to be provided by the employer is 1.
	<p>The additional conditions of tender are:</p> <ul style="list-style-type: none"> <li>• Wherever a brand name is specified in this document (i.e., specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.</li> </ul>
T.2.1	<b>A. List of returnable documents</b>

1	<p><b>Documentation to demonstrate eligibility to have tenders evaluated i.e. List all documentation to demonstrate eligibility to have a submission evaluated.</b></p> <ul style="list-style-type: none"> <li>• Appropriate CIDB grading suitable for the works (as stated in 4.1).</li> </ul>
2	<p><b>Returnable Schedules required for tender evaluation purposes</b></p> <p>The tenderer must fully and appropriately complete and sign the following returnable schedules as relevant:</p> <ul style="list-style-type: none"> <li>• Record of Addenda to Tender Documents</li> <li>• Proposed amendments and qualifications</li> <li>• Compulsory Enterprise Questionnaire (In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted).</li> <li>• SBD 1, 4, 6.1, Declaration of Local Production and Local Content.</li> <li>• Protection of personal content: Consent</li> <li>• Form of Offer and Acceptance</li> <li>• Complete priced Bills of Quantities, including Final Summary</li> </ul>
3	<p><b>Other documents required for tender evaluation purposes</b></p> <p>The tenderer must provide the following returnable documents:</p> <ul style="list-style-type: none"> <li>• A CSD Report for a contractor with valid and correct information.</li> <li>• A letter if good standing from the Compensation Fund or a licensed insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act 1993 (Act No. 130 of 1993)</li> </ul>
4	<p><b>Returnable Schedules that will be used for tender evaluation purposes and be incorporated into the contract</b></p> <p>The tenderer must complete the following returnable documents:</p> <ul style="list-style-type: none"> <li>• A duly completed form of Offer and Acceptance (and any revision of prices if there are any).</li> </ul>
5	<p><b>Only authorized signatories may sign the original and all copies of the tender offer where required.</b></p> <ul style="list-style-type: none"> <li>• In the case of a ONE-PERSON CONCERN submitting a tender, this shall be clearly stated.</li> <li>• In the case of a <b>COMPANY</b> submitting a tender, include a copy of a <b>resolution by its board of directors</b> authorizing a director or other official of the company to sign the documents on behalf of the company.</li> <li>• In the case of a <b>CLOSE CORPORATION</b> submitting a tender, include a copy of a <b>resolution by its members</b> authorizing a member or other official of the corporation to sign the documents on each member's behalf.</li> <li>• In the case of a <b>PARTNERSHIP</b> submitting a tender, <b>all the partners</b> shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case <b>proof of such authorization</b> shall be included in the Tender.</li> <li>• In the case of a <b>JOINT VENTURE/CONSORTIUM</b> submitting a tender, include <b>a resolution of each company</b> of the joint venture together with a <b>resolution by its members</b> authorizing a member of the joint venture to sign the documents on behalf of the joint venture.</li> </ul> <p><b><u>Accept that failure to submit proof of authorization to sign the tender shall result in the tender offer being regarded as non-responsive.</u></b></p>
6	<p><b>Information and data to be completed in all respects</b></p> <p>Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as nonresponsive.</p>
7	<p><b>Canvassing and obtaining of additional information by tenderers</b></p> <p>The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon.</p> <p>The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.</p>
8	<p><b>Prohibitions on awards to persons in service of the state</b></p> <p>The Employer is prohibited to award a tender to a person -</p> <ol style="list-style-type: none"> <li>a) who is in the service of the state; or</li> <li>b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or</li> <li>c) a person who is an advisor or consultant contracted with the Department or municipal entity.</li> </ol> <p><b>In the service of the state means to be -</b></p> <ol style="list-style-type: none"> <li>a) a member of:-</li> </ol>

	<p><i>a</i> any municipal council;</p> <p><i>b</i> any provincial legislature; or</p> <p><i>c</i> the National Assembly or the National Council of Provinces;</p> <p><i>d</i>) a member of the board of directors of any municipal entity;</p> <p><i>e</i>) an official of any Department or municipal entity;</p> <p><i>f</i>) an employee of any national or provincial department;</p> <p><i>g</i>) provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);</p> <p><i>h</i>) a member of the accounting authority of any national or provincial public entity; or</p> <p><i>i</i>) an employee of Parliament or a provincial legislature.</p> <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.</p>
9	<p><b>Awards to close family members of persons in the service of the state</b></p> <p>Accept that the notes to the Employer's annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child, or parent of a person in the service of the state (defined in clause 8 above), or has been in the service of the state in the previous twelve months, including -</p> <p><i>a</i>) the name of that person;</p> <p><i>b</i>) the capacity in which that person is in the service of the state; and</p> <p><i>c</i>) the amount of the award.</p> <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.</p>
10	<p><b>Respond to requests from the tenderer</b></p> <p>The employer will respond to requests for clarification up to <b>2 (Two) working days</b> before the tender closing time.</p>
11	<p><b>Opening of tender submissions</b></p> <p>Tenders will not be opened. A closing register will be shared with all bidders.</p>
12	<p><b>Scoring quality / functionality:</b> N/A</p>
13	<p><b>Cancellation and re-invitation of tenders</b></p> <p>An organ of state may, prior to the award of the tender, cancel the tender if-</p> <p>(a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or</p> <p>(b) funds are no longer available to cover the total envisaged expenditure; or</p> <p>(c) no acceptable tenders are received.</p> <p>(d) Tender validity period has expired.</p> <p>(e) Gross irregularities in the tender processes and/or tender documents.</p> <p>(f) No market related offer received (after attempts of negotiation processes)</p> <p>Where applicable, the decision to cancel the tender will be published in the CIDB website and in the Tender Bulletin or the media in which the original tender invitation as advertised.</p>
14	<p>Dispute resolution mechanism will be done through the <b>Adjudication</b> route.</p>
15	<p>The department must when be acting against the tenderer or person awarded the contract on a fraudulent basis, considers the provisions of Regulation 14:</p> <p>The remedies provided for in Preferential Procurement Regulations 2022 do not prevent an institution from instituting remedies arising from any other prescripts or contract.</p>

16	Where the employer terminates the contract due to default of the contractor in whole or in part, the employer may decide to: a) Refer the breach in contract to the <b>cidb</b> for investigation as a breach of the <b>cidb Code of Conduct</b> in terms of the <b>cidb Regulations</b> ; or b) may impose a restriction penalty on the contractor in terms of Section 14 of the Preferential Procurement Regulations. The outcomes of such investigations in terms of both the cidb Regulations and the Preferential Procurement Regulations may prohibit the contractor from doing business with the public sector for a period not exceeding 10 years.
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# PART T2

## RETURNABLE DOCUMENTS



# PART T2.1: LIST OF RETURNABLE DOCUMENTS

## T2.1 List of Returnable Documents

The tenderer must complete the following returnable documents:

### 1 Returnable Schedules required for bid evaluation purposes

- Compulsory enterprise questionnaire (In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted).
- Record of addenda issued (Only if addenda is issued)
- Certificate of authority for joint ventures (Only where the tender/ quotation is submitted by a joint venture)

### 2 Other documents required for bid evaluation purposes

- Form of Offer and Acceptance
- Complete Priced Bills of Quantities & Final Summary

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

- Details of the Project Team and CV with Qualifications & Proof of Registration completed for each individual
- Schedule of Plant and Equipment
- Record of projects: current, past and on tender.
- Project References – at least 3
- SBD 1, 4, 6.1, and Declaration for Local Production and Local Content
- Protection of personal content: Consent



## PART A

## SBD 1

## INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DISABILITY ECONOMIC EMPOWERMENT TRUST (DEET)</b>					
BID NUMBER:	DEET-ECDOE/EMR/01/2026-27	CLOSING DATE:	06 May 2026	CLOSING TIME:	12:00PM
DESCRIPTION:	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT</b>					
DISABILITY ECONOMIC EMPOWERMENT TRUST (DEET) OFFICES, 20 SUFFOLK ROAD, BEREA LABELLED "TENDER BOX", EAST LONDON					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms. Unathi Nhele		CONTACT PERSON	Mr. Qhawe Nkasana	
TELEPHONE NUMBER	0437227333		TELEPHONE NUMBER	0437227333	
FACSIMILE NUMBER	0437227334		FACSIMILE NUMBER	0437227334	
E-MAIL ADDRESS	<a href="mailto:scm@ecdeet.co.za">scm@ecdeet.co.za</a>		E-MAIL ADDRESS	<a href="mailto:qs@ecdeet.co.za">qs@ecdeet.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, COMPLETE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					



**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

# Compulsory Enterprise Questionnaire

## A

### Compulsory Enterprise questionnaire

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

**Section 1: Name of enterprise:** .....

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

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

**Section 4: Particulars of sole proprietors and partners in partnerships**

Name*	Identity number*	Personal income tax number*

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

**Section 5: Particulars of companies and close corporations**

Company registration number .....

Close corporation number .....

Tax reference number .....

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

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

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

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

Signed .....

Date .....

Name .....

Position .....



**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:  
 .....  
 .....

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

2.3.1 If so, furnish particulars:  
 .....  
 .....

**3 DECLARATION**

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



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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

*(delete whichever is not applicable for this tender).*

- a) ~~The applicable preference point system for this tender is the 90/10 preference point system.~~
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) ~~Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.~~

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

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

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

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of:
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically disadvantaged individuals	6	
Persons with disabilities	4	
Promotion of Youth	4	
Women Participation	4	
Enterprises located in the Eastern Cape Province	2	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]



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

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

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....



# **PROOF OF REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE**

**(ATTACH HERE)**



***VALID COPY CIDB CERTIFICATE***  
**(ATTACH HERE)**

## **PROTECTION OF PERSONAL INFORMATION: CONSENT (POPIA)**

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

As part of its business activities, the Disability Economic Empowerment Trust (DEET) obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the Disability Economic Empowerment Trust (DEET) from time to time. The Disability Economic Empowerment Trust (DEET) confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

The Disability Economic Empowerment Trust (DEET) hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Not unless directed to do so by an order of court, the Disability Economic Empowerment Trust (DEET) does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and be seized with information of a personal nature pertaining to the Disability Economic Empowerment Trust (DEET). Some of the information may because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the Disability Economic Empowerment Trust (DEET) requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

## **AGREEMENT**

1. The Disability Economic Empowerment Trust (DEET) and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
  - a) They process the information only for the express purpose for which it was obtained.
  - b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
  - c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
  - d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
  - e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
  - f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for



which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organization.

3. Bidder's Obligations

- a) The Bidder is required to notify the Information Officer of Disability Economic Empowerment Trust (DEET), in writing as soon as possible after it becomes aware of or suspects any loss, unauthorized access or unlawful use of any of the Disability Economic Empowerment Trust (DEET)'s personal information.
- b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
- c) The Bidder shall be required to provide the Disability Economic Empowerment Trust (DEET) with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
- d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of Disability Economic Empowerment Trust (DEET).

**On behalf of the Bidder:**

..... Signature	..... Date
..... Position	..... Name of the Bidder

**On behalf of the Client:**

..... Signature	..... Date
..... Position	..... Name of Client Representative

# THE CONTRACT



**PART C1**  
**AGREEMENTS AND CONTRACT DATA**



## **PART C1.1: FORM OF OFFER AND ACCEPTANCE**

# C1.1- Form of Offer and Acceptance

## Annex C *(normative)*

### FORM OF OFFER AND ACCEPTANCE

<b>Project Description</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO</b>
<b>RFQ Number</b>	<b>DEET-ECDOE/EMR/01/2026-27</b>

**OFFER**

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

**THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO**

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

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

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

.....  
 .....  
 .....Rand (in words) ;

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

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

Signature .....

Name .....

Capacity .....

**for the tenderer** .....  
 (Name and address of organization)

Name and signature  
 of witness ..... Date .....

**ACCEPTANCE**

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

The terms of the contract, are contained in:

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

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

The tenderer shall within 3 weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement. Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.<sup>1</sup>

Signature .....

Name .....

Capacity .....

**for the Employer** .....  
(Name and address of organization)

Name and signature  
of witness ..... Date .....

**Schedule of Deviations**

1 Subject \_\_\_\_\_  
Details \_\_\_\_\_

2 Subject \_\_\_\_\_  
Details \_\_\_\_\_

3 Subject \_\_\_\_\_  
Details \_\_\_\_\_

4 Subject \_\_\_\_\_

## Details

---

By the duly authorized 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 tender 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/ quotation 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.

<sup>1</sup>As an alternative, the following wording may be used:

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



# A

## RECORD OF ADDENDA TO BID DOCUMENTS

<b>PROJECT DESCRIPTION</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO</b>		
<b>RFQ NUMBER</b>	<b>DEET-ECDOE/EMR/01/2026-27</b>		
I / We confirm that the following communications received from the Department of Public Works before the submission of this tender offer, amending the tender documents, have been taken into account in this bid offer: (Attach additional pages if more space is required)			
<b>Item</b>	<b>Date</b>	<b>Title or Details</b>	<b>No. of Pages</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Attach additional pages if more space is required.

Signed

Date

.....

Name

Position

.....

Tenderer

.....



**B**

**PROPOSED AMENDMENTS AND QUALIFICATIONS**

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

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

<b>PROJECT DESCRIPTION</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION,, LOCATED IN BHISHO</b>
<b>RFQ NUMBER</b>	<b>DEET-ECDOE/EMR/01/2026-27</b>

<b>Page</b>	<b>Clause /Item</b>	<b>Proposal</b>

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

*Enterprise name* \_\_\_\_\_

**C**

**RESOLUTION FOR SIGNATORY**

**A: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

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

An example is given below:

“By resolution of the board of directors passed at a meeting held on \_\_\_\_\_

Mr/Ms \_\_\_\_\_, whose signature appears below, has been duly authorised to

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

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

\_\_\_\_\_  
\_\_\_\_\_

SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_

IN HIS/HER CAPACITY AS: \_\_\_\_\_

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

SIGNATURE OF SIGNATORY: \_\_\_\_\_

**WITNESSES:**

<b>DIRECTOR (NAMES)</b>		SIGNATURE	
<b>DIRECTOR (NAMES)</b>		SIGNATURE	
<b>DIRECTOR (NAMES)</b>		SIGNATURE	
<b>DIRECTOR (NAMES)</b>		SIGNATURE	
<b>DIRECTOR (NAMES)</b>		SIGNATURE	
<b>DIRECTOR (NAMES)</b>		SIGNATURE	

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

**D**

**CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

This Returnable Schedule is to be completed by joint ventures.		
We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms ..... ....., authorized signatory of the company ..... ....., acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.		
<b>PROJECT DESCRIPTION</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO</b>	
<b>RFQ NUMBER</b>	<b>DEET-ECDOE/EMR/01/2026-27</b>	
<b>NAME OF FIRM</b>	<b>ADDRESS</b>	<b>DULY AUTHORISED SIGNATORY</b>
Lead partner: ..... .		Signature. .... Name ..... Designation.....
..... .		Signature. .... Name ..... Designation.....
..... .		Signature. .... Name ..... Designation.....
..... .		Signature. .... Name ..... Designation.....

# E

## SCHEDULE OF PROPOSED SUBCONTRACTORS

<b>PROJECT DESCRIPTION</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO</b>
<b>RFQ NUMBER</b>	<b>DEET-ECDOE/EMR/01/2026-27</b>
<p>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.</p> <p>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.</p> <p>We confirm that all subcontractors who are or to be contracted are registered on Central Supplier Database (CSD).</p>	

No.	Name and address of proposed Subcontractor	Nature and extent of work	Year completed	Value	Contact details
1					
2					
3					

4					
5					
<p>The undersigned, who warrants that she/he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct</p>					

Signed

Date

-----

Name

Position

-----

*Enterprise name*

-----

**E**  
**CAPACITY OF THE BIDDER**

<b>PROJECT DESCRIPTION</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO</b>
<b>RFQ NUMBER</b>	<b>DEET-ECDOE/EMR/01/2026-27</b>
<p>WORK CAPACITY: (The Bidder is requested to furnish the following capacity particulars and to attach additional pages if more space is required. Failure to furnish the particulars may result in the Bid being disregarded.)</p> <p><i>Artisans and Employees: (Artisans and Employees to be, or are, employed for this project)</i></p>	

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

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

<b>Signed:</b>	.....	<b>Date</b>	.....
<b>Name:</b>	.....	<b>Position</b>	.....

**Enterprise Name:** .....

**G**

**RELEVANT PROJECT EXPERIENCE – COMPLETED PROJECTS**

Tenderers must submit a max one-page description of at least three projects successfully completed.

**Attach a Completion Certificate for each of the project provided.**

The description of each project must include the following information:

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

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

*If there are more projects, attach a separate page to address this issue (the above table is just for reference purposes).*

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

Signed.....

Date.....

Name.....

Position.....

Enterprise name.....



## H

### **RELEVANT PROJECT EXPERIENCE – CURRENT PROJECTS**

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

The description of each project must include the following information:

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

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

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

Signed

Date

.....

Name

Position

.....

*Enterprise name*

.....

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

!

**OTHER OFFERS SUBMITTED AT TIME OF THIS TENDER FOR WHICH RESULTS ARE PENDING (if they exist)**

*(Any other client's tender must also be included)*

BID NO. / PROJECT NUMBER	PROJECT NAME	CLIENT NAME & CONTACT NO.	VALUE TENDERED IN RANDBS	DATE SUBMITTED	CONTACT DETAILS (CLIENT)
1					
2					
3					
4					

Signed

Date

.....

Name

Position

.....

*Enterprise name*

.....

***If there are more projects, attach a separate page to address this issue (the above table is just for reference purposes).***

J

**SCHEDULE OF TENDERER'S LITIGATION HISTORY**

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

NO.	NAME OF CLIENT.	OTHER LITIGATING PARTY	BRIEF DETAILS OF DISPUTE	PROJECT VALUE	DATE RESOLVED OR STATUS OF LITIGATION
1					
2					
3					
4					

Signed

Date

.....

.....

Name

Position

.....

.....

*Enterprise name*

.....

**K**

**Project Reference Forms – 1**

<b>PROJECT DESCRIPTION</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO</b>
<b>PROJECT NUMBER</b>	<b>DEET-ECDOE/EMR/01/2026-27</b>

**NOTE:**

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

I, \_\_\_\_\_ (name and surname) of \_\_\_\_\_ (company name) declare

that I was the Project Manager on the following building construction project successfully executed by \_\_\_\_\_ (name of tenderer):

Project name: \_\_\_\_\_

Project location: \_\_\_\_\_

Construction period: \_\_\_\_\_ Completion date: \_\_\_\_\_

Contract value: \_\_\_\_\_

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

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

B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments: \_\_\_\_\_

D. My contact details are:

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2025

**COMPANY STAMP**



RENOVATIONS TO EXISTING CLASSROOMS AND PROVISION

Signature of principal agent

**NOTE:**

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

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

\_\_\_\_\_  
Signature of Tenderer Date

## Project Reference Forms - 2

<b>PROJECT DESCRIPTION</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO</b>
<b>PROJECT NUMBER</b>	<b>DEET-ECDOE/EMR/01/2026-27</b>

**NOTE:**

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

I, \_\_\_\_\_ (name and surname) of \_\_\_\_\_ (company name) declare

that I was the Project Manager on the following building construction project successfully executed by \_\_\_\_\_ (name of tenderer):

Project name: \_\_\_\_\_

Project location: \_\_\_\_\_

Construction period: \_\_\_\_\_ Completion date: \_\_\_\_\_

Contract value: \_\_\_\_\_

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

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

B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments: \_\_\_\_\_

D. My contact details are:

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.



RENOVATIONS TO EXISTING CLASSROOMS AND PROVISION C

**COMPANY STAMP**

\_\_\_\_\_  
Signature of principal agent

**NOTE:**

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

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

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
Date

### Project Reference Forms – 3

<b>PROJECT DESCRIPTION</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO</b>
<b>PROJECT NUMBER</b>	<b>DEET-ECDOE/EMR/01/2026-27</b>

**NOTE:**

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

I, \_\_\_\_\_ (name and surname) of \_\_\_\_\_ (company name) declare

that I was the Project Manager on the following building construction project successfully executed by \_\_\_\_\_ (name of tenderer):

Project name: \_\_\_\_\_

Project location: \_\_\_\_\_

Construction period: \_\_\_\_\_ Completion date: \_\_\_\_\_

Contract value: \_\_\_\_\_

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

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

B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments: \_\_\_\_\_

D. My contact details are:

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

RENOVATIONS TO EXISTING CLASSROOMS AND PROVISION OF PREFABRICATED INFRASTRUCTURE AT ZAMEKA CO



**COMPANY STAMP**

\_\_\_\_\_ Signature of principal agent

**NOTE:**

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

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

\_\_\_\_\_  
Signature of Tenderer Date

## BASELINE RISK ASSESSMENT

<b>PROJECT DESCRIPTION</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO</b>
<b>RFQ NUMBER</b>	<b>DEET-ECDOE/EMR/01/2026-27</b>
<i>PLEASE NOTE THAT THIS IS A BASELINE RISK ASSESSMENT AND NOT A DETAILED RISK ASSESSMENT OF ALL ANTICIPATED ACTIVITIES ON SITE</i>	

Activity	Risk to Safety	Risk to Health	Risk to Environmental	Risk to Public Safety	Control Measures
Removal of existing roof	Physical injury due to falling loads	None	None	Physical injury due to falling loads	Use of PPE, Use non-destructive wet methods during removal procedures
Removal of trusses, sisalation, fascia & barge boards, gutters, etc.	Physical injury due to flying object.	Breathing problems due to dust inhalation	Failure to properly dispose	None	Use of PPE, use of approved dumping sites
Removal of ceilings	Physical injury due to falling from heights	Breathing problems due to dust inhalation	Failure to properly dispose	None	Use of PPE, proper inspected scaffolding
Paintworks	Physical injury due to tripping and falling	Breathing problems due to chemical substance inhalation	Paint spillage	None	Use of PPE, use of spillage control kits

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

## M

### A. EASTERN CAPE INFRASTRUCTURE INPUT MATERIAL

PROJECT NAME	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION,
PROJECT DESCRIPTION (SCOPE)	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL
RFQ NUMBER	DEET-ECDOE/EMR/01/2026-27
CONTRACTOR NAME:	

1. Below is the list of building material which must be sourced from Eastern Cape based suppliers, manufacturers or accredited agents.
2. On monthly basis, the contractor will report the purchasing of any of this material.
3. The report will then be communicated to PT & OTP on quarterly basis or in whichever intervals, as prescribed by PT & OTP.

### A. BUILDING MATERIAL LISTS– BUILDING RELATED STRUCTURES (NEW, REFURBISHMENTS & RENOVATIONS)

ITEM	BUILDING MATERIAL (TYPE)	ESTIMATE AMOUNT (Rands)
1	<b>Superstructure: N/A</b>	
2	<b>Internal Finishes:</b>	
2.1	Internal Wall Paint	
2.2	Ceilings	
2.3	Ceiling Finishes (Painting)	
2.4	Cornices	
2.5	Glass panes	
2.6	Doors and Ironmongery	
3	<b>Floors</b>	
3.1	Floor covering and finishes (skirtings,etc)	
4	<b>Roofs</b>	

4.1	Roof covering and finishes (gutters, etc)	
<b>5</b>	<b>External Finishes:</b>	
5.1	External Wall Finishes (Cleaning)	
<b>6</b>	<b>Fittings and Furniture: N/A</b>	
<b>7</b>	<b>Services: N/A</b>	
<b>8</b>	<b>External Works: N/A</b>	
	<b>TOTAL</b>	

## B. CONFIRMATION

1. I.....(**Contractor name**) acknowledge and confirm the above mentioned material will be sourced in the Eastern Cape Province, from Eastern Cape based material suppliers and manufacturers .
2. I confirm that on monthly basis I will produce a proof of purchase of this material used or to be used, either in the form of delivery notes, tax invoices or any formal document which verifies that the material or goods were sourced from an Eastern Cape based supplier or manufacturer.

-----  
**Representative of the Contractor (Name)**

-----  
**Signature**

-----  
**Date**



## PART C1.2: CONTRACT DATA

**The Joint Building Contracts Committee® - NPC**  
**CONTRACT DATA**  
For use by ORGANS OF STATE and other PUBLIC SECTOR BODIES  
**Principal Building Agreement**  
**Edition 6.2 - May 2018**

**A PROJECT INFORMATION**

**A1.0 Works [1.1]**

Project name	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION,
Reference number	DEET-ECDOE/EMR/01/2026-27
Works description	Refer to document C3 – Scope of Work

**A2.0 Site [1.1]**

Erf / stand number	Refer to document C4 – Site Information
Township / Suburb	BHISHO
Site address	Refer to document C4 – Site Information
Local authority	<b>Buffalo City Metropolitan Municipality</b>

**A3.0 Employer [1.1]**

Official Name of Organ of State / Public Sector Body	Disability Economic Empowerment Trust (DEET)		
Business registration number	N/A		
VAT/GST number	N/A		
Country	South Africa		
Employer's representative: Name	Qhawe Nkasana		
E-mail	qs@ecdeet.co.za		
Mobile number		Telephone number	043 722 7333

Postal address	20 Suffolk Road, Berea, East London	Postal Code	5247
Physical address	20 Suffolk Road, Berea, East London	Postal Code	5247

#### A4.0 Principal Agent [1.1]

Name	<b>Buyeye Consulting</b>		
Legal entity of above		Contact person	MTOBELI BUYEYE
Practice number		Telephone number	041 373 9127
		Mobile number	041 373 9127
Country	South Africa	E-mail	<a href="mailto:mtobeli.buyeye@buyeyeconsulting.co.za">mtobeli.buyeye@buyeyeconsulting.co.za</a>
Postal address	UNIT 20C GONUBIE MALL, EAST LONDON	Postal Code	5241
Physical address	UNIT 20C GONUBIE MALL, EAST LONDON	Postal Code	5241

#### A5.0 Agent [1.1]

#### A6.0 Agent [1.1]

#### A7.0 Agent [1.1]

### B CONTRACT INFORMATION

#### B 1.0 Definitions [1.1]

<b>Bills of quantities:</b> System/Method of measurement	<b>Standard System of Measuring Building Work (Sixth Edition) as amended</b>
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#### B 2.0 Law, regulations and notices [2.0]

<b>Law applicable to the works, state country</b> [2.1]	<b>Republic of South Africa</b>
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#### B 3.0 Offer and acceptance [3.0]

<b>Currency applicable to this agreement</b> [3.2]	<b>South African Rand</b>
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#### B 4.0 Documents [5.0]

The original signed <b>agreement</b> is to be held by the <b>principal agent</b> [5.2], if not, indicate by whom	<b>Employer</b>
Number of copies of <b>construction information</b> issued to the <b>contractor</b> at no cost [5.6]	<b>Three (3)</b>

Documents comprising the <b>agreement</b>	Page numbers
The <b>JBCC®</b> Principal Building Agreement, Edition 6.2 May 2018	1 to 30
The JBCC® Principal Building Agreement - Contract Data for Organs of State and other Public Sector Bodies, Edition 6.2 May 2018	1 to 18
The JBCC® General Preliminaries for use with the JBCC® Principal Building Agreement, Edition 6.2 May 2018	1 to 30

<b>Contract drawings</b> – description	Number	Revision	Date

#### B 5.0 Employer's Agents [6.0]

Authority is delegated to the following <b>agents</b> to issue <b>contract instructions</b> and perform duties for specific aspects of the <b>works</b> [6.2]
<b>Principal Agent</b>

<b>Principal agent's</b> and <b>agents'</b> interest or involvement in the <b>works</b> other than a professional interest [6.3]
<b>None</b>

#### B 6.0 Insurances [10.0]

Insurances by <b>employer</b>		Amount including tax	Deductible amount including tax
<b>Yes / No:</b>	<b>No</b>		
Contract works insurance:			
	New <b>works</b> [10.1.1] ( <b>contract sum</b> or amount)		

or	<b>Works with practical completion in sections [10.2] (contract sum or amount</b>			
or	<b>Works with alterations and additions [10.3] (reinstatement value of existing structures with or including new works)</b>			
	Direct contractors [10.1.1; 10.2] where applicable, to be included in the contract works insurance			<del></del>
	Free issue [10.1.1; 10.2] where applicable, to be included in the contract works insurance			<del></del>
	Escalation, professional fees and reinstatement costs if not included above			<del></del>
Total of the above contract works insurance amount				
Supplementary insurance [10.1.2; 10.2]				
Public liability insurance [10.1.3; 10.2]				
Removal of lateral support insurance [10.1.4; 10.2]				
Other insurances [10.1.5]				
Yes/ No?	No	If yes, description 1		
Yes/ No?	No	If yes, description 2		

and/or

Insurances by Contractor			Amount including tax	Deductible amount including tax
Yes / No:	Yes			
	New works [10.1.1] (contract sum or amount)		N/A	N/A
or	<b>Works with practical completion in sections [10.2] (contract sum or amount)</b>		N/A	N/A
or	<b>Works with alterations and additions [10.3] (reinstatement value of existing structures with or including new works)</b>		<b>To the minimum value of the contract sum + 10%</b>	<b>With a deductible not exceeding 5% of each and every claim</b>
	Direct contractors [10.1.1; 10.2] where applicable, to be included in the contract works insurance		N/A	<del></del>
	Free issue [10.1.1; 10.2] where applicable, to be included in the contract works insurance		N/A	<del></del>
	Escalation, professional fees and reinstatement costs if not included above		N/A	<del></del>
Total of the above contract works insurance amount			To the minimum value of the contract sum + 10%	
Supplementary insurance [10.1.2; 10.2]				With a deductible not exceeding 5% of each and every claim
Public liability insurance [10.1.3; 10.2]				
Removal of lateral support insurance [10.1.4; 10.2]				
Other insurances [10.1.5]				
Yes/ No?	No	If yes, description 1		
Hi Risk Insurance [10.1.5.1]				



Yes/ No?	No	If yes, description 2		
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### B 7.0 Obligations of the employer [12.1]

<b>Existing premises will be in use and occupied [12.1.2]</b>		<b>Yes / No?</b>	<b>No</b>
If yes, description			
<b>Restriction of working hours [12.1.2]</b>		<b>Yes / No?</b>	<b>No</b>
If yes, description			
<b>Natural features and known services to be preserved by the contractor [12.1.3]</b>		<b>Yes / No?</b>	<b>No</b>
If yes, description			
<b>Restrictions to the site or areas that the contractor may not occupy [12.1.4]</b>		<b>Yes / No?</b>	<b>Yes</b>
If yes, description		Work areas and restricted areas shall be defined at Site Handover	
<b>Supply of free issue [12.1.10]</b>		<b>Yes / No?</b>	<b>No</b>
If yes, description			

### B 8.0 Nominated subcontractors [14.0]

<b>Yes / No?</b>	<b>No</b>	<b>If yes, description of specialisation</b>
		Specialisation 1
		Specialisation 2
		Specialisation 3
		Specialisation 4
		Specialisation 5
		Specialisation 6
		Specialisation 7
		Specialisation 8
		Specialisation 9

### B 9.0 Selected subcontractors [15.0]

<b>Yes / No?</b>	<b>No</b>	<b>If yes, description of specialisation</b>
		Specialisation 1
		Specialisation 2
		Specialisation 3
		Specialization 4

Specialization 5	
Specialisation 6	
Specialisation 7	
Specialisation 8	
Specialisation 9	
Specialisation 10	

**B 10.0 Direct contractors [16.0]**

Yes / No?	No	If yes, description of extent of work
Extent of work [12.1.11]		
Extent of work [12.1.11]		
Extent of work [12.1.11]		
Extent of work [12.1.11]		
Extent of work [12.1.11]		

**B 11.0 Description of sections [20.1]**

<b>Section 1</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO</b>

**B 12.0 Possession of site [12.1.5], practical completion [19.0; 20.0] and penalty [24.0]**

Practical completion for the works as a Whole	Intended date of possession of the site Refer B17.0 [12.1.5; 12.2.22]	Period for inspection by the principal agent [19.3]	The date for practical completion shall be the period as indicated below from the date of possession of the site by the contractor [12.2.7; 24.1]	Penalty for late completion [24.1]
	<del> </del>	working days	Period in months	Penalty amount per calendar day (excl. tax)
	<del> </del>	<b>10 Working days</b>	<b>06 Calendar months</b>	<b>5.75/R100 of Contract amount</b>

or where **sections** are applicable

Practical completion of a section of the works	Intended date of possession of the site Refer B17.0 [12.1.5; 12.2.22]	Period for inspection by the principal agent [19.3]	The date for practical completion shall be the period as indicated below from the date of possession of the site by the contractor [12.2.7; 24.1]	Penalty for late completion [24.1]
--	---	---	---	------------------------------------

		Working days	Period in months	Penalty amount per calendar day (excl. tax)
Section 1				
Section 2				
Section 3				
Section 4				
Section 5				
Section 6				
Section 7				
Section 8				
Remainder of the				

Criteria to achieve <b>practical completion</b> not covered in the definition of <b>practical completion</b>
No further Criteria

**B 13.0 Defects liability period [21.0]**

Extended defects liability period: Refer B17.0 [21.13]	Yes / No?	Yes
If yes, description of applicable elements	<b>All works</b>	

**B 14.0 Payments [25.0]**

Date of month for issue of regular <b>payment certificates</b> [25.2]	15 <sup>th</sup>		
Contract price adjustment / Cost fluctuations [25.3.4; 26.9.5]	Yes / No?	Yes	
If yes, method to calculate	<b>CPAP ( Haylett) formula using STATS SA indices</b>		
<b>Employer</b> shall pay the <b>contractor</b> within: [25.10]	<b>Thirty (30) calendar days</b>		

**B 15.0 Dispute resolution [30.0]**

Adjudication [30.6.1; 30.10] Name of nominating body	<b>Refer to Part C1.3 Dispute Resolution Mechanism</b>		
Applicable rules for adjudication [30.6.2]	<b>Adjudication in accordance with the CIDB adjudication process</b>		
Arbitration [30.7.4; 30.10]	Yes / No?	No	
If Yes, name of nominating body			
*If No, then dispute will be referred to litigation			
Applicable rules for arbitration [30.7.5]	N/A		

**B 16.0 JBCC® General Preliminaries – selections**

Provisional bills of quantities [B2.2]		<b>Yes / No?</b>	<b>Yes</b>
Availability of construction information – is the construction information complete? [B2.3]		<b>Yes / No?</b>	<b>No</b>
Previous work - dimensional accuracy - details of previous contract(s) [B3.1]	N/A		
Previous work - <b>defects</b> - details of previous contract(s) [B3.2]	N/A		
Inspection of adjoining properties - details [B3.3]	N/A		
Handover of <b>site</b> in stages - specific requirements [B4.1]	N/A		
Enclosure of the <b>works</b> - specific requirements [B4.2]	Hoarding to working areas.		
Geotechnical and other investigations - specific requirements [B4.3]	N/A		
Existing premises occupied - details [B4.5]	No		
Services - known - specific requirements [B4.6]	No		
Water [B8.1]	By <b>contractor</b>	<b>Yes / No?</b>	<b>Yes</b>
	By <b>employer</b>	<b>Yes / No?</b>	<b>No</b>
	By <b>employer</b> – metered	<b>Yes / No?</b>	<b>No</b>
Electricity [B8.2]	By <b>contractor</b>	<b>Yes / No?</b>	<b>Yes</b>
	By <b>employer</b>	<b>Yes / No?</b>	<b>No</b>
	By <b>employer</b> – metered	<b>Yes / No?</b>	<b>No</b>
Ablution and welfare facilities [B8.3]	By <b>contractor</b>	<b>Yes / No?</b>	<b>Yes</b>
	By <b>employer</b>	<b>Yes / No?</b>	<b>No</b>
Communication facilities - specific requirements [B8.4]	No specific requirements		
Protection of the works - specific requirements [B11.1]	No specific requirements		
Protection / isolation of existing works and works occupied in sections - specific requirements [B11.2]	No specific requirements		
Disturbance - specific requirements [B11.5]	No specific requirements		
Environmental disturbance - specific requirements [B11.6]	No specific requirements		

## B 17.0 Changes made to JBCC® documentation

Reference may be made to other documents forming part of this **agreement**

### 1.1 Definitions

**AGREEMENT:** The completed Form of Offer and Acceptance, the completed **JBCC®** Principal Building Agreement and **JBCC® contract data for organs of state and other public sector bodies, the contract drawings, the priced document** and any other documents reduced to writing and signed by the authorised representatives of the **parties**

**CONSTRUCTION PERIOD:** The period commencing on the date of possession of the **site** by the **contractor** and ending on the date of **practical completion**

**CONTRACT DATA FOR ORGANS OF STATE AND OTHER PUBLIC SECTOR BODIES:** The document listing the Organs of State and other Public Sector Bodies' requirements and the project specific information

**INTEREST:** The interest rates applicable on this contract, whether specifically indicated in the relevant clauses or not, will be the 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), calculated as simple interest, in respect of debts owing to the State, and will be the rate as determined by the Minister of Justice and Constitutional Development from time to time 80(1)(b) of the Public Finance Management Act, 1999 (Act No 1 of 1999), calculated as simple interest, in respect of debts owing by the State

**PRINCIPAL AGENT:** The person or entity appointed by the **employer** and named in the **contract data for organs of state and other public sector bodies**. In the event of a principal agent not being appointed, then all the duties and obligations of a **principal agent** as detailed in the **agreement** shall be fulfilled by the employer's representative as named in the **contract data for organs of state and other public sector bodies**

### 3.0 Offer and Acceptance

Amend 3.3 to read as follows:

This **agreement** shall come into force on the date as stated on the Form of Offer and Acceptance and continue to be of force and effect until the end of the **latent defects** liability period [22.0] notwithstanding termination [29.0] or the certification of **final completion** [21.0] and final payment [25.0]

### 6.0 Employer's Agents

Add the following as 6.7:

In terms of the clauses listed hereunder, the **employer** has retained its authority and has not given a mandate to the **principal agent**. The **employer** shall sign all documents in relation to clauses 4.2, 14.1.2, 14.1.4, 14.4.1, 14.6, 23.1, 23.2, 23.3, 23.7, 23.8, 26.1, 26.7, 26.12 and 28.4

### 9.0 Indemnities

9.2.7: Add the following to the end of the first sentence: "... due to no fault of the **contractor**"

### 10.0 Insurances

Add the following as 10.1.5.1:

#### Hi risk Insurance

In the event of the project being executed in a geological area classified as a "High Risk Area", that is an area which is subject to highly unstable sub-surface conditions that might result in catastrophic ground movement evident by sinkhole or doline formation the following will apply:



#### 10.1.5.1.1 Damage to **the works**

The contractor shall, from the date of possession of the **site** until the date of the **certificate of practical completion**, bear the full risk of and hereby indemnifies and holds harmless the **employer** against any damage to and/or destruction of the **works** consequent upon a catastrophic ground movement as mentioned above. The **contractor** shall take such precautions and security measures and other steps for the protection of the **works** as he may deem necessary

When so instructed to do so by the **principal agent**, the **contractor** shall proceed immediately to remove and/or dispose of any debris arising from damage to or destruction of the **works** and to rebuild, restore, replace and/or repair the **works**, at the **contractor's** own costs

#### 10.1.5.1.2 Injury to persons or loss of or damage to property

The **contractor** shall be liable for and hereby indemnifies and holds harmless the **employer** against any liability, loss, claim or proceeding arising at any time during the period of the contract whether arising in common law or by statute, consequent upon personal injuries to or the death of any person whomsoever resulting from, arising out of or caused by a catastrophic ground movement as mentioned above

The **contractor** shall be liable for and hereby indemnifies the **employer** against any and all liability, loss, claim or proceeding consequent upon loss of or damage to any moveable, or immovable property, or personal property, or property contiguous to the **site**, whether belonging to or under the control of the **employer** or any other body or person whomsoever arising out of or caused by a catastrophic ground movement, as mentioned above, which occurred during the period of the contract

#### 10.1.5.1.3

It is the responsibility of the **contractor** to ensure that he has adequate insurance to cover his risk and liability as mentioned in 10.1.5.1.1 and 10.1.5.1.2. Without limiting the **contractor's** obligations in terms of the contract, the **contractor** shall, within twenty-one (21) **calendar days** of the date of possession of the site, but before commencement of the **works**, submit to the **employer** proof of such insurance policy, if requested to do so

#### 10.1.5.1.4

The **employer** shall be entitled to recover any and all losses and/or damages of whatever nature suffered or incurred consequent upon the **contractor's** default of his obligations as set out in 10.1.5.1.1; 10.1.5.1.2 and 10.1.5.1.3. Such losses or damages may be recovered from the **contractor** or by deducting the same from any amounts still due under this contract or under any other contract presently or hereafter existing between the **employer** and the **contractor** and for this purpose all these contracts shall be considered one indivisible whole

### 11.0 Securities

Amend 11.10 to read as follows:

There shall be no lien or right of retention held by any **contractor** in respect of the works executed on **site**

### 12.0 Obligations of the Parties

Amend 12.1.5 to read as follows:

Give possession of the **site** to the **contractor** within ten (10) **working days** of the contractor complying with the terms of 12.2.22

12.2.2: Not applicable

Add the following as 12.2.22:

Within fifteen (15) **working days** of the date of the **agreement** submit to the **principal agent** an acceptable health and safety plan, required in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993)



## 19.0 Practical Completion

19.5: Delete the words “subject to the **contractor’s** lien or right of continuing possession of the **works** where this has not been waived”

## 21.0 Defects Liability Period and Final Completion

Add the following as 21.13:

The ninety (90) **calendar days** defects liability period for the **works** [21.1] is replaced with a period of three hundred and sixty-five (365) **calendar days** in respect of the listed applicable elements

## 25.0 Payment

25.7.5: Not applicable

25.10: Delete the words “and/or **compensatory interest**”

25.14.2: Not applicable

## 27.0 Recovery of Expense and/or Loss

27.1.5: Not applicable

## 29.0 Termination

Add the following after 29.1.3: or where ...

29.1.4: The **contractor’s** estate has been sequestered, liquidated or surrendered in terms of the insolvency laws in force within the Republic of South Africa

29.1.5: The **contractor** has engaged in corrupt or fraudulent practices in competing for or in executing the contract



## C TENDERER'S SELECTIONS

### C 1.0 Security [11.0]

Guarantee for construction: Select Option A or B		Option:	
Option A	Payment reduction of 10% of the value certified in the payment certificate		
Option B	Fixed construction guarantee of 5% of the contract sum and a payment reduction of 5% of the value certified in the payment certificate		
Guarantee for payment by employer [11.5.1; 11.10]		Not Applicable	
Advance payment, subject to a guarantee for advance payment [11.2.2; 11.3]		Not Applicable	

### C 2.0 Contractor's annual holiday periods during the construction period

Year 1 contractor's annual holiday period	start date		end date	
Year 2 contractor's annual holiday period	start date		end date	
Year 3 contractor's annual holiday period	start date		end date	

### C 3.0 Payment of preliminaries [25.0]

Contractor's selection: Select Option A or B		Option:	
Where the contractor does not select an option, Option A shall apply			

#### Payment methods

Option A	The <b>preliminaries</b> shall be paid in accordance with an amount prorated to the value of the <b>works</b> executed in the same ratio as the amount of the <b>preliminaries</b> to the <b>contract sum</b> , which <b>contract sum</b> shall exclude the amount of <b>preliminaries</b> . Contingency sum(s) and any provision for cost fluctuations shall be excluded for the calculation of the aforesaid ratio
Option B	The <b>preliminaries</b> shall be paid in accordance with an amount agreed by the <b>principal agent</b> and the <b>contractor</b> in terms of the <b>priced document</b> to identify an initial establishment charge, a time-related charge and a final dis-establishment charge. Payment of the time-related charge shall be assessed by the <b>principal agent</b> and adjusted from time to time as may be necessary to take into account the rate of progress of the <b>works</b>

#### Lump sum contract

Where the amount of **preliminaries** is not provided it shall be taken as 7.5% (seven and a half per cent) of the **contract sum**, excluding contingency sum(s) and any provision for cost fluctuations



#### C 4.0 Adjustment of preliminaries [26.9.4]

<b>Contractor's selection:</b> Select Option A or B	<b>Option:</b>	
Where the contractor does not select an option, Option A shall apply		

#### Provision of particulars

The **contractor** shall provide the particulars for the purpose of the adjustment of **preliminaries** in terms of his selection. Where completion in sections is required, the **contractor** shall provide an apportionment of **preliminaries** per **section**

Option A	An allocation of the <b>preliminaries</b> amounts into Fixed, Value-related and Time-related amounts as defined for adjustment method Option A below, within fifteen (15) <b>working days</b> of the date of acceptance of the tender
Option B	A detailed breakdown of the preliminaries amounts within fifteen (15) <b>working days</b> of possession of the site. Such breakdown shall include, inter alia, the administrative and supervisory staff, the use of <b>construction equipment</b> , establishment and dis-establishment charges, insurances and guarantees, all in terms of the <b>programme</b>

#### Adjustment Methods

The amount of **preliminaries** shall be adjusted to take account of the effect which changes in time and/or value have on **preliminaries**. Such adjustment shall be based on the particulars provided by the **contractor** for this purpose in terms of Options A or B, shall preclude any further adjustment of the amount of **preliminaries** and shall apply notwithstanding the actual employment of resources by the **contractor** in the execution of the **works**

Option A	<p>The <b>preliminaries</b> shall be adjusted in accordance with the allocation of <b>preliminaries</b> amounts provided by the <b>contractor</b>, apportioned to <b>sections</b> where completion in <b>sections</b> is required</p> <p>Fixed - An amount which shall not be varied</p> <p>Value-related - An amount varied in proportion to the <b>contract value</b> as compared to the <b>contract sum</b>. Both the <b>contract sum</b> and the <b>contract value</b> shall exclude the amount of <b>preliminaries</b>, contingency sum(s) and any provision for cost fluctuations</p> <p>Time-related - An amount varied in proportion to the number of <b>calendar days</b> extension to the date of <b>practical completion</b> to which the <b>contractor</b> is entitled with an adjustment of the <b>contract value</b> [23.2; 23.3] as compared to the number of <b>calendar days</b> in the initial <b>construction period</b> [26.9.4]</p>
Option B	<p>The adjustment of <b>preliminaries</b> shall be based on the number of <b>calendar days</b> extension to the date of <b>practical completion</b> to which the <b>contractor</b> is entitled with an adjustment of the <b>contract value</b> [23.2; 23.3] as compared to the number of <b>calendar days</b> in the initial <b>construction period</b> [26.9.4]</p> <p>The adjustment shall take into account the resources as set out in the detailed breakdown of the <b>preliminaries</b> for the period of construction during which the delay occurred</p>

### Failure to provide particulars within the period stated

Option A	<p>Where the allocation of <b>preliminaries</b> amounts for Option A is not provided, the following allocation of <b>preliminaries</b> amounts shall apply:</p> <p>Fixed - Ten per cent (10%) Value-related - Fifteen per cent (15%) Time-related - Seventy-five per cent (75%)</p> <p>Where the apportionment of the <b>preliminaries</b> per <b>section</b> is not provided, the categorized amounts shall be prorated to the cost of each <b>section</b> within the <b>contract sum</b> as determined by the <b>principal agent</b></p>
Option B	Where the detailed breakdown of <b>preliminaries</b> amounts for Option B is not provided, Option A shall apply

### Lump sum contract

Where the amount of **preliminaries** is not provided it shall be taken as 7.5% (seven and a half per cent) Of the **contract sum**, excluding contingency sum(s) and any provision for cost fluctuations

# PART C1.3: DISPUTE RESOLUTION MECHANISM

## C1.3 CIDB ADJUDICATOR'S AGREEMENT

This agreement is made on the ..... day of ..... between:.....  
(name of company / organization) of .....  
..... (address) and..... (name of company /  
organization) of .....  
..... (address) (the Parties) and..... (name) of .  
.....  
..... (address) (the Adjudicator).

Disputes or differences may arise/have arisen\* between the Parties under a Contract dated ..... and known as.....  
..... and these disputes or differences shall be/have been\* referred to adjudication  
in accordance with the CIDB Adjudication Procedure, (hereinafter called "the Procedure") and the Adjudicator may be or has been requested  
to act.

\* Delete as necessary

**IT IS NOW AGREED** as follows:

- 1 The rights and obligations of the Adjudicator and the Parties shall be as set out in the Procedure.
- 2 The Adjudicator hereby accepts the appointment and agrees to conduct the adjudication in accordance with the Procedure.
- 3 The Parties bind themselves jointly and severally to pay the Adjudicator's fees and expenses in accordance with the Procedure as set out in the Contract Data.
- 4 The Parties and the Adjudicator shall at all times maintain the confidentiality of the adjudication and shall endeavour to ensure that anyone acting on their behalf or through them will do likewise, save with the consent of the other Parties which consent shall not be unreasonably refused.
- 5 The Adjudicator shall inform the Parties if he intends to destroy the documents which have been sent to him in relation to the adjudication and he shall retain documents for a further period at the request of either Party.

SIGNED by: \_\_\_\_\_  
Name: \_\_\_\_\_  
who warrants that he / she is duly  
authorized to sign for and on behalf of  
the first Party in the presence of

SIGNED by: \_\_\_\_\_  
Name: \_\_\_\_\_  
who warrants that he / she is duly  
authorized to sign for and behalf of  
the second Party in the presence of

SIGNED by: \_\_\_\_\_  
Name: \_\_\_\_\_  
the Adjudicator in the presence of

Witness \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Witness: \_\_\_\_\_  
Name \_\_\_\_\_  
Address: \_\_\_\_\_

Witness: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

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

### Contract Data

1	The Adjudicator shall be paid at the hourly rate of R. . . . . in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
2	The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to: (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs. (b) Telegrams, telex, faxes, and telephone calls. € Postage and similar delivery charges. (d) Travelling, hotel expenses and other similar disbursements. € Room charges. (f) Charges for legal or technical advice obtained in accordance with the Procedure.
3	The Adjudicator shall be paid an appointment fee of R. . . . . This fee shall become payable in equal amounts by each Party within ..... days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties.
4	The Adjudicator is/is not* currently registered for VAT.
5	Where the Adjudicator is registered for VAT it shall be charged additionally in accordance with the rates current at the date of invoice.
6	All payments, other than the appointment fee (item 3) shall become due in 30 days after receipt of invoice, thereafter interest shall be payable at 5% per annum above the Reserve Bank base rate for every day the amount remains outstanding.

\* Delete as necessary



# OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

IN

THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO

IMPLEMENTED BY

THE DISABILITY ECONOMIC EMPOWERMENT TRUST (DEET)



# **Construction Health and Safety Specification**

**CONTRACTOR:** TBA

**PROGRAMME:** EMERGENCY SCHOOL'S INTERVENTION  
PROGRAMME

**PROJECT:** THE APPOINTMENT OF A CONTRACTOR FOR  
THE RENOVATIONS TO EXISTING CLASSROOMS  
AND THE PROVISION OF PREFABRICATED  
CLASSROOMS AT ZAMEKA SECONDARY  
SCHOOL ON BEHALF OF THE EASTERN CAPE  
DEPARTMENT OF EDUCATION

## DETAILS

**SUPERVISION BY THE CLIENT:**  
DISABILITY ECONOMIC EMPOWERMENT TRUST

**SUPERVISION BY THE PRINCIPAL CONTRACTOR:**  
TBA

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## 1. INTRODUCTION

- 1.1. In terms of Construction Regulation 5(1) (b) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), DISABILITY ECONOMIC EMPOWERMENT TRUST (DEET) , as the Client and/or its Agent on its behalf, shall be responsible to prepare Health & Safety Specifications for any intended construction project and provide any Principal Contractor who is making a bid or appointed to perform construction work for the Client and/or its Agent on its behalf with the same.
- 1.2. The Principal Contractor and contractors shall be responsible for the Health & Safety Policy for the site in terms of Section 7 of the Act and in line with Construction Regulation 7 as well as the Health and Safety Plan for the project.
- 1.3. This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'. It should be noted that no single Act or its set of Regulations be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates 'a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour Legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.
- 1.4. Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. *This Risk Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan.* The Health and Safety Plan shall include documented 'Methods of Statement' (see definitions under Regulation 1 of Construction Regulations) detailing the key activities to be performed in order to reduce as far as reasonably practicable, the hazards identified in the Risk Assessment.
- 1.5. Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor and contractors from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the Agent and/or Client.

## 2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT

The Health and Safety Specifications pertaining to: **The Principal Contractor and Contractors**

These specifications are contained in the index and intend to specify the normal and specific requirements of DEET pertaining to the health and safety matters (including the environment) applicable to the project in question. These Specifications should be read in conjunction with the OHS Act 85, 1993 and its Regulations with specific reference to the Construction Regulations. This will also include any Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract documentation and technical specifications shall not be interpreted, in any way whatsoever, to cancel or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act.

### 3. PURPOSE

The purpose of this specification document is to provide a **Principal Contractor (and Contractors)** with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and of persons in connection with the use of plant and machinery. It further aims to protect persons other than its employees against any potential hazards to their health and safety arising out of or in connection with the activities of persons at work during the construction work for DEET .

- 3.1 To brief the Principle and Contractor on the significant health and safety requirements and aspects of the project. This shall include the provision of the following information and requirements namely:
  - a) safety considerations affecting the site of the project and its environment;
  - b) health and safety aspects of the associated structures and equipment;
  - c) required submissions on health and safety matters required from the Principal Contractor (and Contractors);
  - d) and the Principal Contractor's (and Sub - Contractors) health and safety plans.
- 3.2 To serve to ensure that the Principal Contractor (and Contractors) is fully aware of what is expected from them with regards to the Occupational Health and Safety Act, 85 of 1993 and the Regulations made there-under including the applicable safety standards, and in particular in terms of Section 8 of the Act.
- 3.3 To inform the Principal Contractor that the Occupational Health and Safety Act, 85 of 1993 in its entirety shall apply to the contract to which this specification document applies. The Construction Regulations promulgated on 7 February 2014 and incorporated into the above Act by Government Notice R 84, published in Government Gazette 37305 shall specifically apply to all persons involved in the construction work pertaining to this project.

#### 4. DEFINITIONS

**“Purpose of the Act”** –To provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

**"the Act"** means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

**“Agent”** –means a competent person who acts as a representative for a client;

**“Client”** –means any person for whom construction work is performed;

**"Construction manager"** means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

**"Construction site"** means a work place where construction work is being performed;

**"Construction supervisor"** means a competent person responsible for supervising construction activities on a construction site;

**"Construction work"** means any work in connection with -

- (a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or
- (b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work;

**“Contractor”** –means an employer who performs construction work;

**"Designer"** means-

- (a) a competent person who-
  - (i) prepares a design;
  - (ii) checks and approves a design;

- (iii) arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer; or
- (iv) designs temporary work, including its components;
- (b) an architect or engineer contributing to, or having overall responsibility for a design;
- (c) a building services engineer designing details for fixed plant;
- (d) a surveyor specifying articles or drawing up specifications;
- (e) a contractor carrying out design work as part of a design and building project; or an interior designer, shop-fitter or landscape architect;

**"Excavation work"** means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;

**"Fall protection plan"** means a documented plan, which includes and provides for—

- (a) all risks relating to working 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 of falling; and
- (c) a rescue plan and procedures;

**"Health and Safety File"** –means a file, or other record containing the information in writing required by the Construction Regulations;

**"Health and Safety Plan"** –means a site, activity or project specific documented plan in accordance with the client's health and safety specification;

**"Health and Safety Specification"** –means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;

**"Method Statement"** –means a document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment;

**"Principal contractor"** means an employer appointed by the client to perform construction work;

**“Risk Assessment”** –means a program to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard.

**"National Building Regulations"** means the National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008;

**"Structure"** means—

(a) any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;

(b) any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or

(c) any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;

## 5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

### 5.1 Organizational Structure of EHSMS Responsibilities

All responsibilities fall under the legal requirement of legal appointment letters – each responsible person must have an appointment letter.

ROLE	RESPONSIBILITIES
Client Client Agent	<b>The Client and/or its Agent</b> shall ensure that the Principal Contractor, appointed in terms of Construction Regulation 5(1) (k), implements and maintains the agreed and approved Health and Safety Plan. Failure on the part of the Client or Agent to comply with this requirement will not relieve the Principal Contractor from any duties under the Act and Regulations.
CEO – Principle Contractor	<b>The Chief Executive Officer</b> of the Principal Contractor in terms of Section 16 (1) of the OHS Act to ensure that the Employer (as defined in the Act) complies with the

	Act. The pro forma Legal Compliance Audit may be used for this purpose by the Principal Contractor or his/her appointed contractor.
Person responsible for Health and Safety  Section 16(2)	All OHS Act (85 /1993), <b>Section 16 (2)</b> appointee/s as detailed in their respective appointment forms shall regularly, in writing, report to management on health and safety matters or deviations identified during routine or ad hoc inspections/ audits. All reports shall be made available to the principal Contractor to become part of their site records (Health & Safety File).
Construction Manager Or Assistant	The Construction Manager and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 8 shall regularly, in writing, report to their managers on health and safety matters or deviations identified during inspections. All reports shall be made available to the principal Contractor to become part of site records (Health & Safety File).
SHE Representatives	All Health and Safety Representatives (SHE-Reps) shall act and report as per Section 18 of the OHS Act. She Representatives shall inspect and monitor activities on a daily basis and report findings to the Client and Health and Safety manager immediately. These safety representatives have the right to stop any unsafe work or work due to unsafe conditions and report findings and reason immediately to _____ (Company Name) Management.
Other Legal Appointees	<b>Further (Specific) Supervision Responsibilities for OH&amp;S</b>  Several appointments or designations of responsible and /or competent people in specific areas of construction work are required by the OHS Act and Regulations. The following competent appointments, where applicable, in terms of the Construction Regulations are required to ensure compliance to the Act, Regulations and Safety Standards.

#### LEGAL APPOINTMENTS AS REQUIRED IN THE CONSTRUCTION REGULATIONS

Item	Construction Regulation	Appointment	Responsible Person
1.	5(1)(h)	Principal contractor for each phase or project	Client / Agent
2.	6	Designer	Client / Agent
3.	7(1)(c)(v)	Contractor	Principal Contractor
4.	7(2)(c)	Sub-Contractor	Contractor
5.	8(1)	Construction Manager	Principal Contractor
6.	8(2)	Assistant Construction Manager	Principal Contractor
7.	8(6)	Construction Safety Officer	Principal Contractor & Contractor
8.	8(7)	Construction Supervisor	Construction Manager
9.	8(8)	Assistant Construction Supervisor	Principal Contractor & Contractor

10.	9(1)	Person to carry out risk assessment	Principal Contractor & Contractor
11.	9(4)	Trainer/Instructor	Principal Contractor & Contractor
12.	10(1)(a)	Fall protection officer	Principal Contractor & Contractor
13.	11(2)	Competent structure inspector	Owner
14.	6(2) & 12(1)	Temporary Works Designer	Principal Contractor & Contractor
15.	12(2)	Temporary Works Supervisor	Principal Contractor & Contractor
16.	13(1)(a)	Excavation supervisor	Principal Contractor & Contractor
17.	13(2)(b)(ii)(bb)	Professional engineer or technologist	Principal Contractor & Contractor
18.	13(2)(k)	Explosives expert	Principal Contractor & Contractor
19.	14(1)	Supervisor demolition work	Principal Contractor & Contractor
20.	14(2) + (3)	Demolition expert	Principal Contractor & Contractor
21.	14(11)	Explosives expert	Principal Contractor & Contractor
22.	16(1)	Scaffold supervisor	Principal Contractor & Contractor
23.	17(1)	Suspended platform supervisor	Principal Contractor & Contractor
24.	17(2)(c)	Compliance plan developer	Principal Contractor & Contractor
25.	17(8)(c)	Suspended platform expert	Principal Contractor & Contractor
26.	17(13)	Outrigger expert	Principal Contractor & Contractor
27.	19(8)(a)	Material hoist inspector	Principal Contractor & Contractor
28.	18(1)(a)	Rope access supervisor	Principal Contractor & Contractor
29.	20(1)	Bulk mixing plant supervisor	Principal Contractor & Contractor
30.	20(2)	Bulk mixing plant operator	Principal Contractor & Contractor
31.	21(2)(b)	Explosive actuated fastening device expert	Principal Contractor & Contractor
32.	21(2) (g) (i)	Explosive actuated fastening device controller	Principal Contractor & Contractor
33.	22(a)	Tower crane supervisor	Principal Contractor & Contractor
34.	22(e)	Tower crane operator	Principal Contractor & Contractor



35.	23(1)(d)(i)	Construction vehicle and mobile plant operator	Principal Contractor & Contractor
36.	23(1)(k)	Construction vehicle and mobile plant inspector	Principal Contractor & Contractor
37.	24(d)	Temporary electrical installations inspector	Principal Contractor & Contractor
38.	24 (e)	Temporary electrical installations controller	Principal Contractor & Contractor
39.	28 (a)	Stacking and storage supervisor	Principal Contractor & Contractor
40.	29 (h)	Fire equipment inspector	Principal Contractor & Contractor

**This list may be used as a reference or tool to determine which components of the Act and Regulations would be applicable to a particular site, as was intended under paragraph 3 & 4 of the Chapter “Introduction” (page 4) above. This list shall not be assumed to be exclusive or comprehensive.**

## 5.2 Communication & Liaison

5.2.1 Communication between the Employer, the Principal Contractor, Contractors, Project manager, Architect and other concerned parties shall take place in the SHE Committee or Project meeting;

5.2.2 In addition to the above, communication may be directed to the Client or Client Agent, in writing, as and when the need arises;

5.2.3 The workforce may consult on Health and Safety matters with their Supervisor or She Representative;

5.2.4 The Principal Contractor shall be responsible for the dissemination of all relevant Health and Safety information to Contractors and other Contractors e.g. design changes agreed with the Client and its Agent; instruction issued by the Client agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.

## 6. INTERPRETATION

6.1 The Occupational Health and Safety Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views consultants and contractors as employees of the “owner” of a construction or operational project, the “owner” being regarded as the employer. Only if formally agreed to by way of the written agreement in this regard between the “owner(s)” and consultant and /or between the “owner(s)” and the contractor(s), will these assumptions be relinquished in favour of the position agreed upon between the relevant parties;

6.2 In terms of the Construction Regulations the “**owner**”, in terms of its instructions, operates (has to operate) in the role of client as per relevant definition;

6.3 The **contractors** working for the “client” are seen to be in two categories, i.e. the Principal Contractor and Contractors. The Principal Contractor has to take full responsibility for the health

and safety on the site of the relevant project / contract. This includes monitoring health and safety conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site;

- 6.4 **Contractors** are required to operate under the control (in terms of all health and safety measures which are covered in the Construction Regulations) of the Principal Contractor. Where, for the work the **Principal Contractor** will have to execute himself, practical health and safety measures are applicable, he will also be subject to the relevant requirements with which Contractors have to comply. The Principal Contractor will, however, not have to actually fulfill such requirements in respect of any of the work / functions of any Contractors on the site for which he has been appointed as Principal Contractor. However, he has to monitor / oversee such processes, ensuring that the requirements are complied with and that the required appointments / evaluations / inspections / assessments and tests are done and that the records are duly generated and kept as prescribed in the Construction Regulations. This has to feature clearly in the Principal Contractor's Health and Safety Plan.

## 7. RESPONSIBILITIES

7.1 In terms of Construction regulation 5 a Client must-

- 1 (a) prepare a baseline risk assessment for an intended construction work project;
- (b) prepare a suitable, sufficiently documented and coherent site specific health and safety specification for the intended construction work based on the baseline risk assessment contemplated in paragraph (a);
- (c) provide the designer with the health and safety specification contemplated in paragraph (b);
- (d) ensure that the designer takes the prepared health and safety specification into consideration during the design stage;
- (e) ensure that the designer carries out all responsibilities contemplated in regulation 6;
- (f) include the health and safety specification in the tender documents;
- (g) ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures;
- (h) ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely;
- (i) take reasonable steps to ensure co-operation between all contractors appointed by the client to enable each of those contractors to comply with these Regulations;

- (j) ensure before any work commences on a site that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);
  - (k) appoint every principal contractor in writing for the project or part thereof on the construction site;
  - (l) discuss and negotiate with the principal contractor the contents of the principal contractor's health and safety plan contemplated in regulation 7(1), and must thereafter finally approve that plan for implementation;
  - (m) ensure that a copy of the principal contractor's health and safety plan is available on request to an employee, inspector or contractor;
  - (n) take reasonable steps to ensure that each contractor's health and safety plan contemplated in regulation 7(1)(a) is implemented and maintained;
  - (o) ensure that periodic health and safety audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
  - (p) ensure that a copy of the health and safety audit report contemplated in paragraph (o) is provided to the principal contractor within seven days after the audit;
  - (q) stop any contractor from executing a construction activity which poses a threat to the health and safety of persons which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site;
  - (r) where changes are brought about to the design or construction work, make sufficient health and safety information and appropriate resources available to the principal contractor to execute the work safely; and
  - (s) ensure that the health and safety file contemplated in regulation 7(1)(b) is kept and maintained by the principal contractor.
- (2) Where a client requires additional work to be performed as a result of a design change or an error in construction due to the actions of the client, the client must ensure that sufficient safety information and appropriate additional resources are available to execute the required work safely.
- (3) Where a fatality or permanent disabling injury occurs on a construction site, the client must ensure that the contractor provides the provincial director with a report contemplated in section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the contractor intends to implement to ensure a safe construction site as far as is reasonably practicable.
- (4) Where more than one principal contractor is appointed as contemplated in sub regulation (1 )(k), the client must take reasonable steps to ensure co-operation between all principal contractors and contractors in order to ensure compliance with these Regulations.



- (5) Where a construction work permit is required as contemplated in regulation 3(1), the client must, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed.
- (6) Where notification of construction work is required as contemplated in regulation 4(1), the client may, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed: Provided that, where the question arises as to whether an agent is necessary, the decision of an inspector is decisive.
- (7) An agent contemplated in sub regulations (5) and (6) must—
- (a) manage the health and safety on a construction project for the client; and
- (b) be registered with a statutory body approved by the Chief Inspector as qualified to perform the required functions;
- (8) When the chief inspector has approved a statutory body as contemplated in sub regulation (7)(b), he or she must give notice of that approval in the Gazette.

## 7.2 Principal Contractor

- a) The Principal Contractor shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction work in terms of Regulation 3 of the Construction Regulations. Annexure B of this Specification contains a “Notification of Construction Work” form. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly;
- b) The Principal Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation. This Specification is not intended to supersede the Act nor the Construction Regulations or any part of either. Those sections of the Act and the Construction Regulations which apply to the scope of work to be performed by the Principal Contractor in terms of this contract (entirely or in part) will continue to be legally required of the Principal Contractor to comply with. The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of the Act, the Construction Regulations or any Regulations proclaimed under the Act or which may perceivable be applicable to this contract;

c) (1) A principal contractor must further —

(a) provide and demonstrate to the client a suitable, sufficiently documented and coherent site specific health and safety plan, based on the client's documented health and safety specifications contemplated in regulation 5(1)(b), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the principal contractor as work progresses;

(b) open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor; and

(c) on appointing any other contractor, in order to ensure compliance with the provisions of the Act—

(i) provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications contemplated in regulation 5(1)(b) pertaining to the construction work which has to be performed;

(ii) ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;

(iii) ensure that no contractor is appointed to perform construction work unless the principal contractor is reasonably satisfied that the contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;

(iv) ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;

(v) appoint each contractor in writing for the part of the project on the construction site;

(vi) take reasonable steps to ensure that each contractor's health and safety plan contemplated in subregulation (2)(a) is implemented and maintained on the construction site;

(vii) ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;

(viii) stop any contractor from executing construction work which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons;

(ix) where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the contractor to execute the work safely; and

(x) discuss and negotiate with the contractor the contents of the health and safety plan contemplated in sub regulation (2)(a), and must thereafter finally approve that plan for implementation;

(d) ensure that a copy of his or her health and safety plan contemplated in paragraph (a), as well as the contractor's health and safety plan contemplated in subregulation (2)(a), is available on request to an employee, an inspector, a contractor, the client or the client's agent;

(e) hand over a consolidated health and safety file to the client upon completion of the construction work and must, in addition to the documentation referred to in subregulation (2)(b), include a record of all drawings, designs, materials used and other similar information concerning the completed structure;

(f) in addition to the documentation required in the health and safety file in terms of paragraph (c)(v) and subregulation (2)(b), include and make available a comprehensive and updated list of all the contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done; and

(g) ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.

(2) A contractor must prior to performing any construction work—

(a) provide and demonstrate to the principal contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety



specification contemplated in regulation 5(1)(b) and provided by the principal contractor in terms of subregulation (1)(a), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the contractor as work progresses;

(b) open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, the client, the client's agent or the principal contractor;

(c) before appointing another contractor to perform construction work be reasonably satisfied that the contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;

(d) co-operate with the principal contractor as far as is necessary to enable each of them to comply with the provisions of the Act; and

(e) as far as is reasonably practicable, promptly provide the principal contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.

(3) Where a contractor appoints another contractor to perform construction work, the duties determined in subregulation (1)(b) to (g) that apply to the principal contractor apply to the contractor as if he or she were the principal contractor.

(4) A principal contractor must take reasonable steps to ensure co-operation between all contractors appointed by the principal contractor to enable each of those contractors to comply with these Regulations.

(5) No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.

(6) A contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.

(7) A contractor must at all times keep on his or her construction site records of the health and safety induction training contemplated in subregulation (6) and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor;

(8) A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.

## 8. SCOPE OF WORK

These specifications are applicable to the specific scope of work **pertaining to** RENOVATIONS TO EXISTING CLASSROOMS AND PROVISION OF PREFABRICATED INFRASTRUCTURE AT ZAMEKA SS as detailed in the tender documents.

The Client or its Agent will provide a scope of work to the Principal Contractor.

As a result of the inherent nature of the Health and Safety Specifications document, specific relevant information on the project must be provided and it may be necessary to draft the required information under this paragraph on a separate attached document.

If at any time after commencement of the project changes are brought about to the design or construction, sufficient health and safety information and appropriate resources are to be made available to the Principal Contractor to execute the work safely. **The Principal Contractor and Contractors** –shall for the duration of the project make available SHE Representatives on a daily basis to inspect the workplace.

According to Construction Regulation 7(1) (c) (ii) all potential contractors submitting tenders must make provision for the cost of health and safety measures during the construction process. When submitting a tender the Principal Contractor shall therefore, make provision for the cost of health and safety measures in terms of their documented Health and Safety Plan and DEET Health and Safety Specifications. The cost shall be clearly specified and quantified within the tender document under a section for health and safety.

*The Health and Safety Plan is therefore to be included with the Tender documents when Tenders are invited for the Project.*



## **9. HEALTH AND SAFETY FILE**

The Principal Contractor must, in terms of Construction Regulation 7(2) (b), keep a Health & Safety File on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done. A more detailed list of documents and other legal requirements that must be kept in the Health and Safety File is attached as an addendum to this document.

### **IMPORTANT:**

The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project.

## **10. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OH&S PERFORMANCE**

The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report monthly on their performance to the Client or its Agent.

## **11. IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, STANDARD WORKING PROCEDURES (SWP) AND METHOD STATEMENTS**

The Principal Contractor is required to perform risk assessments, compile Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project (see 4. below "Project/Site Specific Requirements").

The identification of hazards is over and above the hazards identification program and those hazards identified during the drafting of the Health and Safety Plan.

## **12. ARRANGEMENTS FOR MONITORING AND REVIEW**

### **12.1 Periodical Audit by Client or its Agent.**

The Client and/or its Agent on its behalf will be conducting Periodic Audits at times agreed with the Principal Contractor to comply with Construction Regulation 7(1) (c) (vii) to ensure that the principal Contractor has implemented, is adhering to and is maintaining the agreed and approved OH&S Plan (audits must be done at least once every 30 days).

## 12.2 Other audits and inspections by client or agent.

The Client or its Agent reserves the right to conduct any ad hoc audits and inspections as it deems necessary.

A representative of the Principal Contractor and the relevant Health and Safety Representative(s) (SHE-Reps) must accompany the Client and/or its Agent on all Audits and Inspections and may conduct their own audit/inspection simultaneously. Each party will, however, take responsibility for the results of his/her own audit/inspection results. The Client or its Agent may request a copy of the Principal Contractor SHE Committee meeting minutes, reflecting possible recommendations made by that committee to the employer for reference purposes.

## 12.3 Incident Investigation and Reporting

12.3.1 The Principal Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:

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

or where:

- a major incident occurred;
- the health or safety of any person was endangered (this could be a near miss);
- where a dangerous substance was spilled;
- the uncontrolled release of any substance under pressure took place;
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects;
- machinery ran out of control.

to the Provincial Director of the Department of Labour within seven days and at the same time to the Client or its Agent.

Refer in this regard to Section 24 of the Act, Construction Regulation 5(3) & General Administrative Regulation 8.

12.3.2 The Principal Contractor is required to provide the Client and/or its Agent on its behalf with copies of all statutory reports required in terms of the Act and the Regulations;

- 12.3.3 The Principal Contractor is required to provide the Client and/or its Agent on its behalf with a monthly “SHE Risk Management Report”;
- 12.3.4 The Principal Contractor is required to provide a.s.a.p. the Client and/or its Agent on its behalf with copies of all internal and external accident/incident investigation reports including the reports contemplated in clause 12.7, 12.8.2, 15, 16, 17, 21 and 22 below. As soon as the occurrence of any accident/incident of whatever nature comes to the notice of the Principal Contractor, it shall be reported immediately to any of the following:
- Project Manager / Client / Agent; and
  - Health and Safety Manager.

## 12.4 Review

- The Principal Contractor is to review the Hazard Identification, Risk Assessments and Standard Work Processes at each Construction Planning and Progress Report meeting as the construction work develops and progresses. Each time changes are made to the designs, plans and construction methods and processes. These items must be reviewed;
- The Principal Contractor must provide the Client and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

## 12.5 Site Rules and other Restrictions

### 12.5.1 Site OH&S Rules

The Principal Contractor must develop a set of site-specific Health and Safety Rules that will be applied to regulate the Health and Safety Plan and associated aspects of the construction project.

When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

### 12.5.2 Security Arrangements

- The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that non-employees shall at all times be provided with fulltime supervision while on site;
- Additional Access Rules may be imposed by the Project Manager or Client Agent in the interest of the safety of **Principal Contractor/Contractor** employees, visitors and customers;

- The Principal Contractor must develop a set of Security rules and procedures for their allocated site and maintain these throughout the construction period. These security rules must be submitted to the Client for approval. Additional security measures or rules may be specified for risk minimisation purposes;
- If not already tasked to the H&S Officer appointed in terms of Construction Regulation 8(6), the Principal Contractor must appoint a competent Emergency Controller who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments. These must include a monthly practice/testing programme for the plans e.g. January: trench collapse, February: flooding etc. and practiced/tested with all persons on site at the time, participating.

## **12.6 Training**

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training as required must be included in the Principal Contractor's Health and Safety Plan and Health and Safety File.

### **12.6.1 General Induction Training**

All employees of the Principal and other Contractors must be in possession of proof of General Induction training;

### **12.6.2 Site Specific Induction Training**

All employees of the Principal and other Contractors must be in possession of Site Specific Occupational Health and Safety Induction or other qualifying training.

### **12.6.3 Other Training**

- All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid licenses and proof of training;
- All employees performing jobs requiring specific training in terms of the OHS Act 85, 1993 and Regulations must submit proof of such training;
- Occupational Health and Safety Training Requirements: (as required by the Construction Regulations and as indicated by the Health and Safety Specification Document & the Risk Assessment/s and recommendations by the Health and Safety Committee):
  - General Induction (Section 8 of the Act & CR 7(5));
  - Site/Job Specific Induction (also visitors) (Sections 8 & 9 of the Act & CR 7(5)&(6));

- Site/Project Manager;
- Construction Supervisor;
- OH&S Representatives (Section 18 (3) of the Act);
- Training of the Appointees indicated in 12.6.1 & 12.6.2 above;
- Operation of Cranes (Driven Machinery Regulations 18 (11));
- Operators & Drivers of Construction Vehicles & Mobile Plant (Construction Regulation 23);
- Basic Fire Prevention & Protection (Environmental Regulations 9 and Construction Regulation 29);
- As a minimum basic First Aid to be upgraded when necessary (General Safety Regulations 3);
- Storekeeping Methods & Safe Stacking (Construction Regulation 28);
- Emergency, Security and Fire Coordinator.

## 12.7 Incident Investigation

The Principal Contractor is responsible to oversee the investigation of all incidents. This will include first aid, medical treatment by a doctor and hospital or clinic cases. (General Administrative Regulation 9).

All incidents must be recorded in the Accident/Incident Register. (General Administrative Regulation 9).

The Principal Contractor is responsible for the investigation of all incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the corrective action to prevent similar incidents in future.

The Principal Contractor is responsible for the investigation of all road traffic accidents relating to the construction site and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

Notwithstanding the requirements of Section 24 of the Act, All incidents shall be investigated and reported on in writing, irrespective of whether such incident gave rise to injury or damage.

## 12.8 SHE Representatives and SHE Committees

### 12.8.1 Designation of SHE Representatives

- Where the Principal Contractor employs more than 20 persons (including the employees of the Contractors) he has to appoint a minimum of one SHE



Representatives, then he must appoint one for every 50 employees or part thereof.  
(OHS Act85, 1993 - Section 17 and GAR 6; 7.);

- These SHE Representatives shall be designated in writing.

#### **12.8.2 Duties and Functions of the H&S Representatives** *(This is based on the Construction norms and is not an exhaustive list)*

- The Principal Contractor must ensure that the designated SHE Representatives conduct a formal weekly inspection of their respective areas of responsibility using a checklist. All findings must be reported to the Principal Contractor. The reports shall be submitted to the Health and Safety Committee for action. Record shall be kept in the form of minutes;
- SHE Representatives must take part in incident investigations;
- SHE Representatives shall be members of at least one SHE Committee and attend all the SHE Committee meetings.

#### **12.8.3 Establishment of H&S Committee(s)**

The Principal Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee. The persons nominated by the employer on an H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members (who are not allowed to vote on issues discussed) and determine the procedures of the meetings including the chairmanship.

Legally, the H&S Committee must meet minimum every 3 months but it is advised that they meet at least once a month and consider, at least, the following Agenda for the *first meeting*. Thereafter the H&S Committee shall determine its own procedures as per the previous paragraph.

#### **Agenda:**

- 1) Opening and determining of chairmanship (only when necessary);
- 2) Facilities and Hygiene;
- 3) Housekeeping ;
- 4) Incidents and incident investigation; and
- 5) Inspection checklists and Registers:
  - a H&S Rep. Inspections;
  - b. Matters of First Aid;

- c. Scaffolding;
  - d. Ladders;
  - e. Excavations;
  - f. Portable Electric Equipment;
  - g. Fire Equipment;
  - h. Explosive Power Tools;
  - i. Power Hand tools;
  - j. Incident Investigation reports;
  - k. Pressure Equipment and vessels under pressure;
  - l. Personal Protective Equipment.
- 6) Safety Statistics;
  - 7) Health and Safety Awareness / Training / Posters and Symbolic signs;
  - 8) First Aiders and First Aid equipment;
  - 9) Demarcation of work- /hazardous-/safe areas/walkways;
  - 10) Safety Suggestions;
  - 11) Environmental Management;
  - 12) General;
  - 13) Date of Next Meeting; and
  - 14) Closing

### 13. PROJECT/SITE SPECIFIC REQUIREMENTS

The following is a list of specific activities and considerations that have been identified for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by the Principal Contractor:

RECEIVE CONTRACT AWARD

CONDUCT PLANNING

EXECUTE SITE ESTABLISHMENT:

- Office/s;
- Secure/Safe Storage and storage areas for materials, plant & equipment;
- Ablution facilities;

- Sheltered dining area;
- Vehicle access to the site;
- Dealing with existing Structures;
- Location of existing Services.

APPOINT CLO

APPOINT LABOUR

EXPOSING OF SERVICES

- Digging trenches by hand;
- Marking identified services.

### **Work Packages and Activities**

#### **Work Packages that will make up all the scope of the project**

- Foundations;
- Concrete, formwork and reinforcement;
- Masonry;
- Waterproofing;
- Roof coverings and structures;
- Carpentry and joinery;
- Ceilings and Partitions;
- Floor Coverings;
- Ironmongery;
- Structural steelwork;
- Metalwork;
- Plastering;
- Tiling;
- Internal Plumbing;
- Glazing;
- Paintwork;
- Electrical works; and
- Clean and Finish

## **External Works**

- General site works, roads and paving;
- Storm water drainage;
- Sewer;
- Security Fencing;
- Access gates;
- Area lighting;
- Landscaping.

**Task Activities undertaken in the execution of the above mentioned work packages, and must be addressed in the safety plan of the contractor.**

- Installation and Maintenance of Temporary Construction Electrical Supply, Lighting and Equipment;
- Adjacent properties and surrounding building exposures;
- Boundaries and Access control/Public Liability Exposures;
- Exposure to Noise;
- Exposure to Vibration;
- Protection against dehydration and heat exhaustion;
- Protection from the elements.

### **Use of Portable Electrical Equipment including:**

- Angle grinder;
- Electrical Drilling machine;
- Skill saw.

### **Excavations including:**

- Ground/soil conditions;
- Trenching;
- Shoring;
- Drainage;
- Daily inspections.

### **Welding including:**

- Arc Welding;
- Gas welding;
- Flame Cutting;
- Use of LP Gas torches and appliances.

Loading and Offloading of Trucks.

Aggregate/Sand and other Materials Delivery.  
Manual and Mechanical Handling of equipment.  
Lifting and Lowering Operations done by mobile cranes.

**Driving & Operation of Construction Vehicles and Mobile Plant including:**

- Trenching machine;
- Mobile crane/s;
- Excavator/TLB;
- Roller;
- Plate Compactor;
- Front End Loader;
- Grader;
- Vibrating Roller;
- Water Truck;
- Articulated Dump Trucks.

The major equipment/systems considered in this specification are as follows:

- Hot Water Heat Pumps
- Thermocube
- Circulating Pumps
- Interconnecting pipework

Mobile Cranes and the ancillary lifting tackle.

Parking of Vehicles & Mobile Plant.

Towing of Vehicles & Mobile Plant.

Use and Storage of Flammable Liquids and other Hazardous Substances – (the client and/or its agent appointed on its behalf to be informed of this prior to commencing of the project).

Layering and Bedding of trench floor.

Installation of Pipes in trenches.

Backfilling and compacting of Trenches.

Protection against Flooding.

Use of Explosives – (the client and/or its Agent appointed on its behalf to be informed of this prior to commencing of the project).

Protection from Overhead Power Lines.

As discovered by the Principal Contractor's hazard identification exercise.

As discovered from any inspections and audits conducted by the Client and/or its Agent on its behalf or by the Principal Contractor or any other Contractor on site.

As discovered from any accident/incident investigation.

**13.1 The following are in particular requirements depending on scope of works and will form a basis for compliance audits.**

1. Administrative and Legal Requirements;
2. Education, Training & Promotion;
3. Public Safety and Emergency Preparedness;
4. Personal Protective Equipment;
5. Housekeeping;
6. Scaffolding, Formwork & Support work;
7. Ladders;
8. Electrical Safeguarding;
9. Emergency Procedures /Fire Prevention and Protection;
10. Excavations and Demolition;
11. Tools;
12. Cranes and other driven machinery;
13. Personnel and Material Hoists;
14. Transport and Materials Handling;
15. Site Plant and Machinery;
16. Stacking and Storage Site/ Yards/ Site Workshops Specifics;
17. Health and Hygiene; and
18. Facilities.

**14. OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE**

**Administrative & Legal Requirements**

(a) OHS Act Section/ (b) Regulation	b) u b j e c t	(1) Requirements
Construction. Regulation 3 & 4	Application for construction work permit Notice of carrying out Construction work	Department of Labour must be notified by the client and by the contractor. Copy of Notice available on Site. Work permit to be displayed at the entrance if required.
General Admin. Regulation 4	Copy of OH&S Act (Act 85 of 1993)	Updated copy of Act & Regulations available on site. Readily available for perusal by employees.
COID Act Section 80	Registration with Compensation Insurer	Written proof of registration/Letter of good standing available on Site
Construction. Regulation	SHE Specification and	SHE Spec received from Client and/or its Agent

5(1)	Program	SHE Program developed and updated.
Section 8(2)(d) of the OHS Act and Regulation 5(1) & 7 of the Construction.	Hazard Identification & Risk Assessment	Identifications of hazards/Recorded Risk Assessment and – Plan drawn up/Updated Risk Assessment Plan available on Site Employees/Contractors informed/trained
Section 16(2)	Assigned duties (Managers)	Responsibility of complying with the OH&S Act assigned to other person/s by CEO.
Construction. Regulation 8(1)	Designation of Person Responsible on Site	Competent person appointed in writing as Construction Manager with job description
Construction. Regulation 8(2)	Designation of Assistant for above	Competent person appointed in writing as Assistant Construction Manager with job description
Section 17 & 18 General Administrative Regulations 6 & 7	Designation of SHE Representatives	More than 20 employees - one H&S Representative, one additional H&S Rep. for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 Meaningful H&S Rep. reports. Reports actioned by Management.
Section 19 & 20 General Administrative Regulations 5	Health & Safety Committee/s	SHE Committee/s established. All SHE Reps shall be members of SHE Committees Additional members are appointed in writing. Meetings held monthly, Minutes kept. Actioned by Management.
Section 37(1) & (2)	Agreement with Mandatories/ Contractors	Written agreement with Contractors List of Contractors displayed. Proof of Registration with Compensation Insurer/Letter of Good Standing (COID) Construction Manager designated Written arrangements regarding SHE Reps and Committee (OHS Section 17,18) Written arrangements for First Aid (COID)
Section 24 & General Admin. Regulation 8, Construction Regulation 5(3) & COID Act Sect.38, 39 & 41	Reporting of Incidents (Dept. of Labour)	Incident Reporting Procedure displayed. All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1?)(WCL 1 or 2) and to the Client and/or its Agent on its behalf Cases of Occupational Disease Reported Copies of Reports available on Site Record of First Aid injuries kept
General Admin. Regulation 9	Investigation and Recording of Incidents	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. Copies of Reports (Annexure 1) available on Site Tabled at H&S Committee meeting Action taken by Site Management.
Construction. Regulation 10	Fall Prevention & Protection	Competent person appointed to draw up and supervise the Fall Protection Plan Proof of appointees competence available on Site Risk Assessment carried out for work at heights Fall Protection Plan drawn up/updated and available on Site
Construction. Regulation 10(5)	Roof work	Competent person appointed to plan & supervise Roof work. Proof of appointees competence available on Site Risk Assessment carried out Roof work Plan drawn up/updated Roof work inspect before each shift. Inspection register kept Employees medically examined for physical & psychological fitness. Written proof on site
Construction. Regulation 11	Structures	<b>Information re. the structure being erected received from the Designer including:</b> - geo-science technical report where relevant - the design loading of the structure - the methods & sequence of construction - anticipated dangers/hazards/special measures to construct safely



		Risk Assessment carried out Method statement drawn up All above available on Site Structures inspected before each shift. Inspections register kept
Construction Regulations 12	Temporary Works	<b>Competent persons appointed in writing to:</b> - Inspect structures - Ensure that design are followed
Construction. Regulation 13	Excavations	Competent person/s appointed in writing to supervise and inspect excavation work Written Proof of Competence of above appointee/s available on Site Risk Assessment carried out Inspected: - before every shift - after any blasting - after an unexpected fall of ground - after any substantial damage to the shoring - after rain. Inspections register kept Method statement developed where explosives will be/ are used
Construction. Regulation 14	Demolition Work	Competent person/s appointed in writing to supervise and control Demolition work Written Proof of Competence of above appointee/s available on Site Risk Assessment carried out Engineering survey and Method Statement available on Site Inspections to prevent premature collapse carried out by competent person before each shift. Inspection register kept
Construction Regulation 15	Tunneling	<b>No people permitted to enter a tunnel if which has a height dimension of less than 800 millimetres</b>
Construction. Regulation 16	Scaffolding	<b>Competent persons appointed in writing to:</b> - erect scaffolding (Scaffold Erector/s) - act as Scaffold Team Leaders - inspect Scaffolding weekly and after inclement weather (Scaffold Inspector/s) Written Proof of Competence of above appointees available on Site Copy of SABS 085 available on Site Risk Assessment carried out Inspected weekly/after bad weather. Inspection register/s kept
Construction. Regulation 17	Suspended Platforms	<b>Competent persons appointed in writing to:</b> - control the erection of Suspended platforms - act as Suspended platforms Team Leaders - inspect Suspended Scaffolding weekly and after inclement weather Risk Assessment conducted Certificate of Authorization issued by a registered professional engineer available on Site/copy forwarded to the Department of Labour <b>The following inspections of the whole installation carried out by a competent person</b> - after erection and before use - daily prior to use. Inspection register kept The following tests to be conducted by a competent person: - load test of whole installation and working parts every three months - hoisting ropes/hooks/load attaching devices quarterly. Tests log book kept Employees working on Suspended Platform medically examined for physical & psychological fitness. Written proof available



Construction Regulation 18	Rope Access Work	<b>Competent person appointed</b> in writing as a rope access supervisor to supervise the activities. Operators must be licensed to carry out their work. A site specific fall protection plan must be available to the specific site and environment.
Construction. Regulation 19	Materials Hoist	<b>Competent person appointed</b> in writing to inspect the Material Hoist Written Proof of Competence of above appointee available on Site. Materials Hoist to be inspected weekly by a competent person. Inspections register kept.
Construction. Regulation 20	Bulk Mixing Plants	<b>Competent person appointed</b> to control the operation of the Batch Plant and the service, maintenance and cleaning. Register kept of above Risk Assessment carried out Batch Plant to be inspected weekly by a competent person. Inspections register kept
Construction. Regulation 21	Explosive actuated fastening device	<b>Competent person appointed</b> to control the issue of the Explosive Powered Tools & cartridges and the service, maintenance and cleaning. Register kept. Empty cartridge cases/nails/fixing bolts returns recorded Cleaned daily after use Work areas are demarcated!
Construction. Regulation 22/ Driven Machinery Regulations 18 & 19	Cranes & Lifting Machines Equipment	Competent person appointed in writing to inspect Cranes, Lifting Machines & Equipment Written Proof of Competence of above appointee available on Site. Cranes & Lifting tackle identified/numbered Register kept for Lifting Tackle Log Book kept for each individual Crane <b>Inspection:</b> - All cranes - daily by operator - Tower Crane/s - after erection/6monthly - Other cranes - annually by comp. person - Lifting tackle(slings/ropes/chain slings etc.) - daily or before every new application
Construction. Regulation 24/Electrical Machinery Regulations 9 & 10/ Electrical Installation Regulations	Inspection & Maintenance of Electrical Installation & Equipment (including portable electrical tools)	<b>Competent person appointed</b> in writing to inspect/test the installation and equipment. Written Proof of Competence of above appointee available on Site. Inspections: - Electrical Installation & equipment inspected after installation, after alterations and quarterly. Inspection Registers kept Portable electric tools, electric lights and extension leads must be uniquely identified/numbered. Weekly visual inspection by User/Issuer/Storeman. Register kept.
Construction Regulation 25	Use of temporary storage of flammable liquids on construction site	Flammable liquids must be stored in a way that it does not cause a fire or explosion hazard, and that the workplace is well ventilated. Suitable notices to be posted.
Construction Regulations 26	Water environments	If construction is performed over on in close proximity of water, then provision must be made to prevent persons from falling into water and have a rescue plan in case of such incident happening to prevent drowning.
Construction Regulation 27	Housekeeping	Suitable housekeeping measures must be implemented to reduce the risk of injuries and damage to the structures, machinery, etc. Debris must be removed with a chute from a high place. Construction area must be fenced off.
Construction. Regulation 28/ General Safety Regulation 8(1)(a)	Designation of Stacking & Storage Supervisor.	<b>Competent Person/s</b> with specific knowledge and experience designated to supervise all Stacking & Storage Written Proof of Competence of above appointee available on Site
Construction. Regulation 29/ Environmental	Designation of a Person to Co-ordinate Emergency	Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution



Regulation 9	Planning and Fire Protection	and fire prevention measures Emergency Evacuation Plan developed: - Drilled/Practiced - Plan & Records of Drills/Practices available on Site Fire Risk Assessment carried out All Fire Extinguishing Equipment identified and on <i>register</i> . Inspected weekly. And inspection register kept. Serviced annually
Construction Regulation 30	Employees Facilities	The contractor must provide and maintain in hygienic condition facilities for employees that include: <ul style="list-style-type: none"> <li>• Showers (1 for every 15 employees)</li> <li>• Sanitary facilities for each sex (1 for every 30 employees)</li> <li>• Changing facilities for each sex</li> <li>• Sheltered eating areas</li> </ul>
General Safety Regulation 3	First Aid	Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) First Aid freely available Equipment as per the list in the OH&S Act. One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed) List of First Aid Officials and Certificates Name of person/s in charge of First Aid box/es displayed. Location of First Aid box/es clearly indicated. Signs instructing employees to report all Injuries/illness including first aid injuries
General Safety Regulation 2	Personal Safety Equipment (PPE)	PPE Risk Assessment carried out Items of PPE prescribed/use enforced Records of Issue kept Undertaking by Employee to use/wear PPE. PPE remains property of Employer, and is not to be removed from the premises GSR 2(4)
General Safety Regulation 9	Inspection & Use of Welding/Flame Cutting Equipment	<b>Competent Person/s</b> with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment Written Proof of Competence of above appointee available on Site All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately Equipment identified/numbered and entered into a register Equipment inspected weekly. Inspection Register kept Separate, purpose made storage available for full and empty vessels
Hazardous Chemical Substances (HCS) Regulations Construction Regulation 25	Control of Storage & Usage of HCS and Flammables	<b>Competent Person/s</b> with specific knowledge and experience designated to Control the Storage & Usage of HCS (including Flammables) Written Proof of Competence of above appointee available on Site Risk Assessment carried out Register of HCS kept/used on Site Separate, purpose made storage available for full and empty containers
Pressure Equipment Regulations	Pressure Equipment	<b>Competent Person/s</b> with specific knowledge and experience designated to supervise the use, storage, maintenance, statutory inspections & testing of Pressure Equipment. Written Proof of Competence of above appointee available on Site Risk Assessment carried out Certificates of Manufacture available on Site Register of Pressure Equipment on Site Inspections & Testing by Approved Inspection Authority (AIA): - after installation/re-erection or repairs - every 36 months.



		- Register/Log kept of inspections, tests. Modifications & repair
Construction. Regulation 23	Construction Vehicles and Earth Moving Equipment	Operators/Drivers appointed to: - Carry out a daily inspection prior to use - Drive the vehicle/plant that he/she is competent to operate/drive Written Proof of Competence of above appointee available on Site. Record of Daily inspections kept
General Safety Regulation 13A	Inspection of Ladders	<b>Competent person</b> appointed in writing to inspect Ladders Ladders inspected at arrival on site and weekly thereafter. Inspections register kept. Application of the types of ladders (wooden, aluminum etc.) regulated by training and inspections and noted in register
General Safety regulation 13B	Ramps	Competent person appointed in writing to Supervise the erection & inspection of Ramps. Inspection register kept. Daily inspected and noted in register

## Education & Training







Subject	Requirement
Company OH&S Policy Section 7(1)	Policy signed by CEO and published/Circulated to Employees Policy displayed on Employee Notice Boards Management and employees committed.
Company/Site SHE Rules (Section 13(a))	Rules published Rules displayed on Employee Notice Boards Rules issued and employees effectively informed or trained: written proof Follow-up to ensure employees understand/adhere to the policy and rules.
Induction & Task Safety Training (Section 13(a))	All new employees receive SHE Induction Training. Training includes Task Safety Instructions. Employees acknowledge receipt of training. Follow-up to ensure employees understand/adhere to instructions.
General SHE Training (Section 13(a))	All current employees receive specified SHE training: written proof Operators of Plant and Equipment receive specified training Follow-up to ensure employees understand/adhere to instructions.



## Public Safety, Security Measures & Emergency Preparedness

	Requirement
Notices & Signs	Notices & Signs at entrances / along perimeters indicating <b>“No Unauthorized Entry”</b> . Notices & Signs at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. <b>“Visitors to report to Office”</b> Notices & Signs posted to warn of overhead work and other hazardous activities. e.g. <b>General Warning Signs</b>
Site Safeguarding	Nets, Canopies, Platforms, Fences etc. to protect members of the public passing / entering the site.
Security Measures	Access control measures/register in operation Security patrols after hours during weekends and holidays Sufficient lighting after dark
Emergency Preparedness	Guard has access to telephone/ mobile/other means of emergency communication Emergency contact numbers displayed and made available to Security & Guard Emergency Evacuation instructions posted up on all notice boards (including employees' notice boards) Emergency contingency plan available on site/in yard

Emergency Drill and Evacuation	Doors open outwards/unobstructed Emergency alarm audible all over (including in toilets) Adequate No. of employees trained to use Fire Fighting Equipment. Emergency Evacuation Plan available, displayed and practiced.
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## Personal Protective Equipment

Subject	Requirement
PPE needs analysis	Need for PPE identified and prescribed in writing. PPE remain property of Employer, not to be removed from premises GSR 2(4)
Head Protection 	All persons on site wearing Hardhats including Contractors and Visitors (where prescribed)
Foot Protection 	All employees on site wearing Safety Footwear including Gumboots for concrete / wet work and non-slip shoes for roof work. Visitors to wear same upon request or where prescribed
Eye and Face Protection 	<u>Eye and Face (also Hand and Body) Protection</u> (Goggles, Face Shields, Welding Helmets etc.) used when operating the following: <ul style="list-style-type: none"> <li>• Jack/ Kango Hammers</li> <li>• Angle / Bench Grinders</li> <li>• Electric Drills (Overhead work into concrete / cement / bricks</li> <li>• Explosive Powered tools</li> <li>• Concrete Vibrators / Pokers</li> <li>• Hammers &amp; Chisels</li> <li>• Cutting / Welding Torches</li> <li>• Cutting Tools and Equipment</li> <li>• Guillotines and Benders</li> <li>• Shears</li> <li>• Sanders and Sanding Machines</li> <li>• CO2 and Arc Welding Equipment</li> <li>• Skill / Bench Saws</li> <li>• Spray Painting Equipment etc.</li> </ul>
Hearing Protection 	<u>Hearing Protectors</u> (Muffs, Plugs etc.) used when operating the following: <ul style="list-style-type: none"> <li>• Jack / Kango Hammers</li> <li>• Explosive Powered Tools</li> <li>• Wood/Aluminum Working Machines e.g. saws, planers, routers</li> </ul>
Hand Protection 	<u>Protective Gloves</u> worn by employees handling / using: <ul style="list-style-type: none"> <li>• Cement / Bricks / Steel / Chemicals</li> <li>• Welding Equipment</li> <li>• Hammers &amp; Chisels</li> <li>• Jack / Kango Hammers etc.</li> </ul>
Respiratory Protection 	Suitable/efficient prescribed <u>Respirators</u> worn correctly by employees handling / using: <ul style="list-style-type: none"> <li>• Dry cement</li> <li>• Dusty areas</li> <li>• Hazardous chemicals</li> <li>• Angle Grinders</li> <li>• Spray Painting etc.</li> </ul>
Fall Prevention Equipment	Suitable Safety harnesses / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.: <ul style="list-style-type: none"> <li>• Scaffolding</li> </ul>

	<ul style="list-style-type: none"> <li>• Riggers</li> <li>• Lift shafts</li> <li>• Edge work</li> <li>• Ring beam edges etc.</li> </ul> <p>Other methods of fall prevention applied e.g. catch nets</p>
<p>Protective Clothing</p> 	<p>All jobs requiring protective clothing (Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn.</p>
<p>PPE Issue &amp; Control</p>	<p>Identified Equipment issued free of charge.  All PPE maintained in good condition. (Regular checks).  Workers instructed in the proper use &amp; maintenance of PPE.  Commitment obtained from wearer accepting conditions and to wear the PPE.  Record of PPE issued kept on H&amp;S File.  PPE remain property of Employer, not to be removed from premises GSR 2(4)</p>

## Housekeeping

Subject	Requirement
Scrap Removal System	<p>All items of Scrap/Unusable Off-cuts/Rubble and redundant material removed from working areas on a regular basis. (Daily)</p> <p>Scrap/Waste removal from heights by chute/hoist/crane.</p> <p>Nothing thrown/swept over sides.</p> <p>Scrap disposed of in designated containers/areas</p> <p>Removal from site/yard on a regular basis.</p>
<p>Stacking &amp; Storage</p> <p>(See Section 1 for Designation &amp; Register)</p>	<p><u>Stacking:</u></p> <ul style="list-style-type: none"> <li>* Stable, on firm level surface/base.</li> <li>* Prevent leaning/collapsing</li> <li>* Irregular shapes bonded</li> <li>* Not exceeding 3x the base</li> <li>* Stacks accessible</li> <li>* Removal from top only.</li> </ul> <p><u>Storage:</u></p> <ul style="list-style-type: none"> <li>* Adequate storage areas provided.</li> <li>* Functional – e.g. demarcated storage areas/racks/bins etc.</li> <li>* Special areas identified and demarcated e.g. flammable gas, cement etc.</li> <li>* Neat, safe, stable and square.</li> <li>* Store/storage areas clear of superfluous material.</li> <li>* Storage behind sheds etc. neat/under control.</li> <li>* Storage areas free from weeds, litter etc.</li> </ul>
Waste Control/Reclamation	<p>Re-usable off-cuts and other re-usable material removed daily and kept to a minimum in the work areas.</p> <p>All re-usable materials neatly stacked/stored in designated areas. (Nails removed/bent over in re-usable timber).</p> <p>Issue of hardware/nails/screws/cartridges etc. controlled and return of unused items monitored.</p>
Contractors (Housekeeping)	Contractors required to comply with Housekeeping requirements.

## Working at Heights (including roof work)

Subject	Requirement
Openings	Unprotected openings adequately guarded/fenced/barricaded/catch nets installed

Roof work	Roof work discontinued when bad/hazardous weather Fall protection measures (including warning notices) when working close to edges or on fragile roofing material Covers over openings in roof of robust construction/secured against displacement
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### Scaffolding / Formwork / Support Work

Subject	Requirement
Access/System Scaffolding	<ul style="list-style-type: none"> <li>• Foundation firm / stable</li> <li>• Sufficient bracing.</li> <li>• Tied to Structure/prevented from side or cross movement</li> <li>• Platform boards in good condition/sufficient/secured.</li> <li>• Handrails and toe boards provided.</li> <li>• Access ladders / stairs provided.</li> <li>• Area/s under scaffolding tidy.</li> <li>• Safe/unsafe for use signs</li> <li>• Complying with OH&amp;S Act/SABS 085</li> </ul>
Free Standing Scaffolding	<ul style="list-style-type: none"> <li>• Foundation firm / stable</li> <li>• Sufficient bracing.</li> <li>• Platform boards in good condition/sufficient/secured.</li> <li>• Handrails and toe boards provided.</li> <li>• Access ladders / stairs provided.</li> <li>• Area/s under scaffolding tidy.</li> <li>• Safe/unsafe for use signs</li> <li>• Height to base ratio correct</li> <li>• Outriggers used /tied to structure where necessary</li> <li>• Complying with OH&amp;S Act/SABS 085</li> </ul>
Mobile Scaffolding	<ul style="list-style-type: none"> <li>• Foundation firm / stable</li> <li>• Sufficient bracing.</li> <li>• Platform boards in good condition/sufficient/secured.</li> <li>• Handrails and toe boards provided.</li> <li>• Access ladders / stairs provided.</li> <li>• Area/s under scaffolding tidy.</li> <li>• Safe/unsafe for use signs</li> </ul>
Mobile Scaffolding	<ul style="list-style-type: none"> <li>• Wheels / swivels in good condition</li> <li>• Brakes working and applied.</li> <li>• Height to base ratio correct.</li> <li>• Outriggers used where necessary</li> <li>• Complying with OH&amp;S Act/SABS 085</li> </ul>
Suspended Scaffolding	<ul style="list-style-type: none"> <li>• Outriggers securely supported and anchored.</li> <li>• Correct No. of steel wire ropes used.</li> <li>• Platform as close as possible to the structure.</li> <li>• Handrails on all sides</li> <li>• All winches / ropes / cables / brakes inspected regularly and replaced as prescribed</li> <li>• Scaffolding complies with OHS Act (Act 85/93)</li> <li>• Winch(es) maintained by competent person(s)</li> </ul>
Formwork / Support Work	<ul style="list-style-type: none"> <li>• All components in good condition.</li> <li>• Foundation firm / stable.</li> <li>• Adequate bracing / stability ensured.</li> <li>• Good workmanship / uprights straight and plumb.</li> <li>• Good cantilever construction.</li> <li>• Safe access provided.</li> <li>• Areas under support work tidy.</li> <li>• Same standards as for system scaffolding.</li> </ul>
Special Scaffolding	<ul style="list-style-type: none"> <li>• Special Scaffolding e.g. Cantilever, Jib and Truss-out scaffolds erected to an acceptable standard and inspected by specialists.</li> </ul>
Edges & Openings	<ul style="list-style-type: none"> <li>• Edges barricaded to acceptable standards.</li> <li>• Manhole openings covered / barricaded.</li> <li>• Openings in floor / other openings covered, barricaded/fenced.</li> </ul>



	<ul style="list-style-type: none"> <li>• Stairs provided with handrails.</li> <li>• Lift shafts barricaded / fenced off.</li> </ul>
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## Ladders



Subject	Requirement
Physical Condition / Use & Storage	<ul style="list-style-type: none"> <li>• Stepladders - hinges/stays/braces/stiles in order.</li> <li>• Extension ladders - ropes/rungs/stiles/safety latch/hook in order.</li> <li>• Extension / Straight ladders secured or tied at the bottom / top.</li> <li>• No joined ladders used</li> <li>• Wooden ladders are never painted except with varnish</li> <li>• Aluminum ladders NOT to be used with electrical work</li> <li>• All ladders stored on hooks / racks and not on ground.</li> <li>• Ladders protrude 900 mm above landings / platforms / roof.</li> <li>• Fixed ladders higher than 5 m have cages/Fall arrest system</li> </ul>

## Electricity (as part of, or additional to the manual “Safety & Switching Procedures for Electrical Installations” - see attached document)

Subject	Requirement
Electrical Distribution Boards & Earth Leakage	<ul style="list-style-type: none"> <li>• Color coded / numbered / symbolic sign displayed.</li> <li>• Area in front kept clear and unobstructed.</li> <li>• Fitted with inside cover plate / openings blanked off / no exposed “live” conductors / terminals/Door kept close</li> <li>• Switches / circuit breakers identified.</li> <li>• Earth leakage protection unit fitted and operating.</li> <li>• Tested with instrument: Test results within 15 – 30 milliamps</li> <li>• Aperture/Opening/s provided for the plugging in and removal of extension leads without the need to open the door</li> <li>• Apertures and openings used for extension leads to be protected against the elements and especially rain</li> </ul>
Electrical Installations & Wiring	<p>Temporary wiring / extension leads in good condition / no bare or exposed wires. Earthing continuity / polarity correct: <b>Looking at the open connectors to connect the wiring, the word “Brown” has the letter ‘R’ in it, so the <u>b’R’own</u> wire connects to the ‘R’ight hand connector. “Blue” has the letter ‘L’ in it, so the <u>b’L’ue</u> wire connects to the ‘L’eft hand connector.</b> Cables protected from mechanical damage and moisture. Correct loading observed e.g. no heating appliance used from lighting circuit etc. Light fittings/lamps protected from mechanical damage/moisture. Cable arrestors in place and used inside plugs</p>
Physical condition of Electrical Appliances & Tools	<p><u>Electrical Equipment and Tools:</u> (includes all items plugging in to a 16 Amp supply socket)</p> <ul style="list-style-type: none"> <li>• Insulation / casing in good condition.</li> <li>• Earth wire connected/intact where not of double insulated design</li> <li>• Double insulation mark indicates that no earth wire is to be connected.</li> <li>• Cord in good condition/no bare wires/secured to machine &amp; plug.</li> <li>• Plug in good condition, connected correctly and correct polarity.</li> </ul>

## Emergency and Fire Prevention and Protection

Subject	Requirement
Fire Extinguishing Equipment  	<p>Fire Risks Identified and on record <u>The correct and adequate Fire Extinguishing Equipment available for:</u></p> <ul style="list-style-type: none"> <li>• Offices</li> <li>• General Stores</li> <li>• Flammable Store</li> <li>• Fuel Storage Tank/s and catchment well</li> <li>• Gas Welding / Cutting operations</li> <li>• Where flammable substances are being used / applied.</li> <li>• * Equipment Easily Accessible</li> </ul>

Maintenance	Fire equipment checked minimum monthly, serviced yearly
Location & Signs	<u>Fire Extinguishing Equipment:</u> <ul style="list-style-type: none"> <li>Clearly visible</li> <li>Unobstructed</li> <li>Signs posted including “No Smoking” / “No Naked Lights” where required. (Flammable store, Gas store, Fuel tanks etc.)</li> </ul>
Storage Issue & Control of Flammables (incl. Gas cylinders)  	Storage Area provided for flammables with suitable doors, ventilation, bund etc. <ul style="list-style-type: none"> <li>Flammable store neat / tidy and no Class A combustibles. Decanting of flammable substances carried out in ignition free and adequately ventilated area. Container bonding principles applied</li> <li>Only sufficient quantities issued for one task or one day’s usage</li> <li>Separate, special gas cylinder store/storage area.</li> <li>Gas Cylinders stored / used / transported upright and secured in trolley/cradle/structure and ventilated.</li> <li>Types of Gas Cylinders clearly identified as well as the storage area and stored separately.</li> <li>Full cylinders stored separately from empty cylinders.</li> <li>All valves, gauges, connections, threads of all vessels to be checked regularly for leaks.</li> <li>Leaking acetylene vessels to be returned to the supplier <b>IMMEDIATELY</b>.</li> </ul>
Storage, Issue & Control of Hazardous Chemical Substances (HCS)  	<ul style="list-style-type: none"> <li>HCS storage principles applied: products segregated</li> <li>Only approved, non-expired HCS to be used</li> <li>Only the prescribed PPE shall be used as the minimum protection</li> <li>Provision made for leakage/spillage containment and ventilation</li> <li>Emergency showers/eye wash facilities provided</li> <li>HCS under lock &amp; key controlled by designated person</li> <li>Decanted/issued in containers as prescribed with information/warning labels</li> <li>Disposal of unwanted HCS by accredited disposal agent</li> <li>No dumping or disposal of any HCS on or inside the storage area or anywhere else on the project site</li> <li>All vessels or containers to be regularly checked for leaks</li> </ul>

### Excavations

Subject	Requirement
Excavations deeper than 1.5 m. Based on the risk assessment.	<ul style="list-style-type: none"> <li>Shored / braced to prevent caving / falling in.</li> <li>Provided with an access ladder.</li> <li>Excavations guarded/barricaded/lighted after dark in public areas</li> <li>Soil dumped at least 1 m away from edge of excavation</li> <li>On sloping ground soil dumped on lower side of excavation</li> <li>All excavations are subject to daily inspections</li> </ul>

### Tools

Subject	Requirement
Hand Tools	<u>Shovels / Spades / Picks:</u> <ul style="list-style-type: none"> <li>Handles free from cracks and splinters</li> <li>Handles fit securely</li> <li>Working end sharp and true</li> </ul> <u>Hammers:</u> <ul style="list-style-type: none"> <li>Good quality handles, no pipe or reinforcing steel handles.</li> <li>Handles free from cracks and splinters</li> <li>Handles fit securely</li> </ul> <u>Chisels:</u> <ul style="list-style-type: none"> <li>No mushroomed heads / heads chamfered</li> <li>Not hardened</li> <li>Cutting edge sharp and square</li> </ul> <u>Saws:</u>

	<ul style="list-style-type: none"> <li>• Teeth sharp and set correctly</li> <li>• * Correct saw used for the job</li> </ul>
Explosive Powered Tools.	<ul style="list-style-type: none"> <li>• Only used by trained / authorized personnel.</li> <li>• Prescribed warning signs placed / displayed where tool is in use.</li> <li>• Work area must be properly isolated/demarcated during use of tool.</li> <li>• Inspected at least monthly by competent person and results recorded.</li> <li>• Issue and return recorded including cartridges / nails and unused cartridges / nails / empty shells recorded.</li> <li>• Cleaned daily after use.</li> </ul>

## Cranes

Subject	Requirement
Tower Crane	<ul style="list-style-type: none"> <li>• Only operated by trained authorized operator with valid certificate of training</li> <li>• Structure - no visible defects</li> <li>• Electrical installation good/safe</li> <li>• Crane hook: Throat pop marked/safety latch fitted/functional</li> <li>• SWL/MML displayed</li> <li>• Limit switches with backup switches fitted/operational</li> <li>• Access Ladder fitted with backrests/Fall arrest system installed</li> <li>• Lifting tackle in good condition/inspection color coding</li> <li>• Lifting tackle checked daily</li> </ul>
Mobile Crane	<ul style="list-style-type: none"> <li>• Only operated by trained authorized operator with valid certificate of training</li> <li>• Rear view mirrors</li> <li>• Windscreen visibility good</li> <li>• Windscreen wipers operating effectively</li> <li>• Indicators operational</li> <li>• Hooter working</li> <li>• Tyres safe/sufficient tread/pressure visibly sufficient</li> <li>• No missing Wheel nuts</li> <li>• Headlights, taillights operational</li> <li>• Reverse alarm working and audible and known by all employees</li> </ul>
Mobile Crane continued	<ul style="list-style-type: none"> <li>• Grease nipples and grease on all joints</li> <li>• No Oil leaks</li> <li>• Hydraulic pipes visibly sound/no leaks</li> <li>• No corrosion on Battery terminals</li> <li>• Boom visibly in good condition/no apparent damage</li> <li>• Cable/sheaves greased/no visible damage/split wires/corrosion and checked daily</li> <li>• Brakes working properly</li> <li>• Crane hook: Throat pop marked/safety latch fitted/functional</li> <li>• SWL/MML displayed</li> <li>• By-pass valves operational</li> <li>• Deflection chart displayed/visible to operator/driver</li> <li>• Outriggers functional used</li> </ul>
Gantry Crane	<ul style="list-style-type: none"> <li>• Only operated by trained authorized persons</li> <li>• Correct slinging techniques used</li> <li>• Recognized/displayed on chart signals used</li> <li>• Log book kept/up to date</li> <li>• Prescribed inspections conducted on crane &amp; lifting tackle and checked daily</li> <li>• "Crane overhead" signage, where applicable</li> <li>• Crane hook: Throat pop marked/safety latch fitted/functional</li> <li>• SWL/MML displayed/load limiting switches fitted/operational</li> </ul>

## Builder's Hoist

Subject	Requirement
Builder's Hoist	<p>"Hoist In Operation" - sign displayed.</p> <p>General construction strong and free from patent defects.</p>

	<p><b>Tower:</b> * Adequately secured / braced.  * At least 900 mm available for over travel.  * Barricaded at least 2 100 mm high at ground level and floors.  * Landing place provided with gate at least 1 800 high.</p> <p><b>Platform:</b> * No persons conveyed on platform  * Steel wire ropes with breaking strength of six times max. load.  * Signal systems used which may include two way radio connection.  * Goods prevented from moving / falling off.  * Effective brake capable of stopping and holding max. load.</p>
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#### Transport & Materials Handling Equipment

Subject	Requirement
Site Vehicles	<ul style="list-style-type: none"> <li>• All Site Vehicles, Dumpers, Bobcats, Loaders etc.; checked daily before use by driver / operator.</li> <li>• Inventory of vehicles used/operated on site</li> <li>• Inspection by means of a checklist / results recorded.</li> <li>• No persons riding on equipment not designed or designated for passengers.</li> <li>• Site speed limit posted, enforced and not exceeded.</li> <li>• Drivers / Operators trained / licensed and carrying proof.</li> <li>• No unauthorized persons allowed to drive / operate equipment.</li> </ul>
Conveyors	<p>Conveyor belt nip points and drive gear guarded.  Emergency stop/lever/brake fitted, clearly marked &amp; accessible and tested to be functional under full load.</p>

#### Site Plant and Machinery

Subject	Requirement
Brick Cutting Machine	<ul style="list-style-type: none"> <li>• Operator Trained.</li> <li>• Only authorized persons use the machine.</li> <li>• Emergency stop switch clearly marked and accessible.</li> <li>• Area around the machine dry and slip/trip free/clear of off-cuts</li> <li>• All moving drive parts guarded/electrical supply cable protected</li> <li>• Operator using correct PPE - eye/face/hearing/foot/hands/body.</li> </ul>
Electric Arc Welder	<ul style="list-style-type: none"> <li>• Welder Trained.</li> <li>• Only authorized / trained persons use welder.</li> <li>• Earth cable adequately earthed to work.</li> <li>• Electrode holder in good condition/safe</li> <li>• Cables, clamps &amp; lugs/connectors in good condition.</li> <li>• Area in which welding machine is used is dry/protected from wet.</li> <li>• Welder using correct PPE - eye/ face/foot/body/respirator.</li> <li>• Correct transparent screens &amp; warning signs placed</li> </ul>
Woodworking Machines	<ul style="list-style-type: none"> <li>• Operators Trained.</li> <li>• Only authorized persons use machines.</li> <li>• Provided with guards.</li> <li>• Guards used.</li> <li>• Operators using correct PPE - eye/face/feet/hearing</li> <li>• Circular saws strictly operated according to prescribed methods and settings</li> <li>• Only prescribed saw blades (cross-cut, ripping blade, smooth cut, aluminum) shall be used for various applications</li> </ul>
Compressors	<ul style="list-style-type: none"> <li>• Relief valves correctly set and locked / sealed.</li> <li>• Maximum Safe Working Pressure (MSWP) indicated on face of pressure gauge: not on glass cover.</li> <li>• All drives adequately guarded.</li> <li>• Receiver/lines drained daily</li> <li>• Hoses good condition/clamped, not wired</li> <li>• Compressed air NEITHER used to dust off clothing/PPE/ and work areas NOR on bare skin.</li> </ul>
Concrete Mixer / Batch Plant	<ul style="list-style-type: none"> <li>• Top platform provided with guardrails.</li> <li>• Dust abatement methods in use.</li> </ul>

	<ul style="list-style-type: none"> <li>• Operators using correct PPE - eye / hands / respirators.</li> <li>• All moving drive parts guarded.</li> <li>• Emergency stops identified / indicated and accessible.</li> <li>• Area kept clean/dry/and free from tripping and slipping hazards.</li> <li>• Operator's overseer identified and crane signals displayed and used.</li> </ul>
Gas Welding / Flame Cutting Equipment	<ul style="list-style-type: none"> <li>• Only authorized/trained persons use the equipment.</li> <li>• Torches and gauges in good condition.</li> <li>• Flashback arrestors fitted at cylinders and gauges.</li> <li>• Hoses in good condition/correct type/all connections with clamps.</li> <li>• Cylinders stored, used and transported in upright position, secured in trolley / cradle / to structure.</li> <li>• All cylinders regularly checked for leaks, leaking cylinders returned immediately.</li> <li>• Fire prevention/control methods applied/hot work permits.</li> </ul>

Subject	Requirements
Section 8(2)(1) General Machinery Regulation 2(1): Supervision of the Use & Maintenance of Machinery	<ul style="list-style-type: none"> <li>• Person/s with specific knowledge and experience designated in writing to supervise the Use &amp; Maintenance of Machinery.</li> <li>• Critical items of Machinery identified/numbered/placed on register/inventory.</li> <li>• Inspection/maintenance schedules for abovementioned.</li> <li>• Inspections/maintenance carried out to above schedules.</li> <li>• Results recorded.</li> </ul>
General Machinery Regulation 9(2): Notices re. Operation of Machinery	<ul style="list-style-type: none"> <li>• Schedule D Notice posted in Work areas.</li> </ul>
Pressure Equipment Regulation 13(1)(b): Supervision of the Use & Maintenance of Vessels under Pressure or Pressure Equipment	<ul style="list-style-type: none"> <li>• Person/s with specific knowledge and experience designated in writing to supervise the Use &amp; Maintenance of Pressure Equipment.</li> <li>• Pressure Equipment identified/numbered/placed on register/Manufacturers plate intact.</li> <li>• Inspection/maintenance carried out according to schedule.</li> <li>• Results recorded/Test certificates available.</li> </ul>
2. Lock-out Procedure	Lock-out procedure in operation
3. Ergonomics	<ul style="list-style-type: none"> <li>• Ergonomics survey conducted – results on record.</li> <li>• Survey results applied.</li> </ul>
4. Demarcation & Color Coding	<ul style="list-style-type: none"> <li>• Demarcation principles applied</li> <li>• All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SABS standard</li> <li>• Employees trained to identify colour coding</li> </ul>
5. Portable & Bench Grinders	<ul style="list-style-type: none"> <li>• Area around grinder clear/trip/slip free</li> <li>• Bench grinders mounted securely/grinder generally in good condition/No excessive vibration</li> <li>• On/Off switch/button clearly demarcated/accessible</li> <li>• Adequate guards in place</li> <li>• Tool rest – secure/square/max. 2 mm gap, perpendicular to drive shaft</li> <li>• Stone/disk - correct type and size/mounted correctly/dressed</li> <li>• Use of Eye protection enforced</li> </ul>
6. Battery Storage & Charging	<ul style="list-style-type: none"> <li>• Adequately ventilated, ignition free room/area/no smoking sign/s</li> <li>• Batteries placed on rubber/wooden surface</li> <li>• Emergency shower/eye wash provided</li> <li>• No acid storage in area</li> <li>• Prescribed methods in place and adhered to when charging batteries</li> </ul>
7. Ancillary Lifting Equipment	<ul style="list-style-type: none"> <li>• Chain Blocks/Tirfors/jacks/mobile gantries etc. identified/numbered on register</li> <li>• Chains in good condition/links no excessive wear/checked daily</li> <li>• Lifting hooks – throat pop marked/safety latch fitted</li> <li>• SWL/MML marked/displayed</li> </ul>
8. Presses/Guillotines/	Only operated by trained/authorised persons Interlocks/lock-outs fitted/PPE worn or used at all times

## 9. Shears

Plant & Storage Yards/Site Workshops Specifics

### Workplace Environment, Health and Hygiene

Subject	Requirement
Lighting	Adequate lighting in places where work is being executed e.g. stairwells and basements. Light fittings placed / installed causing no irritating/blinding glare. Stroboscopic effect eliminated (not only reduced) where moving objects or machinery is used
Ventilation	Adequate ventilation / extraction / exhausting in hazardous areas e.g. chemicals / adhesives / welding / petrol or diesel/ motors running and in confined spaces / basements.
Noise	Tasks identified where noise levels exceeds 85 dB at any one time. All reasonable steps taken to reduce noise levels at the source. Hearing protection used where noise levels could not be reduced to below 85 dB.
Heat Stress	Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 4) Cold drinking water readily available at all times.
Ablutions	Sufficient hygiene facilities provided - 1 toilet per 30 employees (National Building Regulations prescribe chemical toilets for Construction sites) <ul style="list-style-type: none"><li>• Toilet paper available.</li><li>• Sufficient showers provided.</li><li>• Facilities for washing hands provided.</li><li>• Soap/cleaning agent available for washing hands.</li><li>• Means of drying hands available.</li><li>• Lock-up changing facilities / area provided.</li><li>• Ablution facilities kept hygienic and clean.</li></ul>
Eating / Cooking Facilities	Adequate storage facilities provided. Weather protected eating area provided, separate from changing area. Refuse bins with lids provided. Facilities kept clean and hygienic.
Pollution of Environment	Measures in place to minimize dust generation. Accumulation or littering of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented. Spillage / discarding of oil, chemicals and diesel into storm water and other drains or into existing or newly dug holes/cavities on site expressly prohibited.
Hazardous Chemical Substances	All substances identified and list available e.g. acids, flammables, poisons etc. Material Safety Data Sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file and readily available. Substances stored safely. Expiry dates meticulously checked where applicable.

### 15. THE PRINCIPAL CONTRACTOR'S GENERAL DUTIES

The Principal Contractor shall at all times ensure his status of an “employer” as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.

The Principal Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled “Health and Safety File”, or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.

## 16. THE PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES

The Principal Contractor's specific duties in terms of these specifications are detailed in the Construction Regulations as published under government notice No. 84 dated 7 February 2014.

The Principal Contractor is specifically referred to the following elements of the Construction Regulations:

- Regulation No. 1 - Definitions
- Regulation No. 2 - Scope of application
- Regulation No. 3 - Application for construction work permit
- Regulation No. 4 - Notification of construction work
- Regulation No. 5 - Duties of client
- Regulation No. 6 - Duties of designer
- Regulation No. 7 - Principal Contractor and Contractor
- Regulation No. 8 - Management and supervision of construction work
- Regulation No. 9 - Risk Assessment for construction work
- Regulation No. 10 - Fall protection
- Regulation No. 11 - Structures
- Regulation No. 12 - Temporary works
- Regulation No. 13 - Excavation
- Regulation No. 14 - Demolition work
- Regulation No. 15 - Tunneling
- Regulation No. 16 - Scaffolding
- Regulation No. 17 - Suspended platforms
- Regulation No. 18 - Rope access work
- Regulation No. 19 - Material hoists
- Regulation No. 21 - Explosive actuated fastening device
- Regulation No. 22 - Cranes
- Regulation No. 23 - Construction vehicles and mobile plant
- Regulation No. 24 - Electrical installations and machinery on construction sites
- Regulation No. 25 - Use and temporary storage of flammable liquids on construction sites
- Regulation No. 26 - Water environments
- Regulation No. 27 - Housekeeping and general safeguarding on construction sites
- Regulation No. 28 - Stacking & Storage on construction sites
- Regulation No. 29 - Fire precautions on construction sites
- Regulation No. 32 - Approved Inspection authorities
- Regulation No. 33 - Offences and penalties

The Principal Contractor shall ensure compliance to the Act and its Regulations and specifically to the above regulations, and document each record in the Health and Safety File.

## 17. THE PRINCIPAL CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARDS TO HAZARDOUS ACTIVITIES

The following activities are identifiable as hazardous in terms of the Construction Regulations.

The contractor shall execute the activities in accordance with the following Construction Regulations and other applicable regulations of the Act:

Regulation No. 10 - Fall protection

Regulation No. 11 - Structures

Regulation No. 13 - Excavation work

Regulation No. 14 - Demolition work

Regulation No. 15 - Tunneling

Regulation No. 16 - Scaffolding

Regulation No. 17 - Suspended platforms

Regulation No. 18 - Rope access work

Regulation No. 19 - Material hoists

Regulation No. 20 - Bulk mixing plant

Regulation No. 21 - Explosive actuated fastening device

Regulation No. 22 - Cranes

Regulation No. 23 - Construction vehicles and mobile plant.

Regulation No. 24 - Electrical installations and machinery on construction sites

Regulation No. 25 - Use and temporary storage of flammable liquids on construction sites

Regulation No. 26 - Water environments

Regulation No. 27 - Housekeeping on construction sites

Regulation No. 29 - Fire precautions on construction sites.

All of the above requirements will be read in conjunction with the relevant regulations and health and safety standards as required by the Act. All documents and records required by the Construction Regulations will be kept in the Health and Safety File and will be made available at any time when required by the client or his representative, or on request to an interested party.

## 18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR

### Legal Framework and obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the project as well as to project owned buildings and premises: -

- (i) The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";
- (ii) The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority;
- (iii) The Fire Brigade Services Act 1987, Act 99 of 1987 as amended;
- (iv) National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008; (SANS 100400);
- (v) The Post Office Act 1958 (Act 44 of 1958) as amended;
- (vi) The Electricity Act 1984, Act 41 of 1984;
- (vii) The Regulations of Local Gas Board(s), including Publications of the SABS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4<sup>th</sup> October 1997;
- (viii) Legislation pertaining to water usage and the environment;
- (ix) Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)
- (x) Common Law

### Legal Liabilities

Common Law and Legislation

Based on two main criteria –

- Would the reasonable person have foreseen the hazard?  
**That is a reasonable person in that specific position, taking experience, qualifications, authority, position in the organization etc. into consideration**
- Would the reasonable person have taken precautionary measures (action) to prevent or limit the hazard?

Negligence can be proven on failure on **any** or **both** of the above criteria

(There may not necessarily be a relationship between criminal and civil liability!)

## 19. HOUSE KEEPING

Good housekeeping will be maintained at all times as per Construction Regulation No. 27. Poor housekeeping contributes to three major problems, namely, costly or increased accidents, fire or fire hazards and reduction in production. Good housekeeping will enhance production time.

Particular emphasis is to be placed on the following crucial elements of a construction site:

- Phase priorities and production/plant layout;
- Enclosures;
- Pits, openings and shoring;
- Storage facilities;
- Effective, sufficient and maintained lighting or illumination;
- Principal sources of injuries e.g. stairways, runways, ramps, loose building material;
- Oil, grease, water, waste, rubble, glass, storm water;
- Color coding;
- Demarcations;
- Pollution;
- Waste disposal;
- Ablution and hygiene facilities; and
- First aid.

This list must not be taken to be exclusive or exhaustive!

In promotion of environmental control all waste, rubble, scrap etc, will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with the client or his representative, after which suitable, acceptable alternatives will be sought and applied.

Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.

**NOTE:** No employer (Principal Contractor) shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of Health and Safety.

## 20. LOCKOUT SYSTEMS - ELECTRICAL

A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant

or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.

Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

## **21. INCIDENT INVESTIGATION**

Inspection and reporting is the best way in which a responsible contractor can control his area of responsibility. All incidents therefore, irrespective of whether it gave rise to loss, injury, damage or not, shall be investigated and the results recorded in the Health and Safety File.

## **22. GENERAL**

The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Principal Contractor and the client, provided such intervals will not exceed periods of one month. The Principal Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications, as non-conformance will lead to the client taking action as directed by Construction Regulation 5.1(q). The Principal Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

## **23. IMPORTANT LISTS AND RECORDS TO BE KEPT**

The following are lists of several records that are to be kept in terms of the Construction Regulations. The lists are:

- List of appointments;
- List of record keeping responsibilities; and
- Inspection checklist.

These lists and documents are to be used as a point of reference to determine which components of the Act would be applicable to a particular site or task or project, as was intended under paragraph 1 ("Preamble") above.

### **23.1 LIST OF APPOINTMENTS**

- II. See clause 5.1 of appointments needed

### **23.2 LIST OF RECORD KEEPING RESPONSIBILITIES**

(1) ITEM	(2) CR	RECORD TO BE KEPT	RESPONSIBLE PERSON
1.	3(2)	Application for construction work permit to Provincial Director – Annexure 1, where applicable Available on site	Client
2.	4(1)	Notification to the Provincial Director – Annexure 2, where applicable Available on site	Principal Contractor & Contractor
3.	5(1)(m)	Copy of Principal Contractor's Health & Safety Plan Available on request	Client
4.	7(d)	Copy of Principal Contractor's Health & Safety Plan As well as each Contractor's Health & Safety Plan Available on request	Principal Contractor
5.	7(b)	Health and Safety File opened and kept on site (including all documentation required i.t.o. OHS & Regulations Available on request	All Contractor
6.	7(e)	Consolidated Health and Safety File handed to Client on completion of Construction work. To include all documentation required i.t.o. OHS &	Principal Contractor



		Regulations and records of all drawings, designs, materials used and similar information on the structure	
7.	7(f)	Comprehensive and Updated List of all Contractors on site, the agreements between the parties and the work being done Included in Health and Safety file and available on request	Principal Contractor
		<b>(3) ITEM</b>	<b>(4) CR</b>
		<b>RECORD TO BE KEPT</b>	<b>RESPONSIBLE PERSON</b>
8.	8(6)	Keep record on the Health and Safety Officers registration with a statutory body approved by the Chief Inspector.	Contractor
9.	9(1)	Risk Assessment - Available on site for inspection	Contractor
10.	7 (5)	Proof of Health and Safety Induction Training	Every Employee on site
11.	10(3)	Construction Manager [CR 8(1)] has latest updated version of Fall Protection Plan [CR 10(1)]	Contractor
12.	11(2)(b)	Record of inspections of the structure [First 2 years – once every 6 months, thereafter yearly] - Available on request	Owner of Structure



13.	11(2)(c)	Maintenance records - safety of structure - Available on request	Owner of Structure
14.	13(2)(h)	Record of excavation inspection - On site available on request	Contractor
15.	17(11)	Suspended Platform inspection and performance test records Kept on site available, on request	Contractor
16.	19(8)(c)	Material Hoist daily inspection entered and signed in record book kept on the premises	Contractor
17.	19(8)(d)	Maintenance records for Material Hoist - Available on site	Contractor
18.	20(8)	Records of Batch Plant maintenance and repairs On site available for inspection	Contractor
19.	21(2)(g)(ii)	Issuing and collection of cartridges and nails or studs (Explosive Powered Tools) recorded in register – recipient signed for receipt as well as return	Contractor
22.	23(1)(k)	Findings of daily inspections (prior to use) of Construction Vehicles and Mobile Plant	Contractor
23.	24(d)	Record of temporary	Contractor



		electrical installation inspections [once a week] and electrical machinery [daily before use] in a register and kept on site	
24.	29(l)	Fire Evacuation Plan	Contractor

### 23.3 INSPECTION CHECKLIST

EMPLOYER DETAILS	
Employer:	
Registered Name of Enterprise:	
Trade Name of Enterprise:	
Company Registration No.:	
SARS Registration No.:	
UIF Registration No.:	
COIDA Registration No.:	
Relevant SETA for EEA purposes:	
Industry Sector:	
Bargaining Council:	
Contact Person:	
Address of Premises:	
Postal Address:	
Telephone Number:	
Fax Number:	
E-mail Address:	
Chief Executive Officer:	
Chief Executive Officer Address:	
Competent Person:	
Maximum power demand: in KW	
Health and Safety Representatives:	
Activities, products manufactured and/ services rendered:	
Raw materials, materials and chemical/ biological substances:	
Total Number of Employees:	Male: Female:

### CONTRACTOR INFORMATION

Contractors:	
Site Address:	
Contracts Manager:	
Managing Director:	
Competent Persons:	
CR16: SCAFFOLDING:	
CR17: SUSPENDED SCAFFOLDING:	
CR19(6): MATERIAL HOIST (S):	
CR20(1): BULK MIXING PLANT:	
CR10(1)(a): FALL PROTECTION:	
CR13(1)(a): EXCAVATION WORK:	
CR14: DEMOLITION WORK:	
CR21(2)(b): EXPLOSIVE ACTUATED FASTENING DEVICES:	
CR28(a): STACKING	

### INSPECTION SHEET

SECTION/REGS	ITEM CHECKED	N/A	YES	NO
<b>APPOINTMENTS</b>				
5(1)(h)	Principal contractor for each phase or project			
6	Designer			
7(1)(c)(v)	Contractor			
7(2)(c)	Sub-Contractor			
8(1)	Construction Manager			
8(2)	Assistant Construction Manager			
8(6)	Construction Safety Officer			
8(7)	Construction Supervisor			
8(8)	Assistant Construction Supervisor			
9(1)	Person to carry out risk assessment			
9(4)	Trainer/Instructor			
10(1)(a)	Fall protection officer			
11(2)	Competent structure inspector			
6(2) & 12(1)	Temporary Works Designer			
12(2)	Temporary Works Supervisor			
13(1)(a)	Excavation supervisor			
13(2)(b)(ii)(bb)	Professional engineer or technologist			
13(2)(k)	Explosives expert			
14(1)	Supervisor demolition work			
14(2) + (3)	Demolition expert			
14(11)	Explosives expert			
16(1)	Scaffold supervisor			
17(1)	Suspended platform supervisor			
17(2)(c)	Compliance plan developer			
17(8)(c)	Suspended platform expert			
17(13)	Outrigger expert			
19(8)(a)	Material hoist inspector			
18(1)(a)	Rope access supervisor			
20(1)	Bulk mixing plant supervisor			



20(2)	Bulk mixing plant operator			
21(2)(b)	Explosive actuated fastening device expert			
21(2) (g) (i)	Explosive actuated fastening device controller			
22(a)	Tower crane supervisor			
22(e)	Tower crane operator			
23(1)(d)(i)	Construction vehicle and mobile plant operator			
23(1)(k)	Construction vehicle and mobile plant inspector			
24(d)	Temporary electrical installations inspector			
24 (e)	Temporary electrical installations controller			
28 (a)	Stacking and storage supervisor			
29 (h)	Fire equipment inspector			

### DOCUMENTS

GAR 9(1)	Records of Incidents			
GAR 4	Copy of the Act			
GAR 7	Safety Reps Report			
GAR 8	Safety Committee Minutes			
DMR 18(7)	Lifting Machinery Log (Crane)			
CR 3(3)	Application for construction work permit			
CR 4	Notification of Construction Work			
CR 9(2)	Risk Assessment			
CR 9(9)(e)	Proof of the Health & Safety Induction Training			
CR 13(13)(h)	Inspection of Excavation (Records)			
CR 22(g)	Crane Operator Medical Certificate			
CR 23(11)	Mobile Plant Operator Medical Certificate			
CR 20(9)	Batch Plant Repairs & Maintenance Records			
CR24(d)	Temporary Electrical Installation Record			

CR 7(1)(b)	Health & Safety File			
CR 17(11)	Suspended Platforms' Performance Records			
CR 19(b)& (c )	Material Hoists Record Book			
	Scaffolding Log Book			
CR 7(8)	Medical Certificate of Fitness			
CR 23(1)(l)	Construction Vehicle & Mobile Plant Register			
CR 24(d)	Electrical Installation & Machinery Register			

### INCIDENTS

GAR 8(1) S24	Reported			
GAR 9(1)	Recorded, Investigated and action taken			

### PUBLIC SITE

FR 2(1)	Sanitary Facilities			
CR 30(1) (c)	Changing Facilities for each sex			
NB Notice	Pedestrian warning			

### PERSONAL SAFETY EQUIPMENT

GSR 2(3)	Items Issued:			
GSR 2(3)	Items Required:			
S23	(What is the payment on each item?)			

### SAFETY PLANS

FIRST AID				
GSR 3(6)	Name(s) of First Aider(s):			

CR 5(1)(b)	Client's Health & Safety Specification			
CR7(1)(b)	Principal's contractor H&S Plan			
<b>FIRE HAZARD &amp; PRECAUTIONS</b>				
GSR 4	Flammables used, waste, hot work, diesel, fuel, gas			
ER 9(1)	Portable Extinguishers			
<b>ELECTRICAL INSTALLATIONS &amp; MACHINERY</b>				
CR24	Guarding & PPE to Electrical Installations			
<b>ILLUMINATION</b>				
ER 3(6)	Dangerous Places and signage as well			
ER 3	Housekeeping			
ER6(2)(b),(c),(d)	Clear space storage			
ER6(3)	Disposal of waste			
<b>EXCAVATIONS</b>				
CR 13(3)(l)	Barricades (plus illumination!)			
CR 13(3)(c)	Safe Depth Shoring/Bracing			
CR 13(1)(a)	Monitored			
CR 13(3)(h)	Excavation Inspection Record			
<b>GUARDING</b>				
ER 6(2)(f)	Floor Openings (plus illumination!)			
	Floor slab sides, Shafts (plus illumination!)			

<b>SITE EQUIPMENT</b>				
GSR 13A(a)	Ladders condition, secured			
SANS 10085	Scaffold condition, secured			
SANS 10085	Platforms no. of boards condition Support 1.25. Toe Boards			
SANS 10085	Hand Rails			
<b>SITE MACHINES</b>				
DMR 3(2)(3)	Circulars, guards, riving knives			
GMR 3	Mixers guarded			
<b>ELECTRIC POWER</b>				
EMR 6(1)	Switchboards			
GMR	Condition of Tools, Leads, Plugs, etc			
<b>LIFTING MACHINE/TACKLE</b>				
DMR 18(8)	Lifting of persons			
DMR 18(8)	Condition, Securing of Load			
<b>EXPLOSIVE ACTUATED FASTENING DEVICE</b>				
CR 21(1)	Fastening Device			
IMPROV	Warning Notice			
<b>ROOF WORK</b>				
CR 10(1)	Safety equipment & precautions			
CR 10(2)	Fall protection plan			
CR 10(3)	Updated fall protection plan			
CR 10(5)	Roof Work			
<b>CEMENT</b>				
AR 10(a)	Suitable Tools			

## ACCEPTANCE

<b>Confirmation and Acceptance</b>	<b>Signature</b>	<b>Date</b>
I _____ confirm that I have read and understood the Health and Safety Specifications as set out above.		
I _____ confirm that I have read and understood and confirm my intention to comply with all the legal requirements.		
I _____ confirm my acceptance and understanding of the assigned responsibilities and duties involved.		



# PART C2 PRICING DATA

## PART C2.1: PRICING INSTRUCTIONS

### C2.1 Pricing Instructions

- 1 The Bills of Quantities have been drawn up in accordance with the Standard System of Measuring Building Work as amended) published and issued by the Association of South African Quantity Surveyors (Sixth Edition (Revised)), 1999. Where applicable the:
  - a) Civil engineering work has been drawn up in accordance with the provisions of the latest edition of SABS 1200 Standardised Specifications for Civil Engineering Works.
  - b) Mechanical work has been drawn up in accordance with the provisions of the latest edition of SABS 1200 Standardised Specifications for Mechanical Engineering Works.
  - c) Electrical work has been drawn up in accordance with the provisions of the latest edition of SABS 1200 Standardised Specifications for Electrical Engineering Works.
- 2 The agreement is based on the JBCC Edition 6.2 of 2018 with amendments from JBCC Edition 4.1, prepared by the Joint Building Contracts Committee, The additions, deletions and alterations to the JBCC Principal Building Agreement as well as the contract specific variables are as stated in the Contract Data. Only the headings and clause numbers for which allowance must be made in the Bills of Quantities are recited.
- 3 Preliminary and general requirements are based on the [preliminaries for the use of JBCC Edition 6.2– May 2018](#). Only the headings and clause numbers for which allowance must be made in the Bills of Quantities are recited.
- 4 It will be assumed that prices included in the Bills of Quantities are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders. (Refer to [www.stanza.org.za](http://www.stanza.org.za) or [www.iso.org](http://www.iso.org) for information on standards).
- 5 The drawings listed in the Scope of Works used for the setting up of these Bills of Quantities are kept by the Principal Agent or Engineer and can be viewed at any time during office hours up until the completion of the works.
- 6 Reference to any particular trademark, name, patent, design, type, specific origin or producer is purely to establish a standard for requirements. Products or articles of an equivalent standard may be substituted.
- 7 The bills of quantities forms part of and must be read and priced in conjunction with all the other documents forming part of the contract document, The Standard Conditions of Tender, Conditions of Contract, Specifications, Drawings, The document “Construction Works: Specifications: General Specification (PW371-A) Edition 2.0” is obtainable on the DPW’s website [www.publicworks.gov.za](http://www.publicworks.gov.za) under “Consultants Guidelines”), and shall be read in conjunction with the **bills of quantities** / lump sum document and be referred to for the full descriptions of work to be done and materials to be used The document “Construction Works: Specifications: Particular Specification (PW371-B) Edition 2.0” is issued together with the drawings and shall be read in conjunction with the drawings and the **bills of quantities** / lump sum document
- 8 Where any item is not relevant to this specific contract, such item is marked N/A (signifying “not applicable”)
- 9 The Contract Data and the standard form of contract referenced therein must be studied for the full extent and meaning of each and every clause set out in Section 1 (Preliminaries) of the Bills of Quantities



- 10 The Bills of Quantities is not intended for the ordering of materials. Any ordering of materials, based on the Bills of Quantities, is at the Contractor's risk.
- 11 The amount of the Preliminaries to be included in each monthly payment certificate shall be assessed as an amount prorated to the value of the work duly executed in the same ratio as the preliminaries bears to the total of prices excluding any contingency sum, the amount for the Preliminaries and any amount in respect of contract price adjustment provided for in the contract.
- 12 Where the initial contract period is extended, the monthly charge shall be calculated on the basis as set out in 11 but taking into account the revised period for completing the works.
- 13 The amount or items of the Preliminaries shall be adjusted to take account of the theoretical financial effect which changes in time or value (or both) have on this section. Such adjustments shall be based on adjustments in the following categories as recorded in the Bills of Quantities:
- a) an amount which is not to be varied, namely Fixed (F)
  - b) an amount which is to be varied in proportion to the contract value, namely Value Related (V); and
  - c) an amount which is to be varied in proportion to the contract period as compared to the initial construction period excluding revisions to the construction period for which no adjustment to the contractor is not entitled to in terms of the contract, namely Time Related (T).
- 14 Where no provision is made in the Bills of Quantities to indicate which of the three categories in 13 apply or where no selection is made, the adjustments shall be based on the following breakdown:
- a) 10 percent is Fixed
  - b) 15 percent is Value Related
  - c) 75 percent is Time Related
- 15 The adjustment of the Preliminaries shall apply notwithstanding the actual employment of resources in the execution of the works. The contract value used for the adjustment of the Preliminaries shall exclude any contingency sum, the amount for the Preliminaries and any amount in respect of contract price adjustment provided for in the contract. Adjustments in respect of any staged or sectional completion shall be prorated to the value of each section.
- 16 The tender price must include 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.
17. The Contractor shall adhere to "The national minimum wage determined by the Minister in accordance with the National Minimum Wage Act (NMWA)", and yearly pronounced increases for duration of contract.

## PART C2.3: BILLS OF QUANTITIES

DISABILITY ECONOMIC EMPOWERMENT TRUST (DEET)  
 EMERGENCY REPAIRS AND RENOVATIONS TO EXISTING INFRASTRUCTURE  
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Item No	Quantity	Rate	Amount
<p><b><u>SECTION 1</u></b></p> <p><b><u>BILL NO. 1</u></b></p> <p><b><u>PRELIMINARIES</u></b></p> <p>NOTES:</p> <p><u>The agreement is to be the JBCC Series 2000 Principal Building Agreement prepared by the Joint Building Contracts Committee, Edition 6.2 May 2018.</u></p> <p><u>The preliminaries are to be the JBCC Series 2000 Preliminaries prepared by the Joint Building Contracts Committee, code 2103, May 2005, and shall be deemed to be incorporated herein.</u></p> <p><u>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.</u></p> <p><u>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.</u></p> <p><u>Where any item is not relevant to this specific contract, such item is marked N/A (signifying "Not Applicable")</u></p> <p><u>If Alternative A as a set out in clause 10.2 &amp; 3 hereinafter is to be used for the adjustment of the preliminaries, the preliminaries, each item priced is to be allocated to one or more of the three categories by inserion of "F", "V", "T" as the case may be against the prce in the "rate" column immediately preceding the "amount" column the tendered amount for the Preliminaries must be allocated to one or more of the following three categories where: "F" denotes as fixed amount (amount not to be varied), "V" denotes an amountvariable in proportion to value, and "T" denotes an amount proportionate to time.</u></p>			
<p><b>Carried Forward</b></p>		R	
<p>Section No. 1                  PRELIMINARIES AND GENERAL                  Bill No. 1</p>			

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	Brought Forward		R
	<u>SECTION A: PRINCIPAL BUILDING AGREEMENT</u>		
	<u>Definition (A1)</u>		
1	Definitions and interpretation (Clause 1).  F:.....V:.....T:.....	Item	
	<u>Objective (A2)</u>		
2	Offer and acceptable and performance (Clause 2)  F:.....V:..... T:.....	Item	
	<u>Preparation (A3 - A4)</u>		
3	Documents (Clause 3).  F:.....V:.....T:.....	Item	
4	Design responsibility (Clause 4).  F:..... V:..... T:.....	Item	
5	Employer's agents (Clause 5).  F:..... V:..... T:.....	Item	
6	Site representative (Clause 6).  F:..... V:.....T:.....	Item	
	<u>Prior to the award of the contract, tenderers shall submit, upon request, the names of the proposed senior management personnel to be responsible for the supervision and administration of the works.</u>		
	<u>Prior to the date of commencement of the works the contractor shall nominate senior site personnel to whom instructions may be issued.</u>		
7	Compliance with regulation  F:..... V:.....T:.....	Item	
	<b>Carried Forward</b>		R
	Section No. 1 PRELIMINARIES AND GENERAL Bill No. 1		

DISABILITY ECONOMIC EMPOWERMENT TRUST (DEET)  
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Brought Forward			R
<p><u>A Health and Safety Specification is attached under additional returnable document.</u></p>			
8	Works risk (Clause 8).  <u>F:.....V:..... T:.....</u>	Item	
9	Indemnities (Clause 9).  <u>F:.....V:.....T:.....</u>	Item	
10	Work insurances (Clause 10).  <u>F:.....V:.....T:.....</u>	Item	
11	Liability insurances (Clause 11).  <u>F:.....V:.....T:.....</u>	Item	
12	Effecting insurances (Clause 12).  <u>F:.....V:.....T:.....</u>	Item	
13	No Clause (Clause 13).  <u>F:.....V:.....T:.....</u>	Item	
14	Security (Clause 14).  <u>F:.....V:.....T:.....</u>	Item	
15	Execution (A15 - A23) Preparation for and execution of the works (Clause 15).  <u>F:.....V:.....T:.....</u>	Item	
16	Access to the works (Clause 16).	Item	
Carried Forward			R
Section No. 1 PRELIMINARIES AND GENERAL Bill No. 1			

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	Brought Forward		R
	<u>F:.....V:.....T:.....</u>		
17	Contract instructions (Clause 17).	Item	
	<u>F:.....V:.....T:.....</u>		
18	Setting out of the works (Clause 18).	Item	
	<u>F:.....V:.....T:.....</u>		
	<u>The contractor shall notify the Architect if any encroachment of adjoining foundations, buildings, structures, pavements, boundaries, etc., exist in order that the necessary arrangements may be made for the rectification of any such encroachments.</u>		
19	Assignemnt (Clause 19).	Item	
	<u>F:.....V:.....T:.....</u>		
20	Nominated subcontractors (Clause 20).	Item	
	<u>F:.....V:.....T:.....</u>		
21	Selected subcontractors (Clause 21).	Item	
	<u>F:.....V:.....T:.....</u>		
22	Employer's direct contractors. (Clause 22).	Item	
	<u>F:.....V:.....T:.....</u>		
23	Contractor's domestic subcontractors (Clause 23).	Item	
	<u>F:.....V:.....T:.....</u>		
	<u>Completion (A24 - A30)</u>		
24	Practical completion (Clause 24).	Item	
	<b>Carried Forward</b>		R
	Section No. 1 PRELIMINARIES AND GENERAL Bill No. 1		

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	Brought Forward		R
	<u>F:.....V:.....T:.....</u>		
25	Works completion (Calsue 25).	Item	
	<u>F:.....V:.....T:.....</u>		
26	Final completion (Clause 26).	Item	
	<u>F:.....V:.....T:.....</u>		
27	Latent defects liability period (Clause 27).	Item	
	<u>F:.....V:.....T:.....</u>		
28	Sectional completion (Clause 28).	Item	
	<u>F:.....V:.....T:.....</u>		
29	Revision for date of practical completion (Clause 29).	Item	
	<u>F:.....V:.....T:.....</u>		
30	Penalty for non-completion (Clause 30)	Item	
	<u>F:.....V:.....T:.....</u>		
	<u>Payment (A31 - A35)</u>		
31	Interim payment to the contractor (Clause 31)	Item	
	<u>F:.....V:.....T:.....</u>		
	<u>Notwithstanding this or any other clause materials and goods stored off site shall not be included in the amount authorized for payment.</u>		
	<u>Clause 31.6.5 shall be deemed to be deleted.</u>		
32	Adjustment to the contract value (Clause 32).	Item	
	<b>Carried Forward</b>		R
	Section No. 1 PRELIMINARIES AND GENERAL Bill No. 1		

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	<b>Brought Forward</b>		R
	<u>F:.....V:.....T:.....</u>		
	<u>Notwithstanding the provisions of clause 32.13 or any other clause all fluctuations in costs shall be for the account of the contractor. See also clause 42.4.6.</u>		
33	Recovery of expense and loss (Clause 33).	Item	
	<u>F:.....V:.....T:.....</u>		
34	Final account and final payment (Clause 34).	Item	
	<u>F:.....V:.....T:.....</u>		
35	Payment to other parties (Clause 35).	Item	
	<u>F:.....V:.....T:.....</u>		
	<u>Cancellation (A36 - A39)</u>		
36	Cancellation by Employer - Contractor's default (Clause 36).	Item	
	<u>F:.....V:.....T:.....</u>		
37	Cancellation by Employer - Loss and damage (Clause 37).	Item	
	<u>F:.....V:.....T:.....</u>		
38	Cancellation by Contractor - Employer's default (Clause 38).	Item	
	<u>F:.....V:.....T:.....</u>		
39	Cancellation - Cessation of the works (Clause 39).	Item	
	<u>F:.....V:.....T:.....</u>		
	<b>Carried Forward</b>		R
	Section No. 1 PRELIMINARIES AND GENERAL Bill No. 1		

**DISABILITY ECONOMIC EMPOWERMENT TRUST (DEET)**  
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**EMIS NO. 200200920**

	<b>Brought Forward</b>		R
	<u>Dispute (A40)</u>		
40	Dispute settlement (Clause 40).  F:.....V:.....T:.....	Item	
	<u>State Provisions (A41)</u>		
41	State Substitutions (Clause 41).  F:.....V:.....T:.....	Item	
	<u>Schedule (A42)</u>		
42	Pre-Tender information (Clause 42).  F:.....V:.....T:.....	Item	
	<u>CONTRACTING AND OTHER PARTNERS</u>		
	<u>42.1.1 Employer:</u>		
	<u>Postal Address:</u>		
	<u>Domicilium:</u>		
	<u>42.1.2 Agent's Service:</u>		
	<u>42.1.3 Architect:</u>		
	<u>42.1.4 Quantity Surveyor:</u>		
	<u>42.1.5 Civil/Structural:</u>		
	<u>42.1.5 Electrical/Mechanical:</u>		
	<u>42.1.5 Health and Safety:</u>		
	<u>42.2 CONTRACT DETAILS</u>		
	<u>42.2.1 Works Description:</u>		
	<b>Carried Forward</b>		
	Section No. 1 PRELIMINARIES AND GENERAL Bill No. 1		R

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<p style="text-align: center;"><b>Brought Forward</b></p> <p>42.2.2 <u>Site Description:</u></p> <p><u>The site is situated at the Wildcoast Sun</u></p> <p>42.2.3 <u>Work or Installation by Direct Contractors: (None)</u></p> <p>42.2.4 <u>This agreement is for a State Contract: (Yes)</u>  <u>Payment will be made for materials and goods on site: (Yes)</u>  <u>Dispute resolution method: (Arbitration)</u></p> <p>42.2.5 <u>Contract period: calendar months from the commencement date (including builder's holidays).</u></p> <p>42.2.6 <u>Period for the commencement of the works after the contractor takes possession of the site: seven (7) working days.</u></p> <p>42.2.7 <u>Completions in sections are required: No</u></p> <p>42.2.8 <u>Intended date of practical completion and penalty per calendar day for the works as a whole:</u></p> <p><u>Date: calendar months after contract commencement (including builder's holidays).</u></p> <p><u>Penalty: (TBA) per calendar day.</u></p> <p><u>Intended dates of practical completion where section completion is required and the penalty per calendar day for the works in sections: N/A</u></p> <p>42.2.9 <u>Arbitration rules are recommended by Association of Arbitrators (SA): (Yes) Law applicable: Republic of South Africa</u></p> <p>42.3 <u>INSURANCES</u></p> <p>42.3.1 <u>Contract works insurance to be effected by the: CONTRACTOR</u></p> <p><u>For the amount of: CONTRACT VALUE +20%</u></p>			R	
<p style="text-align: center;"><b>Carried Forward</b></p> <p>Section No. 1                  PRELIMINARIES AND GENERAL                  Bill No. 1</p>			R	

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	<b>Brought Forward</b>		R	
	<p><u>With a deductible of: R 5 000. 00 (Five thousand rands)</u></p> <p><u>42.3.2 Supplementary insurance required: (Yes)</u></p> <p><u>42.3.3 Public liability insurance to be effected by the: CONTRACTOR For the amount of: R5 000 000. 00 (Five million rands) with deductible: R 0. 00 (Nil)</u></p> <p><b><u>42.4 DOCUMENTS</u></b></p> <p><u>42.4.1 Waiver of the contractor's lien or right of continuing possession is required: (Yes)</u></p> <p><u>42.4.2 Number of construction document copies to be supplied free of charge:TWO (2)</u></p> <p><u>42.4.3 This document is drawn up in accordance with the ASAQS Standard Sytem of Measuring Building Work: (Yes) Sixth Edition, revised in February 1999.</u></p> <p><u>42.4.4 Number of days for submission of priced documents: Priced bills of quantities to be submitted with tender.</u></p> <p><u>42.4.5 JBCC Engineering General Conditions are to be included in the document: (No)</u></p> <p><u>42.4.6 The contract value to be adjusted using CPAP: (Yes)</u></p> <p><u>42.4.7 Details of changes made to the provisions of JBCC standard documentation: (As stated)</u></p> <p><b><u>SECTION B: PRELIMINARIES</u></b></p> <p><u>Definition (B1)</u></p> <p>Definitions and interpretation (B1)</p> <p><u>F:.....V:.....T:.....</u></p>			
43		Item		
	<b>Carried Forward</b>		R	
	<p>Section No. 1                  PRELIMINARIES AND GENERAL                  Bill No. 1</p>			

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	Brought Forward		R
	<u>Documents (B2)</u>		
44	Checking of documents (B2.1)  <u>F:.....V:.....T:.....</u>  <u>The items in these Bills of Quantities are to be read and priced in conjunction with, and the descriptions regarded as amplified by the Model Preambles for Trades as recommended and published by the Association of South African Quantity Suarveyors, 2009 edition, and no claim arising from brevity of description of items fully described in the said Model Preambles Trades will be entertained.</u>	Item	
45	Provisional Bills of Quantities (B2.2)  <u>F:.....V:.....T:.....</u>  <u>The Quantities are Provisional (YES)</u>	Item	
46	Availability of construction documentation (B2.3)  <u>F:.....V:.....T:.....</u>	Item	
47	Interests of Agents (B2.4)  <u>F:.....V:.....T:.....</u>	Item	
48	Priced documents (B2.5)  <u>F:.....V:.....T:.....</u>	Item	
49	Tender submission (B2.6)  <u>F:.....V:.....T:.....</u>	Item	
	<b>Carried Forward</b>		R
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	<b>Brought Forward</b>		R	
	<p><u>Notwithstanding anything contained in this clause, tenders shall be valid for a period of 90 days from the closing date of tenders.</u></p> <p><u>The Site (B3)</u></p>			
50	<p>Defined works area (B3.1)</p> <p><u>F:.....V:.....T:.....</u></p>	Item		
	<p><u>To be confirmed on site.</u></p>			
51	<p>Geotechnical investigation (B3.2)</p> <p><u>F:.....V:.....T:.....</u></p>	Item		
52	<p>Inspection of the site (B3.30)</p> <p><u>F:.....V:.....T:.....</u></p>	Item		
	<p><u>No claims for extras arising from the contractor having failed to comply with this clause will be entertained.</u></p> <p><u>A compulsory site clarification meeting will be held at the included address, date and time.</u></p>			
53	<p>Existing premises occupied (B3.4) (YES)</p> <p><u>F:.....V:.....T:.....</u></p>	Item		
	<p><u>Previous work - dimensional accuracy(B3.5)</u></p> <p><u>F:.....V:.....T:.....</u></p>			
54	<p>Previous work - defects (B3.6)</p> <p><u>F:.....V:.....T:.....</u></p>	Item		
55	<p>Services - known (B3.7)</p>	Item		
	<b>Carried Forward</b>		R	
	<p>Section No. 1                  PRELIMINARIES AND GENERAL                  Bill No. 1</p>			

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	<b>Brought Forward</b>		R	
	<u>Existing services and points of connection are known and will be pointed out on site by the Architect.</u>			
	<u>F:.....V:.....T:.....</u>			
56	Services - unknown (B3.8)	Item		
	<u>F:.....V:.....T:.....</u>			
57	Protection of trees (B3.9)	Item		
	<u>F:.....V:.....T:.....</u>			
58	Articles of valaue (B3.10)	Item		
	<u>F:.....V:.....T:.....</u>			
59	Inspection of adjoining properties (B3.11)	Item		
	<u>F:.....V:.....T:.....</u>			
	<u>Management of contract (B4)</u>			
60	Management of works (B4.1)	Item		
	<u>F:.....V:.....T:.....</u>			
61	Programme for the works (B4.2)	Item		
	<u>F:.....V:.....T:.....</u>			
	<b>Carried Forward</b>		R	
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	<b>Brought Forward</b>		R
	<p><u>Added to the provisions in (B4.2), the contractor shall ensure that he/she has suitable staff to programme the works using suitable and recognised programming software and the programme for the work is to be developed in sufficient detail indicating an activity network with early and late start dates, early and late finish dates and duration for each activity, further each activity is to be linked and the critical path indicated. Furthermore, the programming of the works shall include detailed documentation and information required schedule which indicates latest dates by which information is required in order to achieve programme dates.</u></p>		
62	Progress meetings (B4.3)  <u>F:.....V:.....T:.....</u>	Item	
63	Technical meetings (B4.4)  <u>F:.....V:.....T:.....</u>	Item	
64	Labour and plant records (B4.5)  <u>F:.....V:.....T:.....</u>  <u>Samples and shop drawings (B5)</u>	Item	
65	Samples of materials (B5.1)  <u>F:.....V:.....T:.....</u>	Item	
66	Workmanship samples (B5.2)  <u>F:.....V:.....T:.....</u>	Item	
67	Shop drawings (B5.3)  <u>F:.....V:.....T:.....</u>	Item	
	<b>Carried Forward</b>		R
	Section No. 1 PRELIMINARIES AND GENERAL Bill No. 1		

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	Brought Forward		R
	<u>Compliance with manufacturer's instructions (B5.4)</u>		
	<u>F:.....V:.....T:.....</u>		
	<u>Temporary works (6)</u>		
68	Deposits and fees (B6.1)	Item	
	<u>F:.....V:.....T:.....</u>		
69	Enclosure of the works (B6.2)	Item	
	<u>F:.....V:.....T:.....</u>		
	<u>No access to public shall be allowed on site at all times and strict access control shall be maintained during the construction period.</u>		
	<u>The contractor shall fully enclosure the works by providing a 2m high diamond mesh fence or suitably similar and approved including access gates, posts. The fence shall be maintained throughout the contract and removed on completion of the contract.</u>		
70	Advertising (B6.3)	Item	
	<u>F:.....V:.....T:.....</u>		
71	Plant, equipment, sheds and offices (B6.4)	Item	
	<u>F:.....V:.....T:.....</u>		
72	Office accommodation for meetings held on site which shall be kept clean and fit for use at all times (B6.4.3)	Item	
	<u>F:.....V:.....T:.....</u>		
73	Main notice board (B6.5)	Item	
	<b>Carried Forward</b>		R
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	Brought Forward		R	
	<u>F:.....V:.....T:.....</u>			
74	Subcontractor's notice board (B6.6)	Item		
	<u>F:.....V:.....T:.....</u>			
	<u>Temporary Sevices (B7)</u>			
75	Location (B7.1)	Item		
	<u>F:.....V:.....T:.....</u>			
76	Water (B7.2)	Item		
	<u>F:.....V:.....T:.....</u>			
77	Electricity (B7.3)	Item		
	<u>F:.....V:.....T:.....</u>			
78	Telecommunication equipment (B7.4)	Item		
	<u>F:.....V:.....T:.....</u>			
79	Ablution facilites (B7.5)	Item		
	<u>F:.....V:.....T:.....</u>			
	<u>Prime cost amounts (B8)</u>			
80	Responsibility for prime cost amounts (B8.1)	Item		
	<u>F:.....V:.....T:.....</u>			
	<u>Attendance on Nominated/Selected Subcontractors (B9)</u>			
81	General attendance (B9.1)	Item		
	<b>Carried Forward</b>		R	
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	Brought Forward		R
	<u>F:.....V:.....T:.....</u>		
82	Special attendance (B9.2)	Item	
	<u>F:.....V:.....T:.....</u>		
	<u>Commissioning - fuel, water and power (B9.3)</u>		
	<u>F:.....V:.....T:.....</u>		
	<u>Financial aspects (B10)</u>		
83	Statutory taxes, duties and levies (B10.1)	Item	
	<u>F:.....V:.....T:.....</u>		
84	Payment of Preliminaries (B10.2)	Item	
	<u>F:.....V:.....T:.....</u>		
85	Adjustment of Preliminaries (B10.3)	Item	
	<u>F:.....V:.....T:.....</u>		
86	Payment certificatecashflow	Item	
	<u>F:.....V:.....T:.....</u>		
	<u>General (B11)</u>		
87	Protection of the works (B11.1)	Item	
	<u>F:.....V:.....T:.....</u>		
88	Protection/isolation of existing/sectionally occupied works (B11.2)	Item	
	<b>Carried Forward</b>		R
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	<b>Brought Forward</b>		R	
	<u>F:.....V:.....T:.....</u>			
89	Site security (B11.3)	Item		
	<u>F:.....V:.....T:.....</u>			
90	Notice before covering work (B11.4)	Item		
	<u>F:.....V:.....T:.....</u>			
91	Disturbance (B11.5)	Item		
	<u>F:.....V:.....T:.....</u>			
92	Environmental disturbance (B11.6)	Item		
	<u>F:.....V:.....T:.....</u>			
93	Works cleaning and clearing (B11.7)	Item		
	<u>F:.....V:.....T:.....</u>			
94	Vermin (B11.8)	Item		
	<u>F:.....V:.....T:.....</u>			
95	Overhand work (B11.9)	Item		
	<u>F:.....V:.....T:.....</u>			
96	Instruction manuals (B11.10)	Item		
	<u>F:.....V:.....T:.....</u>			
97	As built information (B11.11)	Item		
	<b>Carried Forward</b>		R	
	Section No. 1 PRELIMINARIES AND GENERAL Bill No. 1			

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	<b>Brought Forward</b>		R
98	<p><u>F:.....V:.....T:.....</u></p> <p>Tenant installations (B11.12)</p> <p><u>F:.....V:.....T:.....</u></p>	Item	
99	<p><u>F:.....V:.....T:.....</u></p> <p>Pre-tender information (B12.1)</p> <p><u>F:.....V:.....T:.....</u></p> <p><u>Information necessary for making choices and completion of those clauses contained in the schedule which are necessary for tender purposes is given hereunder. Where no information is given it shall mean that either no details or specific requirements are available or that the clause is irrelevant for this specific contract.</u></p> <p><u>The provisions of the Occupational Health Safety Act 1985, the Construction Regulations 2003 and the Project Occupational Health and Safety Specification apply in full to this contract and relevant items and variables listed hereunder. Rates for the respective items are to reflect this.</u></p> <p><u>12.1.1 Provisional Bills of Quantities (B2.2)</u>  <u>          The quantities are provisional (YES)</u></p> <p><u>12.1.2 Availability of Construction documentation (B.3)</u>  <u>          Construction documentation is complete (YES)</u></p> <p><u>12.1.3 Interests of Agents (B2.4) (None)</u></p> <p><u>12.1.4 Defined works area (B3.1). To be confirmed on site</u></p> <p><u>12.1.5 Geotechnical investigation (B3.2)</u></p> <p><u>12.1.6 Existing premises occupied (B3.4) (YES)</u></p>	Item	
	<b>Carried Forward</b>		R
	<p>Section No. 1                  PRELIMINARIES AND GENERAL                  Bill No. 1</p>		

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<p style="text-align: center;"><b>Brought Forward</b></p> <p><u>12.1.6 Existing premises occupied (B3.4) (YES)</u></p> <p><u>12.1.7 Previous work - dimensional accuracy (B3.5)</u></p> <p><u>12.1.8 Previous work - defects (B3.6)</u></p> <p><u>12.1.9 Services - known (B3.7)</u>  <u>Existing services and points of connection are known and will be pointed out on site by the Architect.</u></p> <p><u>12.1.10 Protection of trees (B3.9)</u></p> <p><u>12.1.11 Inspection of adjoining properties (B3.11)</u></p> <p><u>12.1.12 Enclosure of the works (B6.2)</u></p> <p><u>12.1.13 Offices (B6.4.3)</u></p> <p><u>12.1.14 Main notice board (B6.5)</u>  <u>One main notice board is required</u></p> <p><u>12.1.15 Subcontractor's notice board (B6.6)</u>  <u>An SC notice board is not required.</u></p> <p><u>12.1.16 Water (B7.2)</u>  <u>Alternative chosen: A</u></p> <p><u>12.1.18 Telecommunications (B7.4)</u>  <u>The contractor shall provide telecommunication facilities as stated in the schedule and shall be entitled to recover usage costs from the users thereof.</u></p> <p><u>12.1.19 Ablution facilities (B7.5)</u>  <u>Alternative chosen: A</u></p> <p><u>12.1.20 Protection of existing/sectionally occupied works (B11.2)</u>  <u>Protection is required (No)</u></p> <p><u>12.1.21 Special attendance (B9.2)</u></p>			R	
<p style="text-align: center;"><b>Carried Forward</b></p> <p>Section No. 1                  PRELIMINARIES AND GENERAL                  Bill No. 1</p>			R	

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	Brought Forward		R
	<u>12.1.22 Protection of the works (B11.1)</u>		
	<u>12.1.23 Disturbance (B11.5)</u>		
	<u>Refer to clause B3.4</u>		
	<u>12.1.24 Environmental disturbances (B11.6)</u>		
	<u>Post tender informtion (B12.2)</u>		
	<u>12.2.1 Payment of Preliminaries (B10.2)</u>		
	<u>Alternative chosen: A or B</u>		
	<u>12.2.2 Adjustment of Preliminaries (B10.3)</u>		
	<u>Alternative chosen A or B</u>		
100	12.2.3 Additional agreed preliminaries items	Item	
	<u>F:.....V:.....T:.....</u>		
	<b><u>SECTION C: SPECIFICATION PRELIMINARIES</u></b>		
	<u>Section C: Specific Preliminaries:</u>		
101	C1 - Community Liaison Officer	Item	
	<u>Allow for a Community Liaison Officer (CLO) to be appointed at a rate to be agreed per month</u>		
	<u>F:.....V:.....T:.....</u>		
102	Allow for net extra cost involved in the employment of a Community Liaison Officer (CLO) in respect of the site office	Item	
	<u>F:.....V:.....T:.....</u>		
103	Allow for net extra cost involved in the employment of a Community Liaison Officer (CLO) in respect of the toilets	Item	
	<b>Carried Forward</b>		R
	Section No. 1 PRELIMINARIES AND GENERAL Bill No. 1		

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	Brought Forward		R
	<u>F:.....V:.....T:.....</u>		
104	Allow for net extra cost involved in the employment of a Community Liaison Officer (CLO) in respect of the sheds	Item	
	<u>F:.....V:.....T:.....</u>		
	<u>C2: Local Labour</u>		
105	Allow for regular submission of proof of employment of local skilled and unskilled labour to Employers representative	Item	
	<u>F:.....V:.....T:.....</u>		
	<u>C3: Local Record</u>		
106	Allow for the provision of weekly reports to in a schedule form of all tradesmen and labour employed on the site (contractors	Item	
	<u>own staff and subcontractors staff)</u>		
	<u>F:.....V:.....T:.....</u>		
	<u>Project Steering commitee</u>		
	<u>F:.....V:.....T:.....</u>		
	<u>OCCUPATIONAL HEALTH AND SAFETY</u>		
	<u>A Health and Safety Specification is attached.</u>		
	<u>NOTE: Bidders are advised to study the Occupational Health and Safety Act, (Act no. 85 of 1993) including the Construction Regulations before pricing this bill.</u>		
	<b>Carried Forward</b>		R
	Section No. 1 PRELIMINARIES AND GENERAL Bill No. 1		

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<b>Brought Forward</b>		R
<p><u>Bidders must note that it is compulsory to price all items as specified regarding Health and Safety in this bill, the Occupational Health and Safety Act (Act 85 of 1993) and the Construction Regulations 2014.</u></p> <p><u>FAILURE TO DO SO WILL INVALIDATE THE TENDER</u></p> <p><u>The following items serves as a breakdown of the expected cost items for the requirements of the Act and have to be duly completed and returned with the tender form (refer to the Occupational Health and Safety Specification for detail of clauses as listed).</u></p> <p><u>GENERAL</u></p>		
107	Fulfil the duties of the principal contractor as set out in the Construction Regulations 2014 promulgated 14 February 2014	Item
108	Requirements regarding the health and safety file as clause 6 Appointment of Health and Safety Professionals	Item
109	Requirements regarding the health and safety plan as clause 6	Item
110	Requirements regarding sub-contractors, suppliers, and designers as clause 16.2.9	Item
<u>INFORMATION REQUIREMENTS</u>		
111	Requirements regarding general Information as clause 5.1	Item
112	Requirements regarding occupational health and safety environmental management as clause 6.8.1	Item
113	Requirements regarding hazard identification, risk assessment and control as clause 6.1 (f)	Item
<u>GENERAL SITE SAFETY</u>		
114	Safety training and education as clause 14	Item
115	Recording and reporting of injuries as clause 15	Item
<b>Carried Forward</b>		R
Section No. 1 PRELIMINARIES AND GENERAL Bill No. 1		

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<b>Brought Forward</b>			R
116	First Aid as clause 13	Item	
117	Fire protection and prevention	Item	
118	Site emergency procedures	Item	
119	Housekeeping	Item	
120	Stacking and storage	Item	
121	Illumination	Item	
122	Sanitation/Hygiene	Item	
123	Personal protective equipment	Item	
124	Permit to work requirements	Item	
125	Lock-out systems	Item	
126	Monthly health and safety audits	Item	
127	Records and records management	Item	
	<u>CHEMICAL HAZARDS</u>		
128	Substances management	Item	
	<u>SAFETY HAZARDS</u>		
129	Handtools	Item	
130	Portable electric tools	Item	
131	Excavations	Item	
132	Electrical installations	Item	
133	Use and storage of flammable liquids	Item	
134	Disposal of material	Item	
135	Welding and cutting	Item	
	<b>Carried Forward</b>		R
	Section No. 1 PRELIMINARIES AND GENERAL Bill No. 1		

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Brought Forward			R
	<u>SITE WIDE ELEMENTS</u>		
136	Site access and engress	Item	
137	Visitors to the site	Item	
138	Emergencies	Item	
139	Location of temporary site accommodation	Item	
140	Location of materials unloading and storages	Item	
141	Traffic and pedestrian routes	Item	
142	Notification of construction work as clause 6.6	Item	
143	CONTINUING LIAISON Site liaison	Item	
144	Design development	Item	
	<u>HIV/AIDS AWARENESS</u>		
	<p><u>It is required of the contractor to thoroughly study the HIV/AIDS Specification (PW 1544) of the department that must be read together with and is deemed to be incorporated under this section of the Bills of Quantities. Provision for pricing of HIV/AIDS awareness is made under items 1 - 5 hereafter and it is explicitly pointed out that all requirements of the aforementioned specification are deemed to be priced hereunder, as the said items represent the only method of measurement and no additional items or extras to the contract in this regard shall be entertained.</u></p> <p><u>The contractor must take note that compliance with the HIV/AIDS specification is compulsory. In the event of partial or total non-compliance, the Representative/Agent, notwithstanding the provisions of clause A 23 of "Section 1: Preliminaries (Part A)" or any other clause to the contrary Reserves the right to delay issuing any progress payment certificate until the contractor provides satisfactory proof of compliance. The contractor shall not be entitled to any compensation of whatsoever nature, including interest, due to such delay of payment</u></p>		
	<b>Carried Forward</b>		R
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<b>Brought Forward</b>		R
<u>AWARENESS CAMPAIGN</u>		
145	Selection, appointment, briefing and making available of an Awareness Campaign including provision of all relevant services, all in accordance with the HIV/AIDS specification	Item
<u>AWARENESS WORKSHOPS</u>		
146	Selection and appointment of a competent Service Provider approved by the Representative/Agent, provision of a Service Provider Workshop plan and a suitable venue, conducting of awareness workshops by means of traditional and/or modern multi-media techniques, including follow-up courses, making available all tuition material and performing assessment procedures, all in accordance with the HIV/AIDS specification.	Item
<u>POSTERS, BOOKLETS, VIDEOS, ETC.</u>		
147	Provision, displaying, maintaining and replacing when necessary of four plastic laminated posters, booklets and educational videos, etc. for the duration of the construction period, all in accordance with the HIV/AIDS specification.	Item
<u>ACCESS TO CONDOMS</u>		
148	Provision and maintenance of condom dispensers fixed in position, including male and female condoms, replenishing male and female condoms on a daily basis as required for the duration of the construction period, all in accordance with the HIV/AIDS specification.	Item
<u>MONITORING</u>		
149	Monitoring HIV/AIDS awareness of workers, providing the Representative /Agent with access to information including making available all reports, thoroughly completed and reflecting the correct information, for the duration of the construction period and close out, all in accordance with the HIV/AIDS specification.	Item
<b>Carried to Cluster Summary</b>		R
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Item No		Unit	Quantity	Rate	Amount
	<b><u>SECTION. 2</u></b>				
	<b><u>BILL No. 1</u></b>				
	<b><u>ALTERATIONS</u></b>				
	<b>Model Preambles:</b>				
	The Standard Preambles and the Notes in the various trade bills are to, and do, apply equally to this section.				
	<u>(CPAP Work Group No.102 Unless Otherwise Stated)</u>				
	<u>Hack Off And Remove</u>				
1	Vinyl tiles or sheeting to floors and prepare screed to receive new flooring.	m2	263		
2	Ceramic tiles to floors and prepare screed to receive new flooring.	m2	38		
	<u>Hacking up/off and removing granolithic, screeds, plaster, etc from concrete or brickwork and preparing surfaces for new screed, plaster, tile finishes, etc</u>				
3	20mm Screed from floors	m2	308		
	<u>Taking Down And Removing Asbestos Roof Sheeting</u>				
4	Asbestos sheets from timber trusses.	m2	391		
5	Transporting the asbestos material to certified asbestos dumping site.		Item		
	<u>Taking Down And Removing Fascia and Barge Boards</u>				
6	Fascia and Barge board.	m	166		
	<u>Taking Down And Removing Ceilings</u>				
7	Ceilings including cornices and brandering.	m2	315		
	<b>Carried Forward</b>				R
	Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 1				

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<b>Brought Forward</b>				R
	<u>Taking Down And Removing Rainwater goods</u>			
8	Rainwater goods.	m	107	
	<u>Taking Out And Removing Sundry Joinery Work, Etc</u>			
9	Skirting and quadrant.	m	231	
	<u>Taking out and removing</u>			
10	Timber door size 813 x 2032mm high.	No	11	
11	Ironmongery	No	26	
12	Steel security gates size 900 x 2100mm	No	8	
13	Chalkboard size 2400 x 1200mm	No	10	
14	Pinning Board size 4792 x 1200mm	No	7	
15	Pinning Board size 900 x 1200mm	No	4	
	<u>Taking out and removing sanitary fittings, tanks, geysers, etc, including disconnecting from pipes, traps, etc and making good floor and wall finishes (making good tiling and paintwork elsewhere)</u>			
16	WC pan with cistern and flush pipe	No	1	
17	Wash Hand Basins.	No	10	
18	Bathtub	No	1	
19	Soap Dispenser	No	5	
	<u>Taking out/off and removing glass and mirrors</u>			
20	Glass from steel windows including cleaning out rebates and preparing for new glass	m2	32	
	<u>Making good steel windows as Per Architects Window Schedule</u>			
21	Existing steel windows to be sand down	m2	110	
	<b>Carried Forward</b>			R
	Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 1			

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<b>Brought Forward</b>				R
	<u>Making good internal cement plaster</u>			
22	To existing plaster, remove all surface contaminants, friable materials, and chalkiness, wash down with sugar soap, fill all cracks and defects with interior Polyfilla and sand smooth Remove loose and peeling paint back to a firm edge by scraping, sanding or other suitable means. Feather the edges with 100 grit sandpaper and ensure the surface is dust-free. Remove surface contaminants using sugar soap solution. Rinse with tap water to remove all traces of sugar soap and allow to dry.	m2	805	
	<u>Making good external cement plaster</u>			
23	To existing plaster, remove all surface contaminants, friable materials, and chalkiness, wash down with sugar soap, fill all cracks and defects with interior Polyfilla and sand smooth Remove loose and peeling paint back to a firm edge by scraping, sanding or other suitable means. Feather the edges with 100 grit sandpaper and ensure the surface is dust-free. Remove surface contaminants using sugar soap solution. Rinse with tap water to remove all traces of sugar soap and allow to dry.	m2	649	
	<u>Inspect existing</u>			
24	Timber roof trusses	m2	391	
	<u>SERVICE WATER CLOSETS (WC)</u>			
	<u>Service WC pan with cistern and flush pipe Of</u>			
25	WC	No	8	
	<u>SERVICE WINDOWS</u>			
	<u>Service All Catches, Mechanism, Etc. Replace Where Damaged And Treat Rusted Areas Of</u>			
26	Steel windows (W1) size 963 x 1422mm high	No	29	
27	Steel windows (W2) size 963 x 489mm high	No	20	
	<b>Carried Forward</b>			R
	Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 1			

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<b>Brought Forward</b>				R
28	Steel windows (W3) size 963 x 1145mm high	No	4	
29	Steel windows (W4) size 444 x 555mm high	No	1	
30	Steel windows (W5) size 1500 x 950mm high	No	1	
	<u>BUDGETARY ALLOWANCE</u>			
31	Provide the sum of R300,000.00 (Three Hundred Thousand) for any unforeseen items in Renovations .		Item	300,000.00
<b>Carried Forward to Summary of Section No. 2</b>				R
Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 1				

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Item No	Unit	Quantity	Rate	Amount
<p><b><u>SECTION. 2</u></b></p> <p><b><u>BILL No. 2</u></b></p> <p><b><u>ROOF COVERINGS, ETC</u></b></p> <p><b><u>(CPAP Work Group No. 122 Unless Otherwise Stated)</u></b></p> <p><u>PREAMBLES</u></p> <p>For Preambles refer to "Department of Public Works: Specification Of Materials And Methods To Be Used - PW371".</p> <p><u>SUPPLEMENTARY PREAMBLES</u></p> <p><u>Preambles</u></p> <p>The Preambles and the Notes in the various trade bills are to, and do, apply equally to this section.</p> <p><u>Proprietary Products In Descriptions</u></p> <p>Proprietary products shall be used as specified. Substitute products of similar quality and specification may only be used with prior approval by the Principal Agent.</p> <p><u>Fixing</u></p> <p>All roof coverings and side cladding are to be installed to comply with SABS Code of Practice 0237 where applicable. All roof sheeting shall be laid under a 5 year guarantee for site workmanship and water tightness.</p>				
<p><b>Carried Forward</b></p>			R	
<p>Section No. 2          RENOVATIONS TO EXISTING STRUCTURES          Bill No. 2</p>				

DISABILITY ECONOMIC EMPOWERMENT TRUST (DEET)  
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<b>Brought Forward</b>				R
<u>Guarantee</u>				
The contractor will be required to provide an Engineer and a written guarantee, stating that :				
(a) The roof sheeting is of the specified thickness.				
(b) The client is indemnified against any defects, including colour deterioration for a minimum period of 15 years.				
-----				
<u>PROFILED METAL SHEETING</u>				
(CPAP Work Group No. 124 Unless Otherwise Stated)				
<u>0,8mm Thick "S" Profile Galvanised Sheet Iron Roofing Sheets And 0,8mm Thick Accessories With Polyclosers Where Necessary, Both With Chromadek Colour One Side, In Single Sheet Lengths And Fixed To Wood Purlins</u>				
1	Roof covering with pitch not exceeding 25 degrees.	m2	391	
2	Ridge capping.	m	47	
<u>RAINWATER GOODS</u>				
<u>0,8mm Thick Watertite Seamless Pre-Painted Aluminium Ogee Gutter, Rainwater Pipe And Accessories In Long Lengths</u>				
3	100 x 125mm Eaves gutter with gutter brackets and fixed to fibre cement fascia and with snow straps fitted at maximum 1000mm centres.	m	107	
<u>Extra For</u>				
4	External angle.	No	6	
5	Outlet with nozzle for 100 x 100mm rainwater pipe.	No	6	
6	Stopped Ends	m	3	
<b>Carried Forward</b>				R
Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 2				

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<b>Brought Forward</b>				R
	<u>(End Of Extra For)</u>			
7	100 x 100mm Rainwater pipe fixed 25mm clear of walls with galvanised sheet iron ears screwed to and including 200 x 70 x 22mm chamfered and oiled hardwood blocks plugged to wall.	m	24	
	<u>Extra For</u>			
8	Swanneck 600mm projection.	No	6	
9	Bend.	No	6	
10	Shoe	No	6	
	<u>(End Of Extra For)</u>			
	<u>ROOF AND WALL INSULATION</u>			
	<u>Approved heavy industrial grade aluminium foil based insulation</u>			
11	Insulation laid taut over purlins with 150mm wide laps at all joints and fixed concurrent with roof covering including galvanised steel straining wires	m2	391	
	<b>Carried Forward to Summary of Section No. 2</b>			R
	Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 2			

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Item No		Unit	Quantity	Rate	Amount
	<p><b><u>SECTION. 2</u></b></p> <p><b><u>BILL No. 3</u></b></p> <p><b><u>CARPENTRY &amp; JOINERY</u></b></p> <p><b><u>(CPAP Work Group No. 126 Unless Otherwise Stated)</u></b></p> <p><u>PREAMBLES</u></p> <p>For Preambles refer to "Department of Public Works: Specification Of Materials And Methods To Be Used - PW371"</p> <p><u>SUPPLEMENTARY PREAMBLES</u></p> <p><u>Preambles</u></p> <p>The Preambles and the Notes in the various trade bills are to, and do, apply equally to this section.</p> <p><u>Proprietary Products In Descriptions</u></p> <p>Proprietary products shall be used as specified. Substitute products of similar quality and specification may only be used with prior approval by the Principal Agent.</p> <p><u>Fixing</u></p> <p>Items described as "nailed" shall be deemed to be fixed with hardened steel nails or shot pins to brickwork or concrete.</p> <p>Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 500mm centres, and where described as "bolted", the bolts have been given elsewhere.</p> <p><u>Joinery</u></p> <p>Descriptions of frames shall be deemed to include frames, transomes, mullions, rails, etc.</p>				
	<b>Carried Forward</b>				R
	<p>Section No. 2            RENOVATIONS TO EXISTING STRUCTURES            Bill No. 3</p>				

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	<b>Brought Forward</b>			R	
	<p>Descriptions of hardwood joinery shall be deemed to include pelleting of bolt holes.</p> <p><u>Decorative thermosetting plastic laminate covering</u></p> <p>Laminate covering shall be glued under pressure and edge strips of same shall be butt jointed at junctions with adjacent similar finish.</p> <p style="text-align: center;">-----</p> <p><b><u>CARPENTRY</u></b></p> <p><u>ROOFS ETC</u></p> <p><u>Sawn softwood:</u></p> <p><u>PREFABRICATED ROOF TRUSSES, ETC.</u></p> <p><u>Prefabricated timber roof trusses shall be constructed of South African pine by a firm of specialist designer manufacturers. Trusses to be a minimum of 1200mm centres and are to support metal roof covering. Ceilings are either gypsum plasterboard or claddit (suspended or fixed). Prices must include for the design , plans and approval of all timber trusses and no claim shall be considered. An Engineers approval certificate is required once the roof truss installation is complete and is for the contractors account.</u></p> <p><u>Plate nailed timber roof truss construction:</u></p> <p><b>Note:</b> Tenderers are referred to the Architects roof plan drawings annexed to these bills of quantities / accompanying these bills of quantities for tender purposes. Specifications and calculations of prefabricated roof must be supplied by the contractor on award of the contract. Descriptions (prices) shall be deemed to include design.</p>				
1	<p>Double pitched roof trusses with 9890mm span x 2020mm high with 600mm overhang both sides, with 20 degree pitch.</p> <p><u>EAVES, VERGES, ETC</u></p>	m2	391		
	<b>Carried Forward</b>			R	
	<p>Section No. 2                  RENOVATIONS TO EXISTING STRUCTURES                  Bill No. 3</p>				

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Brought Forward				R
	<u>4mm Cladit Fibre Reinforced Cement Sheets With H-Profile Steel Jointing Strips Over Joints, Fixed With Cadmium Plated Nails</u>			
2	12 x 225mm Fascia board three times drilled, and brass screwed to and including 38 x 50 x 114mm long S.A. Pine cleats twice brass screwed to rafter foot including galvanised steel H-profile jointing strips, screws, holes etc.	m	113	
3	80 x 275mm Barge board three times drilled, and brass screwed to and including 38 x 50 x 114mm long S.A. Pine cleats twice brass screwed to rafter foot including galvanised steel H-profile jointing strips, screws, holes etc.	m	30	
	<u>DOORS ETC</u>			
	<u>Wrought meranti doors:</u>			
4	44mm Thick, framed, ledged and batten door, formed of 44 x 114mm stiles and top rail, 22 x 114mm middle ledge and braces and 22 x 228mm bottom ledge, the stiles and top rail grooved for and filled in with 22 x 70mm tongued, grooved and V-jointed vertical boarding, size 813 x 2032mm high.	No	8	
	<u>Semi Solid Core Flush Doors Finished On Both Faces With Tempered Veneered Hardboard</u>			
5	40mm Door, (Hung) size 813 x 2032mm.	No	3	
	<u>BEADS, ARCHITRAVES, ETC</u>			
	<u>Wrought meranti:</u>			
6	19mm Quadrant bead planted on.	m	231	
7	19 x 70mm Skirting fixed to walls including 19mm quadrant bead planted on.	m	231	
	<u>Sundries:</u>			
8	38 x 76 mm Chamferred and grooved weatherboard fixed in and including groove or rebate in underside of door.	m	19	
	<b>Carried Forward</b>			R
	Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 3			

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Brought Forward				R
<u>PINNING BOARDS</u>				
<u>Bitumen impregnated fibre board:</u>				
9	12mm Insulation board backing plugged and glued to wall including all square cutting and waste.	m2	58	
<u>Wrought meranti:</u>				
10	22 x 44mm Rebated and chamfered surrounds plugged and screwed to wall at not exceeding 500mm centres, including screws, holes, plugs, etc.	m	125	
11	22 x 44mm Twice rebated and chamfered transomes plugged and screwed to wall at not exceeding 500mm centres, including screws, holes, plugs, etc.	m	125	
<u>3mm Belgotex Colour Rib Carpeting Fixed With Adhesive</u>				
12	In 1200mm widths to softboard.	m2	58	
<b>Carried Forward to Summary of Section No. 2</b>				R
Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 3				

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Item No	Unit	Quantity	Rate	Amount
<p><b><u>SECTION. 2</u></b></p> <p><b><u>BILL No. 4</u></b></p> <p><b><u>CEILINGS, ETC</u></b></p> <p><b><u>(CPAP Work Group No. 129 Unless Otherwise Stated)</u></b></p> <p><u>PREAMBLES</u></p> <p>For Preambles refer to "Department of Public Works: Specification Of Materials And Methods To Be Used - PW371".</p> <p><u>SUPPLEMENTARY PREAMBLES</u></p> <p><u>Preambles</u></p> <p>The Preambles and the Notes in the various trade bills are to, and do, apply equally to this section.</p> <p><u>Proprietary Products In Descriptions</u></p> <p>Proprietary products shall be used as specified. Substitute products of similar quality and specification may only be used with prior approval by the Principal Agent.</p> <p><u>Fixing</u></p> <p>Items described as "nailed" shall be deemed to be fixed with hardened steel nails or pins, or to be shot-pinned, to brickwork or concrete.</p> <p>Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 500mm centres, and where described as "bolted", the bolts have been given elsewhere.</p> <p><u>Ceilings</u></p> <p>Unless otherwise described ceilings shall be deemed to be horizontal.</p> <p style="text-align: right;"><b>Carried Forward</b></p> <p>Section No. 2          RENOVATIONS TO EXISTING STRUCTURES          Bill No. 4</p>				R

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	<b>Brought Forward</b>			R
	<p><u>Steel components</u></p> <p>All steel components for ceilings, partitions, etc. are to be galvanised in accordance with SANS 121.</p> <p><u>Timbers</u></p> <p>The sizes of all sawn and wrot timbers are to hold to the full sizes specified. South African Pine shall be referred to as Pine.</p> <p style="text-align: center;">-----</p> <p><u>NAILED UP CEILINGS</u></p> <p><u>4mm Cladit Fibre Reinforced Cement Sheets With H-Profile Steel Jointing Strips Over Joints, Fixed With Cadmium Plated Nails</u></p>			
1	Horizontal ceilings fixed to and including 38 x 50mm sawn Pine brandering at 450mm centres in one direction only and with additional brandering at outer edges of rooms and along joints of ceiling plates.	m2	315	
2	Extra over ceilings for trapdoor size 600 x 600mm in clear including all sawn and wrot Pine framing, coverstrips, etc covered with ceiling board and fitted flush with ceiling.	No	12	
	<p><u>Rhino Gypsum Plasterboard Cornice With Bottom Edge Fixed To Walls With Steel Nails</u></p>			
3	75mm Coved cornice.	m	231	
	<b>Carried Forward to Summary of Section No. 2</b>			R
	Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 4			

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Item No		Unit	Quantity	Rate	Amount
	<p><b><u>SECTION. 2</u></b></p> <p><b><u>BILL No. 5</u></b></p> <p><b><u>FLOOR COVERINGS, ETC</u></b></p> <p><b><u>(CPAP Work Group No. 130 Unless Otherwise Stated)</u></b></p> <p><u>PREAMBLES</u></p> <p>For Preambles refer to "Department of Public Works: Specification Of Materials And Methods To Be Used - PW371".</p> <p><u>SUPPLEMENTARY PREAMBLES</u></p> <p><u>Preambles</u></p> <p>The Preambles and the Notes in the various trade bills are to, and do, apply equally to this section.</p> <p><u>Proprietary Products In Descriptions</u></p> <p>Proprietary products shall be used as specified. Substitute products of similar quality and specification may only be used with prior approval by the Principal Agent.</p> <p><u>Fixing</u></p> <p>Floor coverings, wall linings, etc. shall, where applicable, be fixed with adhesive as recommended by the manufacturers of the flooring, linings, etc.</p> <p>Floor coverings are laid on screeded surfaces and wall linings on plastered surfaces unless otherwise described.</p> <p style="text-align: center;">-----</p> <p style="text-align: right;"><b>Carried Forward</b></p>				R
	<p>Section No. 2            RENOVATIONS TO EXISTING STRUCTURES            Bill No. 5</p>				

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	Brought Forward				R
	<p>Note:</p> <p>Floor coverings are laid on screeded surfaces and wall linings on plastered surfaces unless otherwise described.</p> <p>-----</p> <p><b><u>FLOOR COVERINGS</u></b></p> <p><u>Semi-Flexible Vinyl Floor Tiles Size 300 x 300 x 2mm Thick Of Specified Colour Laid With Adhesive To Pattern</u></p>				
1	On floors.	m2	308		
	<u>Sundries</u>				
2	Prepare and apply two coats wax polish on vinyl flooring.	m2	308		
	<b>Carried Forward to Summary of Section No. 2</b>				R
	Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 5				

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Item No	Unit	Quantity	Rate	Amount
<p><b><u>SECTION. 2</u></b></p> <p><b><u>BILL No. 6</u></b></p> <p><b><u>IRONMONGERY</u></b></p> <p><b><u>(CPAP Work Group No. 132 Unless Otherwise Stated)</u></b></p> <p><u>PREAMBLES</u></p> <p>For Preambles refer to "Department of Public Works: Specification Of Materials And Methods To Be Used - PW371".</p> <p><u>SUPPLEMENTARY PREAMBLES</u></p> <p><u>Preambles</u></p> <p>The Preambles and the Notes in the various trade bills are to, and do, apply equally to this section.</p> <p><u>Proprietary Products In Descriptions</u></p> <p>Where applicable the manufacturers' names or product catalogue titles are given in sub-headings preceding the items.</p> <p>Prices are to be based on the specific products/articles specified. If tenderers wish to offer alternative products/articles for certain items, these items are to be clearly marked and the alternative specification given with supporting brochures etc. clarifying the features of the products/articles offered.</p> <p>On request returnable samples are to be provided to the principal agent for consideration.</p> <p style="text-align: right;"><b>Carried Forward</b></p> <p>Section No. 2          RENOVATIONS TO EXISTING STRUCTURES          Bill No. 6</p>				R

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<b>Brought Forward</b>				R
<u>Finishes To Ironmongery</u>				
Where applicable finishes to ironmongery are indicated by suffixes in accordance with the following list:				
BS Satin bronze lacquered				
CH Chromium plated				
SC Satin chromium plated				
SE Silver enamelled				
GE Grey enamelled				
AN Anodised natural				
AS Anodised silver				
AB Anodised bronze				
AG Anodised gold				
ABL Anodised black				
PB Polished brass				
PL Polished and lacquered				
PT Epoxy coated				
SD Sanded				
<u>Descriptions</u>				
Ironmongery is fixed to timber unless otherwise described.				
-----				
<u>IRONMONGERY TO DOORS, FRAMES, ETC</u>				
<u>Hinges, Bolts, Etc</u>				
1	100 x 75mm Townsend No. 120N nylon insert brass butts.	No	11	
2	Satin chromed W.C. indicating bolt and keep.	No	8	
<u>Locks, Etc</u>				
3	Three lever mortice lockset with striking plate fixed to steel.	No	18	
<u>Stops, Holders, Hooks, Etc</u>				
4	32mm Rubber door stop plugged to floor.	No	18	
<u>LETTERS, NAMEPLATES, ETC.</u>				
<b>Carried Forward</b>				R
Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 6				

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Brought Forward				R
<u>Push Plates, Kicking Plates, Nameplates, Etc</u>				
5	3mm Thick clear perspex plate 60mm high with white vinyl bold Halvetica Medium Lettering 35mm high with blue background engraved "ADMINSTRATION BLOCK" and screwed to walls with chromium plated domeheaded screws with double sided tape backing all round.	No	1	
6	Ditto, but "CLASSROOM" with one numeral	No	5	
7	Ditto, but "STAFFROOM"	m	1	
8	Ditto, but "GUARD HOUSE"	No	1	
<u>WRITING BOARDS, ETC</u>				
9	Vitrex vitreous enamelled green writing board size 2400 x 1140mm with chalk rail, plugged to wall.	No	10	
<b>Carried Forward to Summary of Section No. 2</b>				R
Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 6				

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Item No	Unit	Quantity	Rate	Amount
<p><b><u>SECTION. 2</u></b></p> <p><b><u>BILL No. 7</u></b></p> <p><b><u>METALWORK</u></b></p> <p><b><u>(CPAP Work Group No. 136 Unless Otherwise Stated)</u></b></p> <p><u>PREAMBLES</u></p> <p>For Preambles refer to "Department of Public Works: Specification Of Materials And Methods To Be Used - PW371".</p> <p><u>SUPPLEMENTARY PREAMBLES</u></p> <p><u>Descriptions</u></p> <p>Descriptions of bolts shall be deemed to include nuts and washers</p> <p>Descriptions of expansion anchors and bolts and chemical anchors and bolts shall be deemed to include nuts, washers and mortices in brickwork or concrete</p> <p>Metalwork described as"holed for bolt(s)" shall be deemed to exclude the bolts unless otherwise described</p> <p><u>GALVANIZED GATES</u></p> <p><u>Hot Dipped Galvanised Steel Gates:</u></p> <p>Note: The contractor is to check on site measurements before placing of order.</p> <p style="text-align: right;"><b>Carried Forward</b></p> <p>Section No. 2          RENOVATIONS TO EXISTING STRUCTURES          Bill No. 7</p>				R

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<b>Brought Forward</b>				R
1	Security gate size 900 x 2100mm high formed of 32 x 32 x 3mm hollow square section perimeter frame and four 8 x 20mm flat section intermediate rails, with two 10mm diameter vertical infill bars framed through intermediate rails and ends welded to perimeter and five 10mm diameter vertical infill bars framed through and welded to intermediate rails, with two 38 x 38 x 10mm thick plates as hinges with rounded ends to one side and hole for 12mm diameter pin, welded to gate frame.	No	8	
2	Door hinge formed of 38 x 38 x 6mm thick cleat with 12mm diameter hinge pin 32mm long welded to 75 x 100 x 6mm thick wall plate twice holed and bolted to walls (bolts elsewhere measured).	No	16	
3	8mm Diameter x 75mm long expansion bolt with washer including mortice in brickwork or concrete.	No	8	
4	Door stop formed of 38 x 38 x 6mm thick cleat welded to 75 x 75 x 3mm thick wall plate five times holed and screwed to walls.	No	8	
<b><u>STEEL LOCKERS</u></b>				
<u>Approved standard epoxy powder coated finish lockers, etc. fixed in position strictly in accordance with the manufacturer's specification:</u>				
5	Stationery cupboard with four shelves and lockable double doors, size 900 x 450 x 1800mm high bolted to wall with four 6mm diameter expansion bolts.	No	10	
<b>Carried Forward to Summary of Section No. 2</b>				R
Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 7				

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Item No	Unit	Quantity	Rate	Amount
<p><b><u>SECTION. 2</u></b></p> <p><b><u>BILL No. 8</u></b></p> <p><b><u>PLASTERING</u></b></p> <p><b><u>(CPAP Work Group No. 142 Unless Otherwise Stated)</u></b></p> <p><u>PREAMBLES</u></p> <p>For Preambles refer to "Department of Public Works: Specification Of Materials And Methods To Be Used - PW371".</p> <p><u>SUPPLEMENTARY PREAMBLES</u></p> <p><u>Preambles</u></p> <p>The Preambles and the Notes in the various trade bills are to, and do, apply equally to this section.</p> <p><u>Proprietary Products In Descriptions</u></p> <p>Proprietary products shall be used as specified. Substitute products of similar quality and specification may only be used with prior approval by the Principal Agent.</p> <p><u>GRANOLITHIC</u></p> <p><u>Method</u></p> <p>The method to be used shall be either the monolithic method or the bonded method.</p>				
<p><b>Carried Forward</b></p>			R	
<p>Section No. 2          RENOVATIONS TO EXISTING STRUCTURES          Bill No. 8</p>				

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<p style="text-align: right;"><b>Brought Forward</b></p> <p><u>Preparation</u></p> <p>For granolithic applied monolithically, the concrete floor shall be swept clean after bleeding of the concrete has ceased and the slab has begun to stiffen; any remaining bleed water shall be removed and the granolithic applied immediately thereafter. For granolithic to be bonded to the floor slab after it has hardened, the slab surface shall be hacked (preferably by mechanical means) until all laitance, dirt, oil, etc. is dislodged and swept clean of all loose matter. The slab shall then be wetted and kept damp for at least six hours before applying the granolithic.</p> <p><u>Mix</u></p> <p>Granolithic shall attain a compressive strength of at least 41MPa. The coarse aggregate shall comply with SANS 1083 and shall generally be capable of passing a 10mm mesh sieve. Where the thickness of the granolithic exceeds 25mm, the size of the coarse aggregate shall be increased to the maximum size compatible with the thickness of the granolithic.</p> <p><u>Panels</u></p> <p>Granolithic shall be laid in panels not exceeding 14m<sup>2</sup> for monolithic finishes, not exceeding 9,5m<sup>2</sup> for bonded finishes and not exceeding 6m<sup>2</sup> for all external granolithic. Wherever possible, panels shall be square but at no time should the length of the panel exceed 1,5 times its width.</p> <p>Where possible joints between panels shall be positioned over joints in the floor slab and shall be at least 3mm wide through the full thickness of the finish, separated by strips of wood or fibreboard and finished with V-joints.</p> <p><u>Laying</u></p> <p>Monolithic granolithic shall be applied to the partially set slab and thoroughly compacted and lightly wood floated to the required levels.</p>				R	
<p style="text-align: right;"><b>Carried Forward</b></p> <p>Section No. 2          RENOVATIONS TO EXISTING STRUCTURES          Bill No. 8</p>				R	

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	<b>Brought Forward</b>			R	
	<p>Bonded granolithic shall be applied to the slab after applying a 1:1 sand-and-cement slurry brushed over the surface and allowed to partially set before applying the granolithic. The granolithic shall be thoroughly compacted and lightly wood floated to the required levels.</p> <p>After wood floating, the monolithic and bonded granolithic shall remain undisturbed until bleeding has ceased and the surface has stiffened. Any remaining bleed water and laitance shall then be removed and the surface steel trowelled or power floated.</p> <p><u>Curing, Seasoning And Protection</u></p> <p>Granolithic shall be covered with clean hessian with waterproof building foil over and kept wet for at least seven days after laying.</p> <p style="text-align: center;">-----</p> <p><u>SCREED</u></p> <p><u>Cement Screed On Concrete</u></p>				
1	20mm Thick on floors.	m2	308		
	<b>Carried Forward to Summary of Section No. 2</b>			R	
	<p>Section No. 2  RENOVATIONS TO EXISTING STRUCTURES  Bill No. 8</p>				

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Item No	Unit	Quantity	Rate	Amount
<p><b><u>SECTION. 2</u></b></p> <p><b><u>BILL No. 9</u></b></p> <p><b><u>PLUMBING AND DRAINAGE</u></b> <b><u>(PROVISIONAL)</u></b></p> <p><u>User note</u></p> <p><i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i></p> <p><i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i></p> <p><i>The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. <b><u>Where such model preambles are not applicable</u></b> (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i></p> <p><i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008</i></p> <p><u>Wire gratings</u></p> <p>Descriptions of gutter outlets etc shall be deemed to include wire balloon gratings</p> <p><u>Stormwater channels</u></p> <p>Descriptions of channels shall be deemed to include necessary excavation, surface preparation, compaction, etc, and disposal of surplus material on site</p> <p style="text-align: right;"><b>Carried Forward</b></p> <p>Section No. 2                  RENOVATIONS TO EXISTING STRUCTURES                  Bill No. 9</p>				R

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<p style="text-align: right;"><b>Brought Forward</b></p> <p><u>French drains</u></p> <p>Descriptions of french drains shall be deemed to include excavation, stone filling graded from 300mm diameter at bottom to 75mm diameter at top, "2" geofabric filter blanket over stone, 300mm earthfilling over and disposal of surplus material on site</p> <p><u>Septic tanks</u></p> <p>Descriptions of proprietary type septic tanks shall be deemed to include excavation, bedding and jointing, concrete base slabs, jointing to drains and backfilling, compaction, etc all in accordance with the manufacturer's instructions and disposal of surplus material on site</p> <p><u>Stainless steel basins, sinks, wash troughs, urinals, etc</u></p> <p>Stainless steel for economy basins, domestic sinks and worktops shall be Type 430 (17/0)</p> <p>Stainless steel for urinals, basins, quality sinks, wash troughs, institutional equipment, etc shall be Type 304 (18/8)</p> <p>Stainless steel for laboratory sinks, photographic equipment, etc shall be Type 316 (18/8)</p> <p>Units shall have standard aprons on all exposed edges and tiling keys against walls where applicable</p> <p><u>Sealing of edges</u></p> <p>Outer edges of sinks, basins, baths, urinals, etc are to be sealed against adjacent surfaces with approved silicone</p> <p><u>PVC-U pipes and fittings</u></p> <p>Sewer and drainage pipes and fittings shall be jointed and sealed with butyl rubber rings</p> <p>Soil, waste and vent pipes and fittings shall be solvent weld jointed or sealed with butyl rubber rings</p>				R	
<p style="text-align: right;"><b>Carried Forward</b></p> <p>Section No. 2  RENOVATIONS TO EXISTING STRUCTURES  Bill No. 9</p>				R	

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<p style="text-align: center;"><b>Brought Forward</b></p> <p><u>PVC-U pressure pipes and fittings</u></p> <p>Pipes of 50mm diameter and smaller shall be plain ended with solvent welded PVC-U loose sockets and fittings</p> <p>Pipes of 63mm diameter and greater shall have sockets and spigots with push-in type integral rubber ring joints. Bends shall be PVC-U and all other fittings shall be cast iron, all with similar push-in type joints</p> <p><u>High density polyethylene (HDPE) pipes and fittings</u></p> <p>Pipes shall be type IV and of the class specified with compression fittings</p> <p><u>Polypropylene pipes</u></p> <p>Polypropylene pipes 54mm diameter and smaller shall be seamless copper coloured Class 16 pipes jointed with heat welded thermoplastic or where so described compression fittings</p> <p>Pipes shall be firmly fixed to walls, etc with coloured nylon snap-in pipe clips with provision for accommodating thermal movement and jointed and fixed strictly in accordance with the manufacturer's instructions</p> <p><u>Copper pipes</u></p> <p>Pipes shall be hard drawn and half-hard pipes of the class described. Class 0 (thin walled hard drawn) pipes shall not be bent. Class 1 (thin walled half-hard), Class 2 (half-hard) and Class 3 (heavy walled half-hard) pipes shall only be bent with benders with inner and outer formers. Fittings to copper waste, vent and anti-syphon pipes, capillary solder fittings and compression fittings shall be "P" type. Capillary solder fittings shall comply with ISO 2016</p> <p>Copper pipes are to be installed in accordance with the latest revision of the Code of Practice for Copper Plumbing soldering techniques. Flux, solder, etc to be strictly in accordance with the manufacturer's requirements with special attention to copper flux composition</p>				R	
<p style="text-align: center;"><b>Carried Forward</b></p> <p>Section No. 2  RENOVATIONS TO EXISTING STRUCTURES  Bill No. 9</p>				R	

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<p style="text-align: right;"><b>Brought Forward</b></p> <p><u>Reducing fittings</u></p> <p>Where fittings have reducing ends or branches they are described as "reducing" and only the largest end or branch size is given. Should the contractor wish to use other fittings and bushes or reducers he may do so on the understanding that no claim in this regard will be entertained</p> <p><u>Fixing of pipes</u></p> <p>Unless specifically otherwise stated, descriptions of pipes shall be deemed to include fixing to walls, etc, casting in, building in or suspending not exceeding 1m below suspension level</p> <p><u>Paper wrapping to pipes</u></p> <p>Pipes chased into brickwork must be wrapped with two layers of stout brown paper tied with wire. Rates are to include for wrapping around joints and fittings</p> <p><u>Disinfection of water pipework</u></p> <p>Water pipework is to be disinfected at completion</p> <p><u>"?" petrolatum anti-corrosion tape</u></p> <p>Pipes to be taped shall be coated with the appropriate primer and the tape shall be applied in the appropriate widths and with ?% overlaps</p> <p>Couplings and fittings to pipes shall be taped in strict accordance with the manufacturer's instructions</p> <p>Prices for wrapping of pipes shall include for all work as described to couplings in the length</p> <p><u>Laying, backfilling, bedding, etc of pipes</u></p> <p>Pipes shall be laid and bedded in accordance with manufacturers' instructions and trenches shall be carefully backfilled</p>				R	
<p style="text-align: right;"><b>Carried Forward</b></p> <p>Section No. 2  RENOVATIONS TO EXISTING STRUCTURES  Bill No. 9</p>				R	

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<p style="text-align: right;"><b>Brought Forward</b></p> <p>Where no manufacturers' instructions exist, pipes shall be laid in accordance with the relevant section of SANS 2001</p> <p><u>General</u></p> <p>Descriptions of cast iron roof outlets shall be deemed to include joints to pipes and casting into concrete (adaptors for joints to PVC pipes, etc are given separately)</p> <p>Descriptions of overflow pipes where measured in number, shall be deemed to include joints to cisterns and splay cut ends</p> <p>Descriptions of pipes laid in and including trenches and of inspection chambers, catchpits, etc shall be deemed to include excavation, bedding, backfilling, compaction to a minimum of 95% Mod AASHTO density and disposal of surplus material on site</p> <p>Descriptions of service pipes and flexible connecting pipes shall be deemed to include connections to taps, cisterns, etc and to steel pipes (adaptors for connections to copper pipes, etc are given separately)</p> <p>Descriptions of WC pans, slop hoppers, etc shall be deemed to include for joints to soil pipes (pan connectors are separately measured)</p> <p><u>As-built drawings</u></p> <p>Where required, the contractor shall prepare an updated set of as-built drawings. At completion of the contract the contractor shall hand these drawings to the principal agent for reproducing onto the originals for handing over to the employer (provision for allowance of as-built drawings elsewhere)</p> <p><u>SANITARY FITTINGS</u></p>				R	
<p style="text-align: right;"><b>Carried Forward</b></p> <p>Section No. 2  RENOVATIONS TO EXISTING STRUCTURES  Bill No. 9</p>				R	

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	Brought Forward			R
	<u>Vaal or other approved</u>			
1	Code 750200 Vaal "Protea" or similar low level WC suite comprising vitreous china washdown pan (Code 750100) and matching 9 litre cistern (Code 710533) complete with lid and fitments, and purpose made CP side-flush lever mounted to wall.	No	1	
2	Springbok white glazed porcelain WHB	No	10	
3	Soap Dispenser	No	5	
	<b>Carried Forward to Summary of Section No. 2</b>			R
	Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 9			

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Item No		Unit	Quantity	Rate	Amount
	<p><b><u>SECTION. 2</u></b></p> <p><b><u>BILL No. 10</u></b></p> <p><b><u>GLAZING</u></b></p> <p><b><u>(CPAP Work Group No. 150 Unless Otherwise Stated)</u></b></p> <p><u>PREAMBLES</u></p> <p>For Preambles refer to "Department of Public Works: Specification Of Materials And Methods To Be Used - PW371".</p> <p><u>SUPPLEMENTARY PREAMBLES</u></p> <p><u>Preambles</u></p> <p>The Preambles and the Notes in the various trade bills are to, and do, apply equally to this section.</p> <p><u>Float glass</u></p> <p>The term "float glass" is used for monolithic annealed glass.</p> <p>Panes are in rectangular shapes unless described as irregular shaped.</p> <p style="text-align: center;">-----</p> <p><u>GLAZING TO WOOD WITH BEADS (ELSEWHERE MEASURED) AND PUTTY</u></p> <p><u>GLAZING TO STEEL WITH PUTTY</u></p> <p><u>4mm Clear Float Glass</u></p>				
1	Panes exceeding 0,1m2 and not exceeding 0,5m2.	m2	6		
	<b>Carried Forward to Summary of Section No. 2</b>				R
	Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 10				

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Item No		Unit	Quantity	Rate	Amount
	<p><b><u>SECTION. 2</u></b></p> <p><b><u>BILL No. 11</u></b></p> <p><b><u>PAINTWORK</u></b></p> <p><b><u>(CPAP Work Group No. 152 Unless Otherwise Stated)</u></b></p> <p><u>PAINTWORK ETC TO NEW WORK</u></p> <p><u>PREAMBLES</u></p> <p>For Preambles refer to "Department of Public Works: Specification Of Materials And Methods To Be Used - PW371".</p> <p><u>SUPPLEMENTARY PREAMBLES</u></p> <p><u>Preambles</u></p> <p>The Preambles and the Notes in the various trade bills are to, and do, apply equally to this section.</p> <p><u>Proprietary Products In Descriptions</u></p> <p>Proprietary products shall be used as specified. Substitute products of similar quality and specification may only be used with prior approval by the Principal Agent.</p> <p><u>Descriptions</u></p> <p>All concrete surfaces are smooth (Class F2 or F3 finish to formwork) unless otherwise described. Concrete surfaces with a Class F1 finish to formwork are described as rough.</p> <p>All surfaces of walls are internal unless otherwise described.</p> <p>All plaster surfaces are smooth (floated) unless otherwise described.</p> <p style="text-align: center;">-----</p> <p style="text-align: right;"><b>Carried Forward</b></p> <p>Section No. 2                      RENOVATIONS TO EXISTING STRUCTURES                      Bill No. 11</p>				R

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<b>Brought Forward</b>				R
<u>PAINT ON PLASTER, FIBRE REINFORCED CEMENT, ETC</u>				
<u>Prepare And Apply Two Coats Epoxy Paint On</u>				
1	Concrete floors	m2	86	
<u>Prepare And Apply One Coat Undercoat And Two Coats Polvin Super Acrylic PVA On</u>				
2	Ceilings and cornices.	m2	394	
<u>Prepare, Stop And Apply One Coat Plaster Primer Thinned 20% With Mineral Turpentine And Two Coats Wall &amp; All On</u>				
3	Interior walls.	m2	805	
4	Fibre reinforced cement fascias and barge boards.	m2	166	
5	Fibre reinforced cement cills not exceeding 300mm girth.	m	53	
<u>Prepare, Stop And Apply One Coat Plaster Primer Thinned 20% With Mineral Turpentine And Two Coats Wall &amp; All On</u>				
6	External walls.	m2	649	
<u>ON METAL</u>				
<u>Remove All Traces Of Protective Coating From Galvanised Surfaces With Galvanised Iron Cleaner, Prepare And Apply One Coat Primer, One Undercoat And Two Coats Satin Gloss Enamel On</u>				
7	Steel windows with burglar bars (both sides measured).	m2	107	
8	Steel, grilles, gates, burglar screens, balustrades, etc. (both sides measured over the full flat area).	m2	30	
9	Steel rails, posts, balustrading, etc, not exceeding 300mm girth.	m	90	
<u>PAINT ON WOOD</u>				
<b>Carried Forward</b>				R
Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 11				

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Brought Forward				R
	<u>Prime Or Oil</u>			
10	Backs of frames or linings not exceeding 300mm girth.	m	133	
	<u>Prepare, Stop And Apply One Coat Primer, One Coat Universal Undercoat And Two Coats Superior Quality Eggshell Enamel On</u>			
11	Laminated beams, rafters, etc.	m2	17	
12	Doors (all surfaces measured).	m2	89	
13	Frames, rails, etc not exceeding 300mm girth.	m	133	
14	Skirtings, rails, etc not exceeding 300mm girth.	m	231	
15	Pinning board surround not exceeding 300mm girth.	m	125	
	<u>ON FAIR FACED BRICKWORK</u>			
	<u>One coat alkali resistant primer and two coats low odour premium quality highly washable and stain resistant acrylic emulsion paint for interior and exterior use</u>			
16	Walls	m2	159	
<b>Carried Forward to Summary of Section No. 2</b>				R
Section No. 2				
RENOVATIONS TO EXISTING STRUCTURES				
Bill No. 11				

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Item No	Unit	Quantity	Rate	Amount
<b><u>SECTION. 2</u></b>				
<b><u>BILL No. 12</u></b>				
<u>PROVISIONAL SUMS</u>				
<u>The Following Nominated Sub-Contract Amounts Are For Work To Be Carried Out By Nominated Sub-Contractors:</u>				
<u>ELECTRICAL INSTALLATION</u>				
1				150,000.00
		Item		
2				
		Item		
3				
		Item		
<b>Carried Forward to Summary of Section No. 2</b>				R
Section No. 2 RENOVATIONS TO EXISTING STRUCTURES Bill No. 12				

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	Section No. 2			
Bill No		Page No		Amount
	RENOVATIONS TO EXISTING STRUCTURES			
	<b><u>SECTION SUMMARY - RENOVATIONS TO EXISTING STRUCTURES</u></b>			
1	Alterations	29		
2	Roof coverings, claddings, etc	32		
3	Carpentry and joinery	36		
4	Ceilings, partitions and access flooring	38		
5	Floor coverings, wall linings, etc	40		
6	Ironmongery	43		
7	Metalwork	45		
8	Plastering	48		
9	Plumbing and drainage	54		
10	Glazing	55		
11	Paintwork	58		
12	Provisional sums	59		
	<b>Carried to Cluster Summary</b>			
	Section No. 2			
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Item No	Quantity	Rate	Amount
<p><b><u>SECTION NO. 3</u></b></p> <p><b><u>BILL No.1</u></b></p> <p><b><u>TEMPORARY FACILITIES</u></b></p> <p><u>PREFABRICATED BUILDINGS</u></p> <p><u>Construction Notes:</u></p> <p>Platforms to be prepared by the main contractor</p> <p><b>All construction materials are to be SABS or AGREEMENT South Africa Certified'.</b></p> <p><b>Prefabricated systems are to be presented to the Principal Agent for approval before construction commences.</b></p> <p>Prefabricated structures to be places on adjustable jacks and concrete pads as per the manufactures specifications.</p> <p>Chassis construction must run the full length and full width of the unit and consist of structurally welded steel chassis with minimum of 2 x 200 x 75 x 20 x 3mm lip channel longitudinal main members running the length of the building at 1640mm centres, 75 x 50 x 20 x 2.5mm lipped channel cross members set at maximum of 600mm centres. Steps and ramps to be supplied where applicable. All structural steel is to be coated with one coat red oxide primer and two coats latex paint.</p> <p>The chassis is to fixed to the adjustable jack trusses</p> <p>Floor construction to be constructed from 18mm 7-Ply rotary cut pine bonded under heat and hydraulic pressure with exterior grade adhesive. All floors to have 6mm groove feather join screwed to chassis cross members with 12 x 45mm galvanized wing tex screws.</p> <p>Floor finishers to classroom units to be covered with 2.5mm vinyl floor sheeting.</p> <p style="text-align: right;"><b>Carried Forward</b></p> <p>Section No. 3                      PREFABRICATED BUILDING STRUCTURES                      Bill No. 1</p>			R

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<p style="text-align: center;"><b>Brought Forward</b></p> <p>External walls to be constructed of 42mm Chromadeck composite laminated polyurethane core panel interlocking system with tongue and groove interlocking joints sealed with an approved silicon sealant including fixing panels mechanically to base rail as per manufactures specifications.</p> <p>External walls to be finished both sides with 0.5mm pre-painted "Frost white" hot dipped galvanised steel rigidised Chromadek sheeting.</p> <p>Top of external walls to be fixed to the underside of the roof panel with natural anodised extruded aluminium side wallplate fixed to external wall including pop rivets at 150mm centres and 90mm long roof screws at 450mm centers through both panels. (See attached drawing 501- Roof/Wall Assembly Vertical Sections)</p> <p>All corner, edge and ridge capping, etc to be formed from 0.58mm Chromadek including rivets, sealant, etc.</p> <p>All windows to be powder coated aluminium including necessary ironmongery and burglar proofing to opening sections as per schedule.</p> <p>Windows to be glazed with 6,38mm thick normal strength clear laminated safety glass including gaskets.</p> <p>Ablution windows to be fitted with with obscure or frosted glazing.</p> <p>The perimeter of the frame to the adjacent surface to be sealed with an approved polysulphide sealant.</p> <p>All windows to be the office windows to be fitted with blinds</p>			R	
<p style="text-align: center;"><b>Carried Forward</b></p> <p>Section No. 3 PREFABRICATED BUILDING STRUCTURES Bill No. 1</p>			R	

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	<b>Brought Forward</b>		R	
<p>External door frames to be powder coated aluminium fitted with neoprene gaskets.</p> <p>Single external doors to be 0.5mm 44mm Thick framed, ledged, braced and battened stable door, size 813 x 2032mm high, the top leaf comprising 44 x 108mm stiles, top and bottom rails, the bottom leaf comprising 44 x 108mm stiles and top rail and 22 x 215mm bottom rail, both leaves fitted with 22 x 75mm diagonal braces and 44 x 70mm splayed and rebated weatherboards countersunk brass screwed on at maximum 200mm centres and filled with 22mm thick tongued, grooved and V-jointed both sides vertical boarding in narrow matched widths, each door to be fitted with the following :</p> <ol style="list-style-type: none"> <li>1. Three 100 x 44mm sinkless aluminium butt hinges</li> <li>2. 2209 - 78SS" Euro profile upright cylinder lock case</li> <li>3. 2 x 18 SC satin chrome double cylinder lock mechanism</li> <li>4. Heavy duty satin chrome lever handle on 165 x 50 x 8mm cast backplate with cylinder lockset cutout.</li> <li>5. Splayed and rebated weatherboard fixed to the bottom of the door</li> <li>6. Stainless steel buffered door stop.</li> </ol> <p>All doors to be finished with apply, one coat pre treatment one coat pink wood primer, one undercoat and two coats water based eggshell enamel.</p> <p>All lock sets are to be master keyed.</p> <p>Double pitched roof trusses with a minimum pitch of 15 degrees and a overhang of 200mm both sides. Roof covering to be 0.6mm Galvanized pre-painted corrugated chromadek sheeting with PVC half round eaves gutter and PVC down pipes.</p>				
<b>Carried Forward</b>				
<p>Section No. 3 PREFABRICATED BUILDING STRUCTURES Bill No. 1</p>				
R				

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<p style="text-align: center;"><b>Brought Forward</b></p> <p>Internal walls to be constructed of 42mm Chromadeck composite laminated polyurethane core panel interlocking system with tongue and groove interlocking joints sealed with an approved silicon sealant including fixing panels mechanically to base rail as per manufactures specifications.</p> <p>Internal walls to be finished both sides with 0.5mm pre-painted "Frost white" hot dipped galvanised steel rigidised Chromadek sheeting.</p> <p>Bottom of internal walls to be fitted with a aluminium base channel with 4 x 9mm rivets at 300mm centres on both sides and fixed to the floor slab with 6 x 50mm masonry anchors at 500mm centres including non-shrink grout.( See attached drawing 502- Internal Wall Base Detail)</p> <p>Top of internal walls to be fixed to the underside of the roof panel with natural anodised extruded aluminium side wallplate fixed to internal wall including pop rivets at 450mm centres and 5.2 x 90mm long roof screws at 1000mm centers through both panels. (See attached drawing 506- Internal Wall - Head Detail Vertical Section)</p> <p>All corner, edge and ridge capping, etc to be formed from 0.58mm Chromadek including rivets,sealant, etc. (See attached drawing 500- corner detail- horizontal section)</p> <p>All units to be wired to connect to 220volt single phase (connection and supply elsewhere). The electrical installation to be in accordance with SABS 0142-1993 and each unit fitted with a wiring kit consisting of a distribution board, earth leakage , lights , switches, socket outlets and air conditioner isolators. All lights, plugs, geysers, interior and exterior electrical fittings to be insulated in accordance with SABS 0142-1993. Electrical compliance certificate to be issued with each unit.</p> <p>Units to be provided with magnetic chalkboards and pinning boards.</p>			R	
<p style="text-align: center;"><b>Carried Forward</b></p> <p>Section No. 3          PREFABRICATED BUILDING STRUCTURES          Bill No. 1</p>			R	

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	<b>Brought Forward</b>			R
	<p>Units to be provided with stairs and ramps where necessary to access the classrooms.</p> <p>Main contractor to provide the electrical main supply to the prefabricated units and connect to the pre-wired units.</p> <p>The Contractor shall prepare his own shop details. Immediately on receipt of the Architect's drawings, the Contractor shall satisfy himself that the design drawings contain all the information required for the preparation of the shop details. The said shop details and other drawings shall be submitted in duplicate to the Architect for approval at least 1 week before commencement of fabrication. The Contractor's drawings shall be complete in every respect and shall be checked by the Contractor prior to submission. One copy of each drawing will be retained by the Architect and, within 1 week after the date of receipt by the Architect, the other copy will be returned to the Contractor with the Architect comments or written approval, as the case may be. Before the commencement of fabrication, the Contractor shall obtain from the Architect approval of the shop drawings, in writing. The approval given by the Architect relates to structural adequacy and does not absolve the Contractor from the responsibility for dimensional accuracy.</p> <p><u>SITE CLEARANCE</u></p> <p><u>User note</u></p> <p><i>Where the value is of significance, the removal of hedges etc shall be given separately in meters or in number</i></p> <p><u>Site clearance</u></p>			
1	<p>Digging up and removing rubbish, debris, vegetation, hedges, shrubs, bush, etc and trees not exceeding 200mm girth</p>	m2	328	
	<p><u>EXCAVATIONS, FILLING, ETC</u></p>			
	<b>Carried Forward</b>			R
	<p>Section No. 3            PREFABRICATED BUILDING STRUCTURES            Bill No. 1</p>			

DISABILITY ECONOMIC EMPOWERMENT TRUST (DEET)  
EMERGENCY REPAIRS AND RENOVATIONS TO EXISTING INFRASTRUCTURE  
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Brought Forward			R
	<u>Digging up topsoil</u>		
2	Digging up topsoil to an average depth of 150mm and preserving for use as filling	m3	77
	<u>Excavation in earth not exceeding 2m deep:</u>		
3	Reduced levels under floors.	m3	100
	<u>Extra over trench and hole excavations in earth for excavation in:</u>		
4	Soft rock.	m3	15
5	Ditto, but in hard rock.	m3	5
	<u>Extra over all excavations for carting away:</u>		
6	Extra over all excavations for carting away from the site all surplus excavated material.	m3	100
	<u>Keeping excavations free of water:</u>		
7	Allow for keeping excavations free from water.		Item
	<u>Earth Filling Selected And Supplied By The Contractor, Deposited In Layers Not Exceeding 150mm Thick, Watered And Consolidated In</u>		
8	Earth filling, selected and supplied by the Contractor, deposited in layers not exceeding 150mm thick, watered and consolidated to 95% modified AASHTO density under floors, etc.	m3	33
	<u>Course sand filling:</u>		
9	Clean, dry, sand filling, selected and supplied, deposited, watered and consolidated in 50mm thick blinding layer under floors, etc.	m3	11
	<u>Scarify, Mix And Consolidate Top 150mm Of Subgrade</u>		
10	Scarify, mix and consolidate top 150mm of subgrade to 97% modified AASHTO density.	m2	221
<b>Carried Forward</b>			R
Section No. 3 PREFABRICATED BUILDING STRUCTURES Bill No. 1			

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Brought Forward			R
11	<p><u>Soil poisoning:</u></p> <p>Chlordane Heptachloraldrin treatment to sandbed under floors applied all in accordance with the manufacturer' specification.</p> <p style="text-align: right;">m2</p>	221	
<u>TESTING</u>			
12	<p><u>Prescribed density tests on filling:</u></p> <p>Provide and have filling compaction check tested by a Consulting Engineer's Laboratory and deliver the results to the Architect within 24 hours of the tests being completed.</p> <p style="text-align: right;">No</p>	12	
<u>CONCRETE, FORMWORK AND REINFORCEMENT</u>			
<u>User note</u>			
<p><i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i></p> <p><i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i></p> <p><i>The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. <b>Where such model preambles are not applicable</b> (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i></p> <p><i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008</i></p>			
Carried Forward			R
<p>Section No. 3                  PREFABRICATED BUILDING STRUCTURES                  Bill No. 1</p>			

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<p style="text-align: center;"><b>Brought Forward</b></p> <p><u>Cost of tests</u></p> <p>The costs of making, storing and testing of concrete test cubes as required under clause 7 "Tests" of SABS 1200 G shall include the cost of providing cube moulds necessary for the purpose, for testing costs and for submitting reports on the tests for approval. The testing shall be undertaken by an approved independent firm or institution nominated by the contractor (test cubes are measured separately)</p> <p><u>Breeze concrete</u></p> <p>Breeze concrete shall consist of twelve parts clean dry furnace ash, free from coal or other foreign matter, to one part cement (1:12); the ash graded up to particles which will pass a 16,5mm ring from a minimum which fails to pass a 4,75mm mesh. The finer materials from the screening are to be first mixed with the cement into a mortar and the ash added afterwards and thoroughly incorporated</p> <p><u>Lightweight concrete</u></p> <p>Lightweight concrete shall have a density of 600kg/m<sup>3</sup> for the top 50mm and 400kg/m<sup>3</sup> for the remaining thickness. The minimum thickness at outlets, channels, etc shall be 50mm</p> <p><u>Formwork</u></p> <p>Descriptions of formwork shall be deemed to include use and waste only (except where described as "left in" or "permanent"), for fitting together in the required forms, wedging, plumbing and fixing to true angles and surfaces as necessary to ensure easy release during stripping and for reconditioning as necessary before re-use</p> <p>The vertical strutting shall be carried down to such construction as is sufficiently strong to afford the required support without damage and shall remain in position until the newly constructed work is able to support itself</p>			R	
<p style="text-align: center;"><b>Carried Forward</b></p> <p>Section No. 3          PREFABRICATED BUILDING STRUCTURES          Bill No. 1</p>			R	

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<b>Brought Forward</b>			R
	Formwork to soffits of solid slabs etc shall be deemed to be to slabs not exceeding 250mm thick unless otherwise described		
	Formwork to soffits of slabs, beams, etc shall be deemed to be propped up exceeding 1,5m and not exceeding 3,5m high unless otherwise described		
	Formwork to sides of bases, pile caps, ground beams, etc will only be measured where it is prescribed by the engineer for design reasons. Formwork necessitated by irregularity or collapse of excavated faces will not be measured and the cost thereof shall be deemed to be included in the allowance for taking the risk of collapse of the sides of the excavations, provision for which is made in "Earthworks"		
	<b><u>REINFORCED CONCRETE CAST ON/IN FORMWORK</u></b>		
	<b><u>25MPa/19mm concrete</u></b>		
13	Surface beds	m3	33
	<b><u>TEST CUBES</u></b>		
14	Making and testing 150 x 150 x 150mm concrete strength test cube (Provisional)	No	12
	<b><u>CONCRETE SUNDRIES</u></b>		
	<b><u>Finishing top surfaces of concrete smooth with a wood float</u></b>		
15	Surface beds, slabs, etc	m2	221
	<b><u>SMOOTH FORMWORK (DEGREE OF ACCURACY I)</u></b>		
	<b><u>User note</u></b>		
16	Edges, risers, ends and reveals exceeding 300mm high or wide	m	88
	<b><u>Fabric reinforcement</u></b>		
	<b>Carried Forward</b>		R
	Section No. 3 PREFABRICATED BUILDING STRUCTURES Bill No. 1		

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	<b>Brought Forward</b>			R
	<p><u>User note</u></p> <p><i>The following types of fabric reinforcement are normally specified:</i></p> <p><i>Types 100, 193, 245, 311 and 395</i></p>			
17	Ref.193 fabric reinforcement in concrete surface beds etc	m2	221	
	<p><u>WATERPROOFING</u></p> <p><u>User note</u></p> <p><i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i></p> <p><i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i></p> <p><i>The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. <b>Where such model preambles are not applicable</b> (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i></p> <p><i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008</i></p> <p><u>Waterproofing</u></p> <p>Waterproofing of roofs, basements, etc shall be laid under a ten year guarantee. Waterproofing to roofs shall be laid to even falls to outlets etc with necessary ridges, hips and valleys. Descriptions of sheet or membrane waterproofing shall be deemed to include additional labour to turn-ups and turn-downs</p>			
	<b>Carried Forward</b>			R
	<p>Section No. 3 PREFABRICATED BUILDING STRUCTURES Bill No. 1</p>			

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	<b>Brought Forward</b>			R
	<u>DAMPPROOFING OF WALLS AND FLOORS</u>			
	<u>User note</u>			
	<i>Where SANS 952-1985 in the following headings is not applicable, refer to other suitable construction standards or provide full specifications</i>			
	<u>One layer 250 micron green polyethylene waterproof sheeting (SANS 952-1985 type C) sealed at laps with PVC self-adhesive tape</u>			
18	Under surface beds	m2	164	
	<u>SUPPLEMENTARY PREAMBLES</u>			
	<u>PREFABRICATED BUILDING STRUCTURES</u>			
	<u>NOTE: All the alternative building technology buildings are design build therefore the contractor must employ a competent qualified design team for the design, construction supervision and commissioning of the buildings. The General Specification for Design, Manufacture, Supply, Deliver and Erect Prefabricated Structures attached to these Bills must be applied by the design team. JBCC principal building agreement clause will not apply on the alternative building technology buildings.</u>			
	<u>For tender purposes a layout drawing of each prefabricated building structure is annexed in these bills of quantities.</u>			
	<u>Tenderers must fully demonstrate the nature, detailing and specifications offered whilst conforming to the sizing and layout indicated all in specifications in accordance with the attached project specifications and in conjunction with drawings scheduled herein.</u>			
	<u>Prices must include for all internal electrical and airconditioning installations in accordance with the project specification.</u>			
	<u>Description of erection process:</u>			
	<b>Carried Forward</b>			R
	Section No. 3 PREFABRICATED BUILDING STRUCTURES Bill No. 1			

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<p style="text-align: center;"><b>Brought Forward</b></p> <p><u>All material, workmanship, etc are to be of highest quality and must comply with SANS 10400: The application of the National Building Regulations and specification of materials and methods used PW 371, which is obtainable from the Department of Public Works, and shall be read in conjunction with items from bills of quantities.</u></p> <p><u>A Temporary Floor Construction Method is to be used for this Project, where temporary suspended floors constructed out of 19mm Shutterboard (or similar approved) are placed on an Engineer Designed Galvanised Steel Structure. The area under the floor structure is to be closed off with a durable side wall material. Platforms on which the Structure will be placed is measured under External Work. Stone verandahs floors and pathways will also be measured under External Works.</u></p> <p><u>Shop drawings and designs:</u></p> <p><u>Successful contractor must provide the principal agent with shop drawings and foundation designs before commencing with works on site. The contractor must resume with the works only after the client / principal agent has approved the design of the buildings.</u></p> <p><u>Quality certificates:</u></p> <p><u>Contractor must provide compaction certificate for density. 2. Contractor must provide concrete compressive strength certificate. 3. Contractor must provide a structural walling certificate. 4. Contractor must provide a roof covering certificate. 5. Contractor must provide a certificate of compliance for electrical installation. 6. 04/03/2026 09:50:16</u></p> <p><u>Prefabricated Building Structures Orientation:</u></p> <p><u>Prefabricated Building Structures Orientation will be as per the Architect Site Development Plan attached to these bills of quantities.</u></p> <p><b>Note:</b></p>			R	
<p style="text-align: center;"><b>Carried Forward</b></p> <p>Section No. 3                  PREFABRICATED BUILDING STRUCTURES                  Bill No. 1</p>			R	

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	<b>Brought Forward</b>				R
	<p><u>The Contractor is hereby referred to the attached prefabricated drawings, joinery and fittings drawings, sanitary and plumbing drawings, plumbing layouts, furniture schedules, and all related architectural documentation. The Contractor shall ensure that the rate and price per unit fully cover the complete cost of all works, materials, fittings, fixtures, installations, and associated requirements as indicated in the Architect's drawings and specifications. No additional claims arising from omission or misinterpretation of the referenced drawings and schedules will be entertained.</u></p> <p><u>PREFABRICATED BUILDING STRUCTURES</u></p> <p><u>Fabrication and design drawings:</u></p>				
19	<p>Allow for all costs for in connection with and for preparation of all shop drawings of all prefabricated structures and submission to the Principal Agent for approval in principal prior to commencement of fabrication and for submission to the Principal Agent of final design and working drawings.</p>	Item			
20	<p>Allow for all costs for in connection with and for preparation of and submission to the Principal Agent of three sets of data books, two sets of as-built drawings in the prescribed formats, engineers' certificates, municipal approval, occupation certificate and inspection sheets with electrical and mechanical COC and dismantling and re-location procedures.</p> <p><u>Design, Supply and install approved single storey prefabricated structures:</u></p> <p><u>Classroom block Prefabricated structure:</u></p>	Item			
21	<p>55m<sup>2</sup> classroom prefabricated structures with veranda, constructed complete on welded/bolted steel members, including windows, insulated roofs, floor finishes, white boards, pinning boards, security gates, electrical installation, air conditioners, paraplegic access ramps with galvanised mild steel balustrade, etc. All as per architects specifications. CLASSROOMS</p>	No	3		
	<b>Carried Forward to Summary of Section No. 3</b>				R
	<p>Section No. 3            PREFABRICATED BUILDING STRUCTURES            Bill No. 1</p>				

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Item No		Unit	Quantity	Rate	Amount
	<b><u>SECTION. 3</u></b>				
	<b><u>BILL No. 2</u></b>				
	<b><u>SCHOOL FURNITURE</u></b>				
	<u>SUPPLEMENTARY PREAMBLES</u>				
	<u>School Furniture Specifications:</u>				
	<u>The school furniture shall comply with the "School Furniture Specification" annexed to these bills of quantities for tender purposes.</u>				
	<u>The descriptions of the items are intended as a means of identifying and locating the items only and are not intended as full descriptions and specifications of the items. Tenderers are to refer to the respective furniture items as detailed in the "School Furniture Specification" accompanying these Bills of Quantities for tender purposes.</u>				
	<u>Prices must include for supply and delivery to site as well as unloading, assembling and placing in position.</u>				
	<u>SCHOOL FURNITURE</u>				
	<u>Classroom blocks Prefabricated structure:</u>				
1	Teacher upholstered chair without arms with steel frame size 500 x 570 x 915mm high (refer to the attached Furniture schedule for more specification).	No	3		
2	Teacher's classroom desk 1200 x 700 x 750mm high including two drawers (refer to the attached Furniture schedule for more specification).	No	3		
3	Double combination secondary desk 1200 x 400 x 750mm high (refer to the attached Furniture schedule for more specification).	No	90		
	<b>Carried Forward to Summary of Section No. 3</b>				R
	Section No. 3 PREFABRICATED BUILDING STRUCTURES Bill No. 2				

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	Section No. 3			
Bill No		Page No		Amount
	PREFABRICATED BUILDING STRUCTURES			
	<b><u>SECTION SUMMARY - PREFABRICATED BUILDING STRUCTURES</u></b>			
1	Prefabricated Building Structures	73		
2	School Furniture	74		
	<b>Carried to Cluster Summary</b>		R	
	Section No. 3			
	PREFABRICATED BUILDING STRUCTURES			

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Item No		Unit	Quantity	Rate	Amount
	<b><u>SECTION. 4</u></b>				
	<b><u>BILL No. 1</u></b>				
	<b><u>EXTERNAL WORKS (PROVISIONAL)</u></b>				
	<b><u>(CPAP Work Group No. 104 Unless Otherwise Stated)</u></b>				
	<u>PREAMBLES</u>				
	For Preambles refer to "Department of Public Works: Specification Of Materials And Methods To Be Used - PW371".				
	<u>SUPPLEMENTARY PREAMBLES</u>				
	<u>Preambles</u>				
	The Preambles and the Notes in the various trade bills are to, and do, apply equally to this section.				
	<u>Proprietary Products In Descriptions</u>				
	Proprietary products shall be used as specified. Substitute products of similar quality and specification may only be used with prior approval by the Principal Agent.				
	-----				
	<u>Demolish And Remove the existing:</u>				
1	Building size 17.25 x 7.45 x 3.5m high overall comprising, concrete surface bed and door frames.	No	1		
2	Shack built with corrugated sheets size 8.2 x 5.5 x 2.8m high overall comprising, concrete surface bed, doors, door frames steel windows and roof covering.	No	1		
3	Tank Stands comprising of brickwork, earthfilling and concrete surface bed.	No	4		
	<u>APRONS AROUND BUILDINGS</u>				
	<b>Carried Forward</b>				R
	Section No. 4 EXTERNAL WORKS Bill No. 1				

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<b>Brought Forward</b>				R
<u>EARTHWORKS</u>				
(CPAP Work Group No. 104 Unless Otherwise Stated)				
<u>Excavations, Filling, Etc</u>				
4	Excavate in earth to reduce levels under pavings not exceeding 2000mm deep.	m3	106	
5	Extra over all excavations for carting away from the site all surplus excavated material.	m3	106	
6	Allow for keeping excavations free from water.		Item	
7	Earth filling, selected and supplied by the Contractor, deposited in layers not exceeding 150mm thick, watered and consolidated to 95% modified AASHTO density under pavings.	m3	35	
8	Scarify, mix and consolidate top 150mm of subgrade to 93% modified AASHTO density.	m2	234	
<u>CONCRETE</u>				
(CPAP Work Group No. 110 Unless Otherwise Stated)				
<u>Concrete Cast Against Excavated Surfaces</u>				
9	Cement concrete (25MPa) in surface beds cast in panels not exceeding 5m2.	m3	23	
<u>Concrete Sundries</u>				
10	Float top of concrete, to falls, with a wood float and finish with a brushed non-skid surface whilst concrete still green with the addition of 2.1 sand and cement as necessary.	m2	234	
<u>FORMWORK</u>				
(CPAP Work Group No. 111 Unless Otherwise Stated)				
<u>Rough Formwork To</u>				
11	Edges, risers, ends and reveals not exceeding 300mm high or wide.	m	195	
<b>Carried Forward</b>				R
Section No. 4 EXTERNAL WORKS Bill No. 1				

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<b>Brought Forward</b>				R
	<u>Movement Joints, Etc</u>			
12	Expansion joint not exceeding 300mm high or wide formed of one layer 10mm thick softboard joint filler set between vertical concrete or brick surfaces.	m	39	
	<u>WATERPROOFING</u>			
	(CPAP Work Group No. 120 Unless Otherwise Stated)			
	<u>One layer 250 micron green polyethylene waterproof sheeting (SANS 952-1985 type C) sealed at laps with PVC self-adhesive tape</u>			
13	Under surface beds	m2	234	
	<u>RAINWATER TANKS AND STANDS</u>			
	<u>EARTHWORKS</u>			
	(CPAP Work Group No. 104 Unless Otherwise Stated)			
14	Excavate in earth for surface trenches not exceeding 2000mm deep.	m3	37	
15	Extra over excavation in earth to bases and trenches for excavation in soft rock.	m3	6	
16	Ditto, but in hard rock.	m3	2	
17	Extra over all excavations for carting away from the site all surplus excavated material.	m3	37	
18	Allow for risk of collapse to sides of trench and base excavations not exceeding 1500mm deep.	m2	61	
19	Allow for keeping excavations free from water.		Item	
20	Earth filling, selected by the Contractor from the excavated material, deposited in layers not exceeding 150mm thick, watered and consolidated as backfilling to trenches, bases, etc.	m3	8	
	<b>Carried Forward</b>			R
	Section No. 4 EXTERNAL WORKS Bill No. 1			

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<b>Brought Forward</b>				R
21	Earth filling, selected and supplied by the Contractor, deposited in layers not exceeding 150mm thick, watered and consolidated to 95% modified AASHTO density under tank stand.	m3	8	
22	Scarify, mix and consolidate top 150mm of subgrade to 93% modified AASHTO density.	m2	55	
	<u>CONCRETE</u>			
	(CPAP Work Group No. 110 Unless Otherwise Stated)			
	<u>Concrete Cast Against Excavated Surfaces</u>			
23	Cement concrete (20MPa) in footings.	m3	4	
24	Reinforced cement concrete (20MPa) tank slab.	m3	5	
	<u>CONCRETE SUNDRIES</u>			
25	Float top of concrete smooth, to falls, with a steel trowel whilst concrete is still green with the addition of 2.1 sand and cement as necessary.	m2	55	
	<u>REINFORCEMENT</u>			
	(CPAP Work Group No. 114 Unless Otherwise Stated)			
	<u>Fabric Reinforcement To Concrete Work</u>			
26	High tensile steel mesh Ref. 193 to concrete surface beds, slabs, etc.	m2	55	
	<u>BRICKWORK</u>			
	(CPAP Work Group No. 116 Unless Otherwise Stated)			
	<u>Brickwork In Clay Bricks In Cement Mortar In</u>			
27	One brick wall.	m2	26	
28	Ditto, but in foundations(provisional).	m2	47	
	<b>Carried Forward</b>			R
	Section No. 4 EXTERNAL WORKS Bill No. 1			

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		Brought Forward			R
	<u>Reinforcement</u>				
29	Brick reinforcement 160mm wide.	m	240		
30	Ditto, but in foundations(provisional).	m	720		
	<u>Selected Face Bricks As Specified In The "Notes To Tenderers" Pointed With Ruled-In Vertical And Horizontal Joints</u>				
31	Extra over brickwork for face brickwork.	m2	26		
	<u>IRONMONGERY</u>				
	(CPAP Work Group No. 132 Unless Otherwise Stated)				
32	38mm Union or other approved brass padlock.	No	4		
	<u>PLUMBING</u>				
	(CPAP Work Group No. 148 Unless Otherwise Stated)				
33	5000 Litre polyethylene rotomoulded vertical water storage tank, size 1800mm diameter x 2040mm high, complete with lid, fitted with and including 15mm brass bibtap with handle suitable for padlocking and setting in position on concrete base (elsewhere measured) including tying down with 4mm diameter galvanised wire wrapped twice around centre of tank and embedded into concrete. (Note: tanks to be filled with water before Practical Completion)	No	4		
	<b>Carried to Cluster Summary</b>				R
	Section No. 4 EXTERNAL WORKS Bill No. 1				

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Item No	Unit	Quantity	Rate	Amount
<b><u>SECTION. 5</u></b>				
<b><u>BILL No. 1</u></b>				
<u>PROVISIONAL SUMS</u>				
<u>The Following Nominated Sub-Contract Amounts Are For Work To Be Carried Out By Nominated Sub-Contractors:</u>				
<u>COMMUNITY LIAISON OFFICER (CLO)</u>				
1				51,000.00
Provide the sum of R51,000.00 (Fifty One Thousand) for the employment of a CLO.(R 8 500.00 per month x contract period allowance)		Item		
2				
Add for profit on the above if required.		Item		
<u>PROJECT STEERING COMMITTEE</u>				
3				20,000.00
Provide the amount of R20,000.00 (Twenty Thousand) for the Project Steering Committee stipends for the duration of the construction period.		Item		
4				
Add for profit on the above if required.		Item		
<b>Carried to Cluster Summary</b>				R
Section No. 5 PROVISIONAL SUMS Bill No. 1				

**DISABILITY ECONOMIC EMPOWERMENT TRUST (DEET)**  
**EMERGENCY REPAIRS AND RENOVATIONS TO EXISTING INFRASTRUCTURE**  
**AT ZAMEKA SECONDARY SCHOOL**  
**EMIS NO. 200200920**

Section No	<u>FINAL SUMMARY</u>	Page No		Amount
1	PRELIMINARIES AND GENERAL	25		
2	RENOVATIONS TO EXISTING STRUCTURES	60		
3	PREFABRICATED BUILDING STRUCTURES	75		
4	EXTERNAL WORKS	80		
5	PROVISIONAL SUMS	81		
	SUB TOTAL (A)		R	
	<u>CONTINGENCIES</u>			
	Allow contingencies to be used as directed and deducted in whole or in part if not required.	Item		400,000.00
	SUB TOTAL (B)		R	
	CSDG (0.5% of Sub Total B) Factor (CIDB)		R	
	SUB TOTAL (C)		R	
	Add Value Added Tax @ 15%		R	
	<b>Carried to Final Form of Tender</b>		R	

## **DRAWINGS**

**A single site layout drawing is annexed indicating the extent of the site. Contractors shall rely on the descriptions and specifications contained within the Bills of Quantities for pricing purposes. Detailed construction drawings will be issued to the successful bidder at the project kick-off meeting.**



### BENCHMARK INFORMATION

BM1	-42505.679	3635900.487	522.710
BM2	-42510.740	3636078.599	514.255
BM3	-42329.229	3636069.758	519.359

### ZONING INFORMATION

#### PROPOSED TOWNPLANNING DESIGN PARAMETERS:

Zoning : Institutional Zone 1  
 Classification of Occupancy: A3  
 Design Population: 1/5m<sup>2</sup>  
 Coverage: 50%  
 FAR: n/a  
 Height Restrictions: n/a

#### PARKING REQUIREMENTS:

As Required by Council

#### LOADING REQUIREMENTS:

N/A

#### AREAS:

**New Buildings:**  
 3x Classrooms : 194m<sup>2</sup>

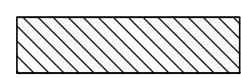
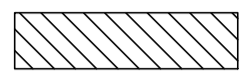










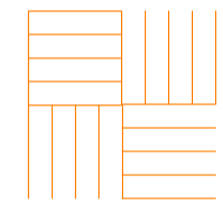
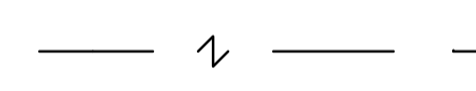

**Existing Buildings:**  
 Ablutions : 142m<sup>2</sup>  
 4x classrooms : 224m<sup>2</sup>  
 Administration: 43m<sup>2</sup>  
 Kitchen: 31m<sup>2</sup>  
 Staff room: 50m<sup>2</sup>

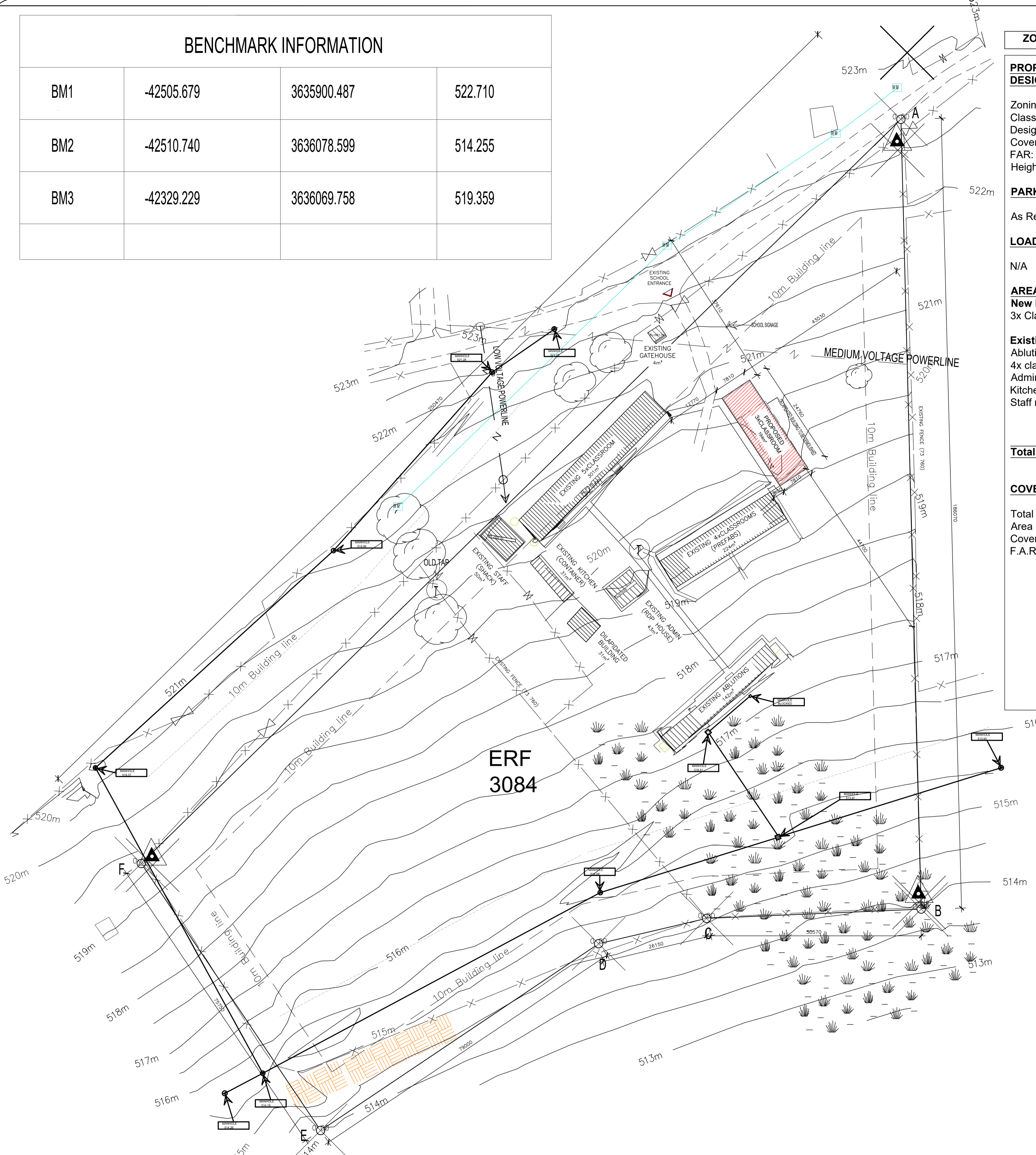
**Total Areas : 684m<sup>2</sup>**

#### COVERAGE:

Total Footprint : m<sup>2</sup>  
 Area of site(Extent) : 2098m<sup>2</sup>  
 Coverage : 12%  
 F.A.R. : 0.14

### LEGEND

- Proposed Building 
- Existing Building 
- Benchmark 
- Tree 
- Gate 
- Tank Stand 
- Fence 
- Concrete Slab 
- GRAVEL ROAD 
- WATER METER 
- Site boundary 
- Swamp 
- Light Pole 
- Low Voltage 
- Water Tap 




ERF 3084

### ERF 3084 KWT SITE CO-ORDINATES

A	-42506.589	3635895.239
B	-42511.394	3636082.251
C	-42460.556	3636084.449
D	-42435.006	3636090.450
E	-42369.148	3636134.678
F	-42326.686	3636071.454

REVISIONS:		
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CLIENT SIGNATURE:

IMPLEMENTING AGENT SIGNATURE:  Q. NKASANA



SIGNATURE:

ARCHITECT'S SIGNATURE:  
 Pr. Architect, SACAP Reg # PrArch26658989

3 Inglenook place  
 Naftoon valley park  
 East London  
 5241

cell. 0646350920  
 tel. 0783799584

joanne@blackbox-arch.com

PROJECT PROPOSED NEW CLASSROOM BLOCK & REFURBISHMENTS AT ZAMEKA JUNIOR SECONDARY SCHOOL, BISHO

EMIS NUMBER:  
 TITLE SDP - PROPOSED NEW CLASSROOM BLOCK

SCALE 1:500 DRAWN JB SIMON  
 DESIGNED JB SIMON CHECKED JB SIMON

PROJECT NUMBER 2026-04-23 DATE 24/04/2026 DRAWING NUMBER 100 REVISION

# PART C3

## SCOPE OF WORKS

### C3 SCOPE OF WORK

<b>Project Description:</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO</b>
<b>RFQ No:</b>	<b>DEET-ECDOE/EMR/01/2026-27</b>

#### **C3.1 SCOPE OF WORKS**

##### **DESCRIPTION OF THE WORKS**

**Project Name- THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION**

##### **Scope of Works:**

The scope of work is as follows:

1. Renovate and Repair the existing five-classroom block.
2. Renovate and Repair the existing Ablution Block.
3. Renovate and Repair the existing Admin Block
4. Provide a Prefabricated three-classroom block.
5. Earthworks for Prefabricated three-classroom block.
6. Concrete apron around the prefabricated three-classroom block.
7. Repair existing electrical systems.
8. Electrical installation for a prefabricated three-classroom block.

#### **C3.2 METHODOLOGY OF PROJECT EXECUTION**

##### **Sectional completion N/A**

Contractor will be given access to all works at date of Site possession.

#### **C3.3 PROJECT REVIEW**

- The work is to be executed in an existing premises, the two hostel blocks C and D will be unoccupied for the duration of the construction period, however the rest of the school and hostels shall remain fully functional 24 hours per day and 7 days a week. Access to the property must not be compromised at all.

### **C3.4 RESTRICTIONS AND CONSTRAINTS**

- The completion of the project is urgent, and work shall be executed during normal working hours i.e. 7h00 till 17h00 daily including weekends. Work required to be executed outside of these hours must be arranged with the Project Manager in advance.
- Noise must be kept to a minimum and within acceptable levels at all times.
- Dust emanating from the work site must be controlled at all times.

### **C3.5 OPERATIONAL PROTOCOLS**

- Security is a priority, and the site shall be kept safe at all times.
- The approved Health and Safety plan shall be adhered to at all times
- All staff members of the contractor shall wear PPE at all times
- All staff members of the contractor shall be specifically identifiable at all times and to this end shall wear a predetermined coloured overall to be able to enter and work on the site.
- Regular meetings, the frequency of which is to be determined, shall be held with the management of the premises to always ensure a cohesive spirit of co-operation
- The successful contractor must take into account that other contractors may be busy with construction in close proximity to the works and allowance must be made in the contractor's submission to accommodate these parties.

### **C3.6 ACCESS AND SITE ESTABLISHMENT**

- Prospective bidders are to fully familiarize themselves with the site and access to the site and restricted area for site establishment. Allowance for temporary construction access etc. shall be deemed to be included in contractor's price/bid. Prospective bidders are to familiarize themselves with the site as no additional costs shall be entertained.
- Identified area for site establishment shall be pointed out to prospective bidders at mandatory site inspection. The contractor shall be liable for security, fencing (if required), water, sewer, ablutions, electricity, etc. for the site establishment area. No Contractor's representatives, worker are allowed to sleep at establishment area or within the premises

### **C3.7 ACCEPTANCE OF TENDERS**

- The Employer is not bound to accept the lowest, or any tender, or any portion of any tender

### **C3.8 MINIMUM WAGE**

- The Contractor shall adhere to "The national minimum wage determined by the Minister in accordance with the National Minimum Wage Act (NMWA)", and yearly pronounced increases for duration of contract.

### **C3.9 TEMPORARY WORKS**

- All temporary work to comply with the Construction Health and safety Act (Act 85 of 1993) and its regulations.

**C3.10 EMPLOYER'S DESIGN**

N/A

**C3.11 DESIGN BRIEF**

N/A

**C3.12 DRAWINGS**

Refer to C2.3



## PART C4 – SITE INFORMATION

### C4.1 SITE INFORMATION

Project description:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS TO EXISTING CLASSROOMS AND THE PROVISION OF PREFABRICATED CLASSROOMS AT ZAMEKA SECONDARY SCHOOL ON BEHALF OF THE EASTERN CAPE DEPARTMENT OF EDUCATION, LOCATED IN BHISHO
Project Number:	DEET-ECDOE/EMR/01/2026-27

#### GENERAL

Prospective bidders to familiarize themselves with the locality, access, any other “restrictions”.  
(Refer to *Scope of Works C3*)

The site is located at Tyutyu Location , Bhisho, Eastern Cape, South Africa - with following coordinates:

**32°50'53.3"S 27°27'12.4"E**

