



City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall  
65 Ntengi Piliso Street  
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Johannesburg

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[www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)

<b>REQUEST FOR PRICING</b> (GOODS AND SERVICES)				Form No: JW SCM Dev MBD1	
				Revision No: 01	
				Effective Date: 24 May 2024	
<b>RFP NUMBER:</b>	JW RFP 2024/10/25	<b>CLOSING DATE:</b>	08 November 2024	<b>CLOSING TIME:</b>	14h00
<b>DESCRIPTION:</b>	Repair and maintenance of the 8 x clarifiers and its associated components at Goudkoppies Works for a period of three (3) months.				
<b>BRIEFING SESSION DATE AND TIME</b>	Yes Thursday 31 October 2024 at 10:00 Compulsory	<b>BRIEFING SESSION VENUE</b>	Goudkoppies Wastewater Treatment Works		
<b>ISSUE DATE</b>	25 October 2024				

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			
Bidding procedure enquiries <u>must</u> be sent to the below Official		Technical enquiries must be directed to	
<b>CONTACT PERSON</b>	Tshilidzi Takalani	<b>CONTACT PERSON</b>	Dave Keegan
<b>TELEPHONE NUMBER</b>	011 688 1772	<b>TELEPHONE NUMBER</b>	082 336 5837
<b>E-MAIL ADDRESS</b>	<a href="mailto:tshilidzi.takalani@jwater.co.za">tshilidzi.takalani@jwater.co.za</a>	<b>E-MAIL ADDRESS</b>	<a href="mailto:david.keegan@jwater.co.za">david.keegan@jwater.co.za</a>

SUPPLIER INFORMATION			
<b>NAME OF BIDDER</b>			
<b>POSTAL ADDRESS</b>			
<b>STREET ADDRESS</b>			
<b>TELEPHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>

Directors:

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

Ms Kethabile Mabe (Company Secretary),

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<b>CELLPHONE NUMBER</b>			
<b>E-MAIL ADDRESS</b>			
<b>VAT REGISTRATION NUMBER</b>		<b>CIDB GRADING</b>	2M OR HIGHER
<b>SUPPLIER COMPLIANCE STATUS</b>	<b>TAX COMPLIANCE SYSTEM PIN:</b>	<b>CENTRAL SUPPLIER DATABASE No:</b>	MAAA
<b>B-BBEE VERIFICATION CERTIFICATE</b>	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>B-BBEE SWORN AFFIDAVIT (EMEs OR QSEs)</b>	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>BID SUBMISSION:</b></p> <p><b>BID DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT GROUND FLOOR IN JOHANNESBURG WATER</b></p> <p><b>ADDRESS: TURBINE HALL, 65 NTEMI PILISO STREET, NEWTOWN, JOHANNESBURG, 2001</b></p> <p><b>PLEASE ALLOW SUFFICIENT TIME TO ACCESS THE JOHANNESBURG WATER OFFICE IN TURBINE HALL AND DEPOSIT YOUR TENDER DOCUMENT IN THE JOHANNESBURG WATER TENDER BOX SITUATED AT RECEPTION BEFORE THE TENDER CLOSING DATE AND TIME.</b></p> <ul style="list-style-type: none"> <li><b>TIMES: THE BUILDING WILL OPEN 7 DAYS A WEEK FROM 06:00AM UNTIL 18:00PM</b> Late bids will not be accepted for consideration.</li> <li><b>All pricing/quotation must be submitted by completing the attached or on the official company letterhead, signed and accompanied by the returnable documents stated below.</b></li> </ul> <p><input type="checkbox"/> 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 member's persons in the service of the state.</p>
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## 1. SCOPE OF WORK

### 1.1. DESCRIPTION

The main objective of the project is to Repair the 8 x clarifiers and its associated components for a period of three (3) months. in line with the latest Johannesburg Water Particular Generic Specifications and applicable standards.

#### 1.1.1. Overview of the Works

The scope of work to be performed under this contract includes mechanical and electrical works. The works shall be executed on existing infrastructure and certain sections of the existing installation may be live during installation.

The prospective tenderers shall take into consideration all safety precaution requirement in compliance with the Occupational Health and Safety Act, 1993 with associated Regulations. The work to be carried out at Goudkoppies Wastewater Treatment Works, clarifiers Tertiary treatment area.

#### 1.1.2. Mechanical and Electrical Works

- Supply, install and repair according to the following.
  - ✓ Replace Inner Top scraper rubber ends (Neoprene rubber).
  - ✓ Replace Inner Outer scraper rubber ends (Neoprene rubber).
  - ✓ Replace Inner Top scraper holding brackets. (304 Stainless Steel) (**OD 2"**).
  - ✓ Replace Outer Top scraper holding brackets. (304 Stainless Steel) (**OD 3"**).
  - ✓ Repair scum scrapers.
  - ✓ Replace scum scrapers and rubbers.
  - ✓ Replace scum scraper valve rubbers.
  - ✓ Replace scum scraper wheel.
  - ✓ Repair scum valve mechanism.
  - ✓ Replace scum pipe (304 Stainless Steel).
  - ✓ Replace Inner bottom scraper rubbers (Neoprene rubber).
  - ✓ Replace Outer bottom scraper rubbers (Neoprene rubber).
  - ✓ Replace Inner bottom scraper supporting ropes (Stainless Steel).

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- ✓ Replace slipring (7 rings).
- ✓ Replace centre bearing.
- ✓ Replace 3 phase plug.
- ✓ Replace drive units.
- ✓ Replace/repair all grease points.
- ✓ Repair drive wheels.
- ✓ Repair trailing wheels.
- ✓ Replace wheel bearings.
- ✓ Check and repair hand railing.
- ✓ Check and repair weir plates.
- ✓ Check and repair scum box.
- ✓ Empty and clean clarifier.

### **1.1.3. Scope of Contract**

The scope of work under this contract will be on a live, operational site and the proposed tenders must therefore take cognizance of this fact when compiling their respective Occupational Health and Safety Plans and shall accommodate appropriate working procedures. The scope of work to be performed under this contract shall consist of the mechanical and electrical works as provided above. The contractor is expected to provide security and insurance for their equipment installed under this contract until the equipment are fully and formally handed over to Johannesburg Water.

### **1.1.4. Location of the Works**

The equipment called for under this Contract will be installed at Goudkoppies Wastewater Treatment Works. The Treatment Works is in Goudkoppies Estate, Cnr East Street & Gibbs Road Devland.

## **1.2. GENERAL**

All items supplied must be as follows:

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- They must be in accordance with the specified technical requirements and in compliance with JW particular generic specifications where applicable.
- Items offered must be SANS approved where applicable.

### 1.3. ENGINEERING

#### 1.3.1. Employer's Design

The scope of work shall be executed on existing infrastructure and the repairs shall be based on compatibility with the existing equipment and technical specifications stipulated in this contract for the purpose of execution of the scope of works in the interest of repairs of damaged equipment at Goudkoppies Works at the clarifier Tertiary treatment section for a period of three (3) months in line with the latest Johannesburg Water Particular Generic Specifications and applicable standards such that they are brought to a reliable operational status and are safe and without risk to health in line with the requirement of Occupational Health and Safety Act, 85 of 1993. Any deviation shall be first approved by the Employer's representative before execution.

The Contractor is responsible for the repairs of the Works where the scope of works includes supply of new item that will interact with existing structures on site.

Manufacture of new items shall be provided with shop drawing as part of data documentation or pack.

#### 1.3.2. Drawings

As-built drawings are not available.

### 1.4. QUANTITIES

The quantities are as per the pricing schedule.

### 1.5. DURATION OF CONTRACT

Three (3) months.

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## 2. TENDER FORM AND PRICE SCHEDULES

To: Johannesburg Water (SOC) Ltd.

Having examined the Tender documents including Addenda Nos \_\_\_\_\_ [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer **Repair of 8 x damaged clarifiers at Goudkoppies works for a period of three (3) months** as specified in conformity with the said RFP documents and as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

### Details of my / our offer are / are as follows:

We undertake, if our Tender is accepted, execute the contract in accordance with the requirements as specified.

We agree to abide by this Tender for a period of ninety (90) days from the date fixed for Tender opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that Johannesburg Water is not bound to accept the lowest or any tender it may receive, and that the contract may be awarded in whole or in part and to more than one tenderer.

Should my/our tender be successful, it be understood that a contract will come into existence as a once off contract which will commence from the date indicated in the letter of acceptance.

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### 2.1 SCHEDULE OF PRICES:

The evaluation on price alteration will be conducted as follows:

2.1.1 Where the tender award strategy is to evaluate and award per item or category, the following must apply:

- (i) If there is an alteration on the rate but no alteration on the total for the item or category, the bidder will not be disqualified.
- (ii) If there is an alteration on the total for the item/s without authentication, bidders will only be disqualified for alteration per item or category.

2.1.2 Where the tender award strategy is to evaluate and award total bid offer, the following must apply:

- (i) If there is an alteration on the rate, total for the line item, sub-total/ sum brought/carried forward for the section but no alteration on the total bid offer, the bidder will not be disqualified.
- (ii) If there is an alteration on the total bid offer on form of offer, then the amount in words must be considered or vice-versa.
- (iii) If there is an unauthenticated alteration on the total bid offer and the amount in words is not authenticated the bidders will be disqualified for the entire tender.

2.1.3. Where the tender pricing schedule or bill of quantities is requesting rates/price from bidder/s without providing a total, the following will apply:

If there is an unauthenticated alteration on the unit rate/price the bidder must be disqualified.

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Tenderer to complete the below Bill of Quantities below:

ITEM No	DESCRIPTION	Units Measurement	QTY	UNIT PRICE	TOTAL
<b>1</b>	<b>SECTION 1: CLARIFIER REPAIRS</b>				
1.1.	Replace Inner Top scraper rubber ends (Neoprene rubber)	SUM	16		
1.2	Replace Inner Outer scraper rubber ends (Neoprene rubber)	SUM	16		
1.3	Replace Inner Top scraper holding brackets. (304 Stainless Steel) <b>(OD 2")</b>	SUM	40		
1.4	Replace Outer Top scraper holding brackets. (304 Stainless Steel) <b>(OD 3")</b>	SUM	16		
1.5	Repair scum scrapers	SUM	16		
1.6	Replace scum scrapers and rubbers	SUM	16		
1.7	Replace scum scraper valve rubbers	SUM	8		
1.8	Replace scum scraper wheel	SUM	8		
1.9	Repair scum valve mechanism	SUM	8		
1.10	Replace scum pipe (304 Stainless Steel)	SUM	8		
1.11	Replace Inner bottom scraper rubbers (Neoprene rubber)	SUM	32		
1.12	Replace Outer bottom scraper rubbers (Neoprene rubber)	SUM	8		
1.13	Replace Inner bottom scraper supporting ropes (Stainless Steel)	SUM	40		
1.14	Replace slipring (7 rings)	SUM	8		
1.15	Replace centre bearing	SUM	8		
1.16	Replace 3 phase plug	SUM	8		
1.17	Replace drive units	SUM	8		
1.18	Replace/repair all grease points	SUM	64		
1.19	Repair drive wheels	SUM	8		

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1.20	Repair trailing wheels	SUM	8		
1.21	Replace wheel bearings	SUM	16		
1.22	Check and repair hand railing	SUM	8		
1.23	Check and repair weir plates	SUM	8		
1.24	Check and repair scum box	SUM	16		
1.25	Empty and clean clarifier	SUM	8		
	<b>NB: All prices to include supply, delivery of material, labour to fit etc.</b>				
	Commissioning of Clarifiers	SUM	8		
2	<b>SAFETY FILE</b>	SUM	1		
3	<b>COC</b>	SUM	1		
<b>TOTAL EXCL. VAT</b>					
<b>VAT AMOUNT</b>					
<b>TOTAL INCL. VAT</b>					

#### Signature of person authorised to sign this tender (BOQ Sign-off):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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### 3. EVALUATION CRITERIA

#### 3.1. Stage 1: Mandatory Requirements

NO.	MANDATORY CRITERIA	YES
1.	Compulsory briefing session to be attended by all potential tenderers.	Yes
3.	The tenderer must have active CIDB Grading of 2ME and above at Evaluation.	Yes
4.	Signed BOQ	Yes

**NB: Bidders that fail to comply with the above mandatory requirements will not be evaluated further.**

#### 3.2. Stage 2: Administrative Evaluation

REFERENCE TO TENDER DOCUMENT	DESCRIPTION	REQUIRED
MBD 3.1	Pricing Schedule – Firm Prices (Purchases)	Yes

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### 3.3. Stage 3: Functionality/Technical Evaluation Criteria

The functionality or technical evaluation criteria is as follows:

CRITERIA NO	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHTING	SCORE
1.	<b>Company's Experience</b>  The Tenderer (Company) is required to have experience in the repairs, refurbishment, and maintenance of Wastewater electromechanical equipment.	The Tenderer (Company) must provide relevant reference letter(s) or completion certificates with proof that they have executed and successfully completed the required works in rendering services of repairs, refurbishment, and maintenance of Wastewater electromechanical equipment.  <i>This document must be completed by the referee and included in the tender submission. Alternatively, the client's letterhead may be used for this purpose provided it complies with the functional criteria requirements. A separate form must be completed for each reference as required in the evaluation criteria. The Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and</i>	<b>Total Number of successful completed projects in respect to services of repairs, refurbishment, and maintenance of Wastewater electromechanical equipment.</b>  No client reference letter submitted  1 to 3 number of client reference letter submitted  4 and above number of Client reference letter	25	0  18  25

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		<i>restriction from participating in any future government tender.</i>			
2.	<b>Financial Capability</b>  The Tenderer (Company) is required to submit verifiable proof of having successfully completed projects with a value of R 500 000.00 or more related to repairs, refurbishment, and maintenance of Wastewater electromechanical equipment.	The Tenderer (Company) must provide relevant reference letter(s) or completion certificates showing the value of the successfully completed project related to services of repairs, refurbishment, and maintenance of Wastewater electromechanical equipment.	<b>Total project value for completed projects related to services of repairs, refurbishment, and maintenance of Wastewater electromechanical equipment.</b>	25	
		<i>This document must be completed by the referee and included in the tender submission. Alternatively, the client's letterhead may be used for this purpose provided it complies with the functional criteria requirements. A separate form must be completed for each reference as required in the evaluation criteria. The information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government tender.</i>	Client reference letter(s) for successfully completing related scope of work with a contract value less than R500 000.		0
			Client reference letter(s) for completing related scope of work with a contract value more than R500 000, but less than R1.0 million.		18
			Client reference letter(s) for completing related scope of work with a contract value above R1.0 million		25

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3.	Qualifications of the Artisan Mechanical Fitter.	The tenderer is required to submit the following certified copy of qualification for Mechanical fitter who will be assigned for the execution of the work.	Bidder is to submit proof of relevant specified qualification.	25	
			Artisan Mechanical Fitter without Trade Test		0
			Artisan Mechanical Fitter with Trade Test		18
			Artisan Mechanical Fitter with Trade Test and NQF Level 5 qualifications or higher on related expertise (electrical/mechanical)		25
4.	Experience of Key personnel	Tenderer (Company) must submit CV's of Key personnel confirming experience in respect of repairs, refurbishment, and maintenance of Wastewater electromechanical equipment.	Total Years of Experience with respect to repairs and maintenance Wastewater electromechanical equipment.	25	
			Less than three (3) years		0
			Three (3) years or more but less than five (5) years		18
			Five (5) years or more		25
MINIMUM QUALIFYING SCORE					72
TOTAL					100

### Directors:

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Mr Kefiloe Mokoena

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



## City of Johannesburg

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[www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)

## CONTACTABLE REFERENCE

To Johannesburg Water (SOC) Ltd

**3.1** I, the undersigned being duly authorized to do so, hereby furnish a reference to Johannesburg Water relative to the **Repair of 8 clarifiers and the associated components at the Goudkoppies Wastewater Treatment Works**

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

**Description of Services provided in relation to scope of work or criteria 1 of evaluation**

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

**Duration: Year-Month-Day when the Goods / Services were provided.....**

**Contract/Project Value:** .....

**Name of authorised person:** .....

**Signature:** ..... **Date** .....

**Telephone/Mobile:** .....

**Email:** .....

**Completed on behalf (Name of Client)** .....

**NB:** This document must be completed by the referee and included in the tender submission. Alternatively, the client's letterhead may be used for this purpose provided it complies with the functional criteria requirements. A separate form must be completed for each reference as required in the evaluation criteria. Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government tender.

### Directors:

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**Duration: Year-Month-Day when the Goods / Services were provided.....**

**Contract/Project Value:** .....

**Name of authorised person:** .....

**Signature:** ..... **Date** .....

**Telephone/Mobile:** .....

**Email:** .....

**Completed on behalf (Name of Client)** .....

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2107Tel +27(0) 11 688 1400  
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Provide separate forms for each key personnel as per the position listed in the form:

**Technician**

<b>Curriculum Vitae</b>		
<b>Name:</b>	<b>Date of birth:</b>	
<b>Profession:</b>	<b>Nationality:</b>	
<b>Qualifications:</b>		
<b>Name of Employer (firm):</b>		
<b>Current position:</b>	<b>Total Months Relevant Experience:</b>	
<b><u>Employment Record:</u></b>		
<b><u>Experience Record Pertinent to Required service:</u></b>		
<b>START DATE (day/ month/year)</b>	<b>End DATE (day/month year)</b>	<b>ROLE WHICH PROVES RELEVANT EXPERIENCE</b>

**Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....  
*Signature of person named in the schedule*.....  
*Date***Directors:**Mr Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),  
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**3.3.1.** Bidders are required to meet a minimum of 72 points on the functionality evaluation to be further evaluated on the preference points. Bidders that do not meet a minimum of 72 points will be disqualified and will not be evaluated further.

**3.4. Stage 3:** The responses will be evaluated on the **80/20 preference point's principle**. 80 Points Price and 20 Points Specific Goals. Pricing schedule to be completed fully by the bidder. Bidders who failure to quote or complete the pricing schedule as per this requirement will be disqualified.

The required proof for claiming points for specific goals is as follows:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed. (80/20 system) (To be completed by the tenderer)
Business owned by 51% or more –Women	10	
SMME (EME or QSE) owned by 51% or more - Black People	10	
<b>Total</b>	<b>20</b>	

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SPECIFIC GOALS – ANY ONE OR A COMBINATION OF ANY	MEANS OF VERIFICATION THAT MUST BE SUBMITTED OR A COMBINATION THEREOF TO PROVIDE POINTS CLAIMED
Business owned by 51% or more-Women	<ul style="list-style-type: none"><li>Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI/CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath, OR</li><li>CIPC registration document showing percentage of ownership and share certificate where applicable</li><li>ID copy</li></ul>
SMME (EME or QSE) owned by 51% or more - Black People	<ul style="list-style-type: none"><li>Full CSD report and ID copy of owner/s.</li><li>BEE Certificate issued by SANAS accredited verification agency, DTI BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath.</li><li>CIPC registration document of company or share certificates for all shareholders.</li></ul>

**Note:** A tenderer failing to submit proof of specific goals claimed as per the tender conditions may not be disqualified but only points for price will be allocated and zero points for specific goals.

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## 4. AWARDING STRATEGY

This request for pricing will be awarded to the highest scoring bidder in terms of price and points scored for specific goals.

## 5. RETURNABLE DOCUMENTS

The following documents **must** be returned together with this Request for Pricing:

- 5.1. This request for pricing document must be completed and submitted with pricing or quotation.
- 5.2. Proof of points claimed for specific goal must be submitted to qualify for Specific Goals points.
- 5.3. Complete and sign the following Municipal Bidding Documents (MBD).
  - 5.3.1. MBD 3.1 Firm Price(s) Purchase
  - 5.3.2. MBD 4 form (Declaration of Interest).
  - 5.3.3. MBD 6.1 Form (Preference points claim form).
  - 5.3.4. MBD 8 (Declaration of Bidder's Past Supply Chain Management Practices)
  - 5.3.5. MBD 9 (Certificate of Independent Bid Determination).
- 5.4. Latest municipal account/statement not older than three months or valid lease agreement for both the company and all active Directors.
- 5.5. The required documentary evidence for functionality or technical evaluation (where Applicable).
- 5.6. CIDB Certificate

## 6. GENERAL TERMS AND CONDITIONS

Price(s) quoted must be valid for at least **ninety (90) days** from date of your offer.

Price(s) quoted **must** be **firm for the duration of the contract** and must be inclusive of VAT.

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Bidders will be afforded a period of two (2) days to complete the following returnable documents (MBD 4, MBD 8 and MBD 9) in instances where such forms are incomplete.

Bidders who did not submit municipal statement of account or valid lease agreement for both the company and all active directors will be afforded a period of two (2) days to submit. In a case where the company or active Directors have municipal commitments overdue for more than 90 days they will be offered three (3) days to settle their overdue amounts or submit proof of an arrangement agreed to between that municipality and that company or Director.

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### **SPECIAL CONDITIONS**

#### **1. DEFINITIONS:**

- 1.1 That "Johannesburg Water (SOC) Ltd" shall herein after being referred to as "JW".
- 1.2 The "Managing Director" shall mean the Managing Director: Johannesburg Water (Soc) Ltd or his authorized representative.
- 1.3 "Vat" shall mean Value Added Tax in terms of the Value Added Tax Act 89 of 1991 as amended.

#### **2. PRICE:**

- 2.1 All prices shall exclude Value Added Tax (VAT) at the standard rate as gazette from time to time by the Minister of Finance in terms of the Value Added Tax Act 89 of 1991 as amended.
- 2.2 All price(s) tendered shall include the cost of all insurances, services, labor, equipment, materials, etc. and be the net price after all discounts and settlement discount have been deducted. The net price/s shall be without any extra or additional charges to JW whatsoever.
- 2.3 A firm price will be acceptable.
- 2.4 Prices must include cost of supply, delivery, installation and commissioning as per technical specification.

#### **3. SURETY BOND:**

- 3.1 No surety bond shall be required in terms of this contract.

#### **4. COMPLIANCE WITH LEGISLATION AND SPECIFICATION:**

- 4.1 The Service Provider shall comply with all Municipal By-laws, and any other Laws, Regulations or Ordinances and shall give all notices and pay all fees required by the provisions of such By-laws and Regulations specified therein.
- 4.2 The Service Provider shall comply with all the requirements prescribed in the specification.
- 4.3 Equipment must meet SANS requirements. The service provider must issue Certificate of Compliance for the electrical works in line with SANS 10142-1

#### **5. SAFETY:**

- 5.1 Without derogation from the generality of Clause 4.1, or from any other provision of this contract, the Service Provider shall at all times during the contract, comply in all respects with the safety

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and other requirements of the Occupational Health and Safety Act 85 of 1993 and the regulations applicable hereunder.

**6. EMPLOYMENT OF LABOUR:**

6.1 The Service Provider must ensure that all relevant legislation is complied with in the employment of labour.

**7. INSURANCE AND INDEMNIFICATION:**

7.1 In addition to any insurance required to be held by the Service Provider in terms of the Contract in terms of the Occupational Injuries and Diseases Act no. 130 of 1993, the Service Provider must be fully insured against all accidents, loss or damage arising out of the conditions or operation of the vehicles or execution of any work including all third-party risks. The Service Provider hereby indemnifies and agrees to keep indemnified throughout the period of the contract JW against all claims by third parties or the Service Provider's own employees resulting from the operations carried out by the Service Provider under this contract.

7.2 A current certificate of good standing in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 must be furnished by the Service Provider within 21 days of notification of acceptance of the tender.

7.3 The Service Provider shall be liable for any damages or injury of whatever nature caused directly or indirectly as a result of his operations, to any of JW's or Municipal Government or Private Property or to his own vehicles and personnel.

7.4 Copies of such insurances and indemnifications must be supplied to JW within 21 days of notification of acceptance of the tender.

**8. REMEDIES, BREACH, WHOLE AGREEMENT, WAIVER, VARIATION AND INDULGENCES**

8.1 If the Service Provider or any person employed or associated with him or in the case of a Company, a Director or shareholder or person also associated with such Company, either directly or indirectly gives or offers to give any gratuity, reward or commission or other bribe to any person in the employ of JW this contract shall be avoidable at the instance of JW.

8.2 If the Service Provider has not complied with the Managing Director's requirements or if he is in breach of any of the Conditions of this contract and:

8.2.1 Fails to remedy such breach within 14 (fourteen) days of receipt of written notice requiring it to do so (or if not reasonably possible to remedy the breach within 14 (fourteen

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days), within such further period as may be reasonable in the circumstances, provided that the Service Provider furnishes evidence within the period of 14 (fourteen) days reasonably satisfactory to JW, that it has taken whatever steps are available to it to commence remedying the breach), then the JW shall be entitled, without notice and in addition to any other remedy available to it at law or under this agreement, including obtaining an interdict, to cancel this agreement or to claim specific performance of any obligation whether or not the due date for performance has arrived, in either event without prejudice to JW's right to claim damages.

8.2.2 Should JW elect to cancel the contract then and in such instance a certificate presented by the Managing Director of JW shall constitute proof of the Service Provider's indebtedness to JW.

8.3 This agreement constitutes the entire agreement between the parties relating to the matter hereof.

8.4 No amendment or consensual cancellation of this agreement or any provision or term hereof or of any agreement, bill of exchange or other document issued or executed pursuant to or in terms of this agreement and no settlement of any dispute arising under this agreement and no extension of the time, waiver or relaxation or suspension of any of the provisions or terms of this agreement or of any agreement, bill of exchange or other document issued pursuant to or in terms of this agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension, which is so given or made, shall be strictly construed as relating to the matter in respect whereof it was made or given.

## **9. DISPUTES:**

9.1 In the event of any dispute arising between JW and the Service Provider in connection with or arising out of the contract, it shall be referred to the Managing Director of JW who shall state his decision in writing and give notice of the same to the Service Provider within 28 days of the dispute having been submitted to the Managing Director of JW. Such decision shall be binding upon the Service Provider subject to clause 9.2

9.2 Should the Service Provider be dissatisfied with the decision of the Managing Director he/she may, within 28 days after receiving notice of such decision, require that the issue or issues be referred to a single arbitrator to be agreed upon between the parties or, failing agreement, to be nominated by the Chairman

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9.3 of the Association of Arbitrators and any such reference shall be deemed to be submission to the arbitration of a single arbitrator in terms of the Arbitration Act, 1965. The award of the arbitrator shall be final and binding on both parties.

Not later than one week after receipt of notice calling for arbitration, JW may give notice to the Service Provider that the dispute or disputes be settled by Court of Law having jurisdiction.

**10. SCOPE OF CONTRACT:**

10.1 The main objective of the project is to Repair Head of works MV Substation, 2 x Motor control Stations (MCC), replace cables in the Head of Works PLC Room and service / repair Standby Diesel Generator at the Bushkoppie Wastewater Treatment Works in line with the latest Johannesburg Water Particular Generic Specifications and applicable standards.

10.2 The Service Provider shall be required to offer 12-month warranty for all new items, 6-month warranty for all repaired items and on workmanship.

**11. DURATION:**

11.1 The tenure of the contract shall be with effect from the date of signing the contract as a once off purchase and completion within one (3) months.

**12. QUANTITIES**

12.1 Quantities shall be as per Bill of Quantities. Items which are practical to re-measure shall be remeasured for the purposes of payment.

**13. PLACE AND TIME OF DELIVERIES:**

13.1 Delivery shall be at Bushkoppie Wastewater Treatment Works during normal working hours, 08h00 to 15h00 weekdays.

**14.SAMPLES:**

14.1 Not required

**15. TENDER VALIDITY:**

15.1 The Tender shall be valid for a period of ninety (90) days from the date of closing of Tenders.

**16. ADJUDICATION OF TENDERS:**

16.1 The highest, lowest or any tender will not necessarily be accepted by JW.  
JW reserves the right to adjudicate the Tender to JW's best interest and it is not necessarily intended to award the Contract to only one Service Provider.

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**17. ACCEPTANCE OF TENDER:** 17.1

A valid and binding contract shall be concluded at the time when the Service Provider receives an official appointment letter and sign letter of acceptance at the offices of JW after the Service Provider where he/she will enter into a contract with JW with the term and conditions packaged in this document.

**18. COMPLETENESS:** 18.1

Failure by the tenderer to complete in full the required information regarding their proposal will render the tender liable to rejection on the grounds of being incomplete.

**19. QUALITY AND GUARANTEE** 19.1

The Service Provider shall not be relieved of his obligations with respect to the sufficiency of the materials, workmanship and quality of the goods by reason of no obligation having been taken thereto by JW's representative at the time the goods were delivered.

19.2 If at any time, as stipulated in the contract, but not exceeding twelve (12) months after delivery, JW is dissatisfied with the goods or with any part thereof on account of materials being faulty or of inferior quality of workmanship or bad design or on account of the goods not being in strict accordance with the contract specifications; the Service Provider shall immediately remedy the said defects free of cost to JW. Should the Service Provider delay remedial work in excess of the time stipulated by JW's representative, JW may have such remedial work executed at the Service Provider's expense.

19.3 The risk of all goods purchased by JW from the Service Provider under this contract shall remain with the Service Provider until such time the goods have been delivered to JW.

19.4 If any dispute arises between JW and the Service Provider in relation with the quality and guarantee of the goods, either party may give the other a notice in writing of the existence of such dispute as stipulated in Clause 9.1.

**20. PENALTIES FOR FAILURE TO DELIVER** 20.1

If the Service Provider fails to deliver the required quantity of product by the due date agreed upon: a penalty of 5% (five) shall be applied for the total value of that specific order where delivery conditions were not met. Alternatively Johannesburg Water reserves the right to purchase the product elsewhere and to deduct any extra expense in excess of the tender rates so incurred from any sum due under this tender, or recover the amount from the Service Provider as debt.

20.2

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No liability in terms of Clause 20.1 shall attach to the Service Provider if he shall prove to the satisfaction of the Engineer that the delivery has been delayed or become impossible due to fire, war, riot, strikes, Natural Disasters, lockout, accident or other unforeseen occurrences or circumstances beyond the Service Providers control, provided, however, that in all cases the Service Provider has notified Johannesburg Water in writing within 24 (Twenty-four) hours of it first coming to the Service Provider's notices, that delivery will be delayed or become impossible for the abovementioned reasons.

## **PART B TERMS AND CONDITIONS FOR BIDDING**

### **1. BID SUBMISSION:**

- 1.1. BIDS MUST BE SUBMITTED BY THE STIPULATED TIME . LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

### **2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

#### **Directors:**

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

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30



#### City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall  
65 Ntengi Piliso Street  
Newtown  
Johannesburg

Johannesburg Water  
PO Box 61542  
Marshalltown  
2107

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

[www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

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

**GENERAL CONDITIONS OF CONTRACT (GCC) WILL BE APPLICABLE TO THIS RFP.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

#### Directors:

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

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30

## PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of Bidder.....	Bid Number.....
Closing Time .....	Closing Date .....

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

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

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

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

\*Delete if not applicable

**SIGNATURE(S) OF AUTHORIZED PERSON .....**

**DATE: .....**

**Name of  
bidder.....  
.....**

**Name of authorized person (in block letters) .....**



## MBD 4

### DECLARATION OF INTEREST

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

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

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

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

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

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

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

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

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

(f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....  
.....

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

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

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

3.13.1 If yes, furnish particulars.

.....  
.....

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

3.14.1 If yes, furnish particulars:

.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

### CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
DECLARATION FORM TRUE AND CORRECT.**

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:\_\_\_\_\_that:

(Name of Bidder)

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



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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## 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).

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<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 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 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:

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

**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)
Business owned by 51% or more –Women	10	
SMME (EME or QSE) owned by 51% or more - Black People	10	
<b>Total</b>	<b>20</b>	

## 5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number: .....

5.3 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

- (a) disqualify the person from the tendering process;

- (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>	.....
	.....
	.....
	.....



## HEALTH, SAFETY & ENVIRONMENTAL (SHE) SPECIFICATION: BASELINE RISK ASSESSMENT

PROJECT NUMBER:	JW OPS
PROJECT LOCATION:	Goudkoppies WWTW
PROJECT DESCR:	Maintenance of clarifier

### POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
<ul style="list-style-type: none"> <li>✓ Submission of Safety file</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unapproved safety file/ working without safety file</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unsafe work conducted in the clients premises.</li> <li>✓ Non adherence to the clients safety requirements.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Fatalities, injuries, damage to property</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Compile safety file and submit it to the OHS department for approval.</li> <li>✓ Employees need to be inducted.</li> <li>✓ Employees work and safety file will be audited and monitored while they are on site</li> </ul>
Site establishment: <ul style="list-style-type: none"> <li>✓ Preparation of the ground surface</li> <li>✓ Placing of office equipment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Sharp objects/ wires</li> <li>✓ Uneven surface</li> <li>✓ Faulty connection</li> <li>✓ Poor ergonomics</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injury to employees</li> <li>✓ Property damage</li> <li>✓ Trip and fall injuries</li> <li>✓ Damage to Contraction of communicable diseases</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pinch point injuries, personal injuries</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Supervisors to plan during site set up and induct employees.</li> <li>✓ Detailed Risk Assessment must be drawn before any work commences on site.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Isolate/lock out access to the work station</li> <li>✓ Electrical work</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unauthorised persons</li> <li>✓ Un-barricaded working site</li> <li>✓ No Lock out/Tag out done on live equipment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injury to passers-by, workers, trespassers,</li> <li>✓ Machine starting un expected</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Fatality</li> <li>✓ Burns</li> <li>✓ Electrocution,</li> </ul>	<b>Extreme</b>	<ul style="list-style-type: none"> <li>✓ Take care to secure access points to prevent unauthorised persons accessing pump station</li> <li>✓ Use lock out procedure</li> <li>✓ Wear task specific PPE</li> <li>✓ Adhere to correct safe work procedure.</li> </ul>

					<ul style="list-style-type: none"> <li>✓ Only trained electrician working on isolated and to isolate.</li> <li>✓ Lock out procedure developed by a competent person</li> <li>✓ Inspect the equipment before any work can be carried.</li> <li>✓ PAT testing carried out on portable parts, fixed parts checked as part of the statutory electrical inspection.</li> <li>✓ Daily pre use inspections take place each evening. Units fitted with ~RCD protection devices.</li> <li>✓ Appoint an electrical equipment inspector, machinery equipment inspector.</li> <li>✓ Use lock out system to notify employees of the safety of the machinery</li> <li>✓ Display proper signage's.</li> </ul>
✓ Working at heights	✓ Working unsafe at heights	✓ Falling from heights	✓ Disabling injuries.	<b>Extreme</b>	<ul style="list-style-type: none"> <li>✓ Train and appoint fall protection planners.</li> <li>✓ Develop fall protection plan</li> <li>✓ Inspect fall protection/ arrest equipment.</li> <li>✓ Appoint ladder inspector.</li> <li>✓ Inspect ladders.</li> <li>✓ Develop rescue plan for working in elevated position and heights.</li> <li>✓ Openings on platforms must be closed or covered.</li> </ul>



					<ul style="list-style-type: none"> <li>✓ Ensure floors on elevated positions are stable.</li> </ul>
Installation of gate, and security doors, hinges and handle	<ul style="list-style-type: none"> <li>✓ The use of portable hand tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Exposure to electricity</li> <li>✓ Incorrect use of hand tools</li> <li>✓ The use of damaged hand tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Electrocution</li> <li>✓ Fire</li> <li>✓ burns</li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>✓ Appoint Portable hand tools inspector.</li> <li>✓ Inspect hand tools.</li> <li>✓ Provide employees with hand gloves.</li> <li>✓ Report damaged hand tools.</li> <li>✓ Inspect electric wires/ lid for damages.</li> <li>✓ Remove damaged hand tools from site.</li> </ul>
<ul style="list-style-type: none"> <li>✓ The use of hand tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Damaged tools</li> <li>✓ Incompetent employees</li> </ul>	<ul style="list-style-type: none"> <li>✓ Incorrect use of tools.</li> <li>✓ Using the wrong tool for the task</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Appoint a competent Hand tool inspector.</li> <li>✓ Hand tools must be inspected before use.</li> <li>✓ Must be fit for purpose.</li> <li>✓ Must be stored in secured.</li> <li>✓ location without damaging equipment.</li> <li>✓ Must be removed from site if found damaged or defective.</li> <li>✓ Employees must be provided with the PPE as determined in the task risk assessment.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Maintenance of clarifier</li> </ul>	<ul style="list-style-type: none"> <li>✓ Incompetent employee</li> <li>✓ Manual handling of heavy equipment</li> <li>✓ Overstressing of cables</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employees committing mistakes due to lack of knowledge.</li> <li>✓ Fingers trapped.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Property Damage</li> <li>✓ Multiply injuries</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Only trained, authourised Electrician to operate and repair electrical box.</li> <li>✓ Daily pre use inspections take place.</li> <li>✓ All loose items of clothing, hair etc. are tied back.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Stepping/Walking on a cable while pulling cable</li> </ul>	<ul style="list-style-type: none"> <li>✓ Lifting equipment can fail.</li> <li>✓ Not being aware of the risk job entails</li> <li>✓ Ergonomics risk due to wrong pulling</li> </ul>			<ul style="list-style-type: none"> <li>✓ Emergency stop buttons located at regular intervals.</li> <li>✓ Safety bar / emergency stop on the end of the conveyor.</li> <li>✓ Anti-pinch (pop out) rollers fitted in relevant positions.</li> <li>✓ Warning siren prior to start up to warn persons in the vicinity.</li> <li>✓ All repairs conducted by qualified, authorised engineers only.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Oil spillages</li> </ul>	<ul style="list-style-type: none"> <li>✓ Slip, trip &amp; fall</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Clean up spills immediately.</li> <li>✓ Install warning signs for wet / slippery floor areas (including freshly mopped floors).</li> <li>✓ Wear shoes with good support and slip-resistant soles appropriate for the job task.</li> <li>✓ Remove tripping hazards in walkways, doorways and stairs. Keep drawers and cabinet doors closed when possible.</li> <li>✓ Utilize handrails when ascending and descending stairs</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Manual handling</li> <li>✓ Heavy lifting</li> </ul>	<ul style="list-style-type: none"> <li>✓ Poor ergonomics</li> </ul>	<ul style="list-style-type: none"> <li>✓ Back pains</li> <li>✓ Muscle sprains</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Use a device to lift and reposition heavy objects to limit force exertion.</li> <li>✓ Reduce the weight of a load to limit force exertion.</li> <li>✓ Reposition a work table to eliminate a long/ excessive .reach and enable working in neutral postures.</li> </ul>

					<ul style="list-style-type: none"> <li>✓ Use diverging conveyors off a main line so that tasks are less repetitive.</li> <li>✓ Install diverters on conveyors to direct materials toward the worker to eliminate excessive leaning or reaching.</li> <li>✓ Require that heavy loads are only lifted by two people to limit force exertion.</li> <li>✓ Establish systems so workers are rotated away from tasks to minimize the duration of continual exertion, repetitive motions, and awkward postures. Design a job rotation system in which employees rotate between jobs that use different muscle groups.</li> <li>✓ Staff "floaters" to provide periodic breaks between scheduled breaks.</li> <li>✓ Properly use and maintain pneumatic and power tools.</li> <li>✓ Use padding to reduce direct contact with hard, sharp, or vibrating surfaces.</li> <li>✓ Wear good fitting thermal gloves to help with cold conditions while maintaining the ability to grasp items easily</li> </ul>
Safety signages & barricades	<ul style="list-style-type: none"> <li>✓ Unbarricaded work area.</li> <li>✓ No signages on site.</li> <li>✓ Speeding on site.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Trip &amp; fall</li> <li>✓ Unauthorised people on site.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Accidents</li> <li>✓ Injuries</li> </ul>	High	<ul style="list-style-type: none"> <li>✓ Barricade the work area.</li> <li>✓ Remove tripping hazards.</li> <li>✓ Inform all stakeholders on the construction work.</li> </ul>
✓ Connection, testing and	<ul style="list-style-type: none"> <li>✓ Incompetent employee</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employees committing</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> </ul>	High	<ul style="list-style-type: none"> <li>✓ Competent Employees</li> </ul>

commissioning.	<ul style="list-style-type: none"> <li>✓ Manual handling of heavy equipment</li> <li>✓ No lockout/tag on live equipment</li> </ul>	mistakes due to lack of knowledge <ul style="list-style-type: none"> <li>✓ Fingers trapped</li> <li>✓ Lifting equipment can fail</li> <li>✓ Not being aware of the risk job entails</li> <li>✓ Machinery starting unexpected</li> </ul>	<ul style="list-style-type: none"> <li>✓ Property Damage</li> </ul>		<ul style="list-style-type: none"> <li>✓ Issue a COC</li> <li>✓ Use of lockout procedure</li> <li>✓ Wear task specific PPE</li> <li>✓ Adhere to correct safe work procedure</li> <li>✓ Only trained electrician working on isolated and to isolate</li> <li>✓ Lock out procedure developed by a competent person</li> <li>✓ Inspect the equipment before any work can be carried</li> <li>✓ Appoint an electrical equipment inspector, machinery equipment inspector.</li> <li>✓ Display proper signage's</li> </ul>
<ul style="list-style-type: none"> <li>✓ Poor housekeeping</li> </ul>	<ul style="list-style-type: none"> <li>✓ Poor housekeeping</li> </ul>	Slip and fall injuries		Low	<ul style="list-style-type: none"> <li>✓ Ensure that everything has its storage place and everything is in its place.</li> <li>✓ Housekeeping should be done daily or after every activity</li> </ul>

### RISK ASSESSMENT MATRIX

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



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## **1. SCOPE OF WORK**

### **Maintenance of clarifier at Goudkoppies WWTW**

## **2. PURPOSE**

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

## **3. APPLICABILITY**

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

## **4. APPOINTMENTS**

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

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

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

Appoint:

1. Hand tool Inspector
2. Risk Assessor
3. Incident Investigator
4. First Aider
5. Portable electrical Inspector
6. Ladder Inspector
7. Fall protection Planner
8. Risk Assessor
9. Electrician
10. GMR 2(1)

## **5. INSURANCE**

The contractor and all its appointed sub-contractor(s) shall be registered with an appropriate compensation commissioner and have a valid letter of good standing from commissioner. The

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contractor is responsible for ensuring the Letter of Good Standing is valid for the entire duration of the project/contract. A copy of the letter of Good Standing must be kept in the SHE file.

## **6. COSTING FOR SHE REQUIREMENTS**

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

## **7. INDUCTION**

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

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

## **8. SUBMISSION OF SAFETY FILE**

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

## **9. RISK ASSESSMENT**

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


## **10. SAFE WORKING PROCEDURES / METHOD STATEMENTS**

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

- Incident investigation, emergency plan, waste management plan, PPE procedure, hand tool procedure, hazardous chemical substance procedure.
- Method statement for the entire works
- Electrical lockout/ isolation procedure

## **11. HAND TOOLS**

Hand tools include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

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Some examples include the following:

- If a chisel is used as a screwdriver, the tip of the chisel may break and fly off, hitting the user or other employees.
- If a wooden handle on a tool, such as a hammer or an axe, is loose, splintered, or cracked, the head of the tool may fly off and strike the user or other employees.
- If the jaws of a wrench are sprung, the wrench might slip.
- If impact tools such as chisels, wedges, or drift pins have mushroomed heads, the heads might shatter on impact, sending sharp fragments flying toward the user or other employees. The employer is responsible for the safe condition of tools and equipment used by employees. Employers shall not issue or permit the use of unsafe hand tools. Employees should be trained in the proper use and handling of tools and equipment.

Employees, when using saw blades, knives, or other tools, should direct the tools away from aisle areas and away from other employees working in proximity. Knives and scissors must be sharp; dull tools can cause more hazards than sharp ones. Cracked saw blades must be removed from service.

Wrenches must not be used when jaws are sprung to the point that slippage occurs. Impact tools such as drift pins, wedges, and chisels must be kept free of mushroomed heads. The wooden handles of tools must not be splintered.

Iron or steel hand tools may produce sparks that can be an ignition source around flammable substance. Where this hazard exists, spark-resistant tools made of non-ferrous materials should be used where flammable gases, highly volatile liquids, and other explosive substances are stored or used.

## **12. PORTABLE ELECTRICAL TOOLS**

Power tools must be fitted with guards and safety switches; they are extremely hazardous when used improperly. The types of power tools are determined by their power source: electric, pneumatic, liquid fuel, hydraulic, and po wider-actuated.

To prevent hazards associated with the use of power tools, workers should observe the following general precautions:

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.





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- Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters.
- Keep all people not involved with the work at a safe distance from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool.
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
- Maintain tools with care; keep them sharp and clean for best performance.
- Follow instructions in the user's manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance when operating power tools.
- Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts.
- Remove all damaged portable electric tools from use and tag them: "Do Not Use."

### 13. SPILLAGES

- Contain spill as best as possible using absorbent paper/s and or appropriate chemicals. If liquid has spilled from a container, return the container to the upright position to prevent further spread of the liquid.
- Close all drains to prevent the spill from reaching the environment.
- Switch off all electrical equipment in the vicinity of the spill.
- Cordon off the area and control access of unnecessary persons.
- Assist any person that has been exposed to chemical contamination.
- Ensure Spill kit is available.

#### Clean up spill as follows

- a) Put on all protective clothing, goggles and acid resistant gloves.
- b) Cover all wet spills with vermiculate
- c) Clean up dry spills using the scoop.
- d) Try not to mix chemicals when scooping up.
- e) Place all dry chemicals in a sturdy plastic bag, tie with bag ties, and label if contents are known and put into waste bin designated for chemical waste.
- f) Pick up all broken glass using tongs and put it into the broken glass containers supplied. Take note of all information on the labels from broken containers, both safety information and toxicity.
- g) Put used vermiculate into plastic bags and waste bins.



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#### 14. WORKING AT HEIGHTS

- A competent person must compile a fall protection plan for all tasks which will be done at elevated position.
- The requirements as per the Construction regulations for working at heights shall be complied with by the contractor at all times.
- The fall protection plan shall be specific to the work that will be conducted at elevated position and proper provision must be made for rescue of employees at heights.
- Fall protection plan must include fall risk assessment detailing proper controls to be implemented.
- All employees who their duties entail working at heights must be declared medically fit by an Occupational Health Practitioner for working at heights.
- Employees who will be working at heights must be trained by a competent service provider for working at heights and must be trained on use of fall prevention/arrest devices to be used at heights.
- Employees working at height must be trained on the latest approved fall protection plan before work commences at height.

#### 13. MEDICAL SCREENING REQUIREMENTS

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



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#### **14. TOOLBOX TALKS**

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

#### **15. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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

#### **16. WORKPLACE SIGNAGE**

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

#### **17. INCIDENT REPORTING AND INVESTIGATION**

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

#### **18. NOTIFICATION OF CONSTRUCTION WORK**

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

#### **19. COMPLIANCE MONITORING**



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

## **20. PROJECT COMPLETION**

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



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#### Project details

**Project Scope: Maintenance of clarifier at Goudkoppies WWTW.**

**Depot / Site / Department: Goudkoppies WWTW**

**Estimated duration: TBC**

#### Documents required

Letter of Good Standing	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
SHE plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Risk Assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Safe working Procedures	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Notification of Construction work	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Inspection registers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

#### Items required before starting

Medicals	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Vaccinations	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
PPE (boots, hard hats, overall)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Induction	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Approval from OHS	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

#### APPOINTMENTS AND COMPETENCIES

##### Construction Supervisor

Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CV (and/ certificates) <i>Electrician</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

##### Safety Officer

Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

**NB\* Other appointments will be based on the number of employees on site as required by law.**



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## RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES

CONTRACTOR:

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

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

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

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