

Turbine Hall 65 Nteng Piliso Newtown P O Box 61542 Marshalltown 2107 Tel : (011) 688-1400 Fax : (011) 688-1056				 Johannesburg Water		PAGE NO. CLOSING DATE AND TIME 29-Oct-24 12:00 Date of Issue 21 October 2024			
INITIATING DEPARTMENT Electro-Mech		INITIATOR Nkosinathi Zitha		QUOTATION DATE 60 DAYS		VALIDITY 7 DAYS			
QUOTATION REFERENCE		COLLECTIVE NO.							
RFQJW0189BZ24 - Replacement of gate at Liefde En Vrede SPS									
QUOTATION REQUESTED FROM									
				QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR SPECIFIC GOALS AS PER PPPFA 2022					
				ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD)					
				JW Contact Person : - Email Address : baxolile.zulu@jwater.co.za Telephone Number : 011 688 1452					
ITEM NO.	DESCRIPTION	DESCRIPTION OF ITEM OFFERED	UOM	QTY REQUIRED	PRICE QUOTED EXCL. OF V.A.T.	DISCOUNT	PRICE QUOTED INCL. OF V.A.T.		
	Scope of work: Replacement of gate at Liefde En Vrede SPS								
1	Replacement of the gate with the following minimum specs:								
A	2.3m x 2.3m steel lockable gate and one side with a pedestrian's gate with sparks on top.								
B	Remove concrete palisade fence to accommodate the new gate								
C	Deliver the old gate at Ffennell road depot								
2	Safety in line with the SHE spec								
3	Project delivery period								
	Evaluation criteria (Minimum of 60% to be achieved for quote to be considered)								
A	Whether or not the Vendor understood the RFQ specification								
B	Project delivery period (40%)								
	NB: QUOTATION WILL NOT BE CONSIDERED IF ITEM 3A IS NOT MET								
	Compulsory site briefing:								
	Date and time: 23 Oct @10.00am								
	Site address: Liefde En Vrede sewer pump station: GPS coordinates (S26 19 10.4 E28 02 55.9)								
	Contact details: Nkosinathi Zitha @078 595 6655/072 537 1344								
	NB: QUOTES TO BE EMAILED TO: JW Direct Quotations <jw.directquotations@jwater.co.za>								
	SPECIFIC GOALS								
	QSEs- Businesses owned by people who are black- 51% or more	10							
	Youth - Businesses owned by Black People - 51% or more	10							
	TECHNICAL EVALUATION CRITERIA								
	QUOTE SUBMITTED MUST BE ON VENDOR'S COMPANY LETTER HEAD								
	ALL QUOTES MUST BE IN PDF FORMAT								
	ALL QUOTES MUST BE INCLUSIVE OF VAT IF NOT APPLICABLE KINDLY INDICATE								
	ALL QUOTES TO BE EMAILED TO:								
	RFQ REFERENCE TO BE QUOTED IN THE EMAIL SUBJECT BOX								
	NB: All suppliers responding to RFQs should use their own company letter head not JW RFQ Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION.								
	Please also attach a valid lease agreement of the business or municipal account not in arrears for more than 90 Days								
	NB: All Quotes should be on PDF (MS WORD, MS EXCEL) PICTURES ARE NOT ALLOWED								
	NB: All suppliers responding to RFQs should use their own company letter head not JW RFQ Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION.								
OFFICIAL STAMP		AUTHORISED BY:	1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED. 2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED 3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT 4. QUOTATIONS WITHOUT THE SUPPLIER'S AUTHORISED SIGNATURE WILL NOT BE ACCEPTED. (ONLY IF QUOTED ON THE JW RFQ TEMPLATE) 5. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY 6. TOTAL QUOTATION VALUE TO INCLUDE VAT WHERE APPLICABLE						
		SIGNATURE:							
		DATE:							



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1. SCOPE OF WORK

Replacement of gate at Liefde En Vrede Sewer Pump Station

2. PURPOSE

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

3. APPLICABILITY

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

4. APPOINTMENTS

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

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

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

Appoint:

1. Hand tool Inspector
2. Portable electrical tool Inspector
3. Risk Assessor
4. Hazardous Chemical Coordinator
5. Ladder Inspector
6. Construction Supervisor

5. INSURANCE

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

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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

11. HAND TOOLS

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

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.



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- 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 power-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.
- 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.



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- 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. WORKING AT HEIGHTS (The use of a ladder)

- 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.

14. BEST PRACTICES FOR LIFTING HEAVY MATERIAL

- If available, use equipment (e.g. cart, hand truck) to move the object that are heavy or need to travel a long distance.
- Assess the object's weight. If the object is too heavy or bulky, ask a coworker for help
- If possible, disassemble larger objects into smaller, more manageable parts
- Ensure a safe path free of debris and obstacles.
- Ensure a clear line of vision when carrying objects.



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15. 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)

16. 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.

14. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractor must issue their employees SABS approved PPE. A copy of the PPE issue register signed by the employee issued with the PPE must be kept in the SHE file.
- Contractor Supervisor are required to conduct continuous inspections of the PPE issued to their employees to ensure that they are still in good condition to be used by the employee or they still comply with manufacture requirements.



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- 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

15. 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.

16. 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.

17. NOTIFICATION OF CONSTRUCTION WORK

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

18. COMPLIANCE MONITORING

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

19. 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: Replacement of gate at Liefde En Vrede Sewer Pump Station

Depot / Site / Department: Electro-Mech - Liefde En Vrede

Estimated duration: TBC

Documents required

Letter of Good Standing	Yes	☒	No	☐	N/A	☐
SHE plan	Yes	☒	No	☐	N/A	☐
Risk Assessment	Yes	☒	No	☐	N/A	☐
Safe working Procedures	Yes	☒	No	☐	N/A	☐
Notification of Construction work	Yes	☒	No	☐	N/A	☐
Inspection registers	Yes	☒	No	☐	N/A	☐

Items required before starting

Medicals	Yes	☒	No	☐	N/A	☐
Vaccinations	Yes	☐	No	☒	N/A	☐
PPE (boots, hard hats, overall)	Yes	☒	No	☐	N/A	☐
Induction	Yes	☒	No	☐	N/A	☐
Approval from OHS	Yes	☒	No	☐	N/A	☐

APPOINTMENTS AND COMPETENCIES

Construction Supervisor

Appointment	Yes	☒	No	☐	N/A	☐
CV (and/ certificates)	Yes	☒	No	☐	N/A	☐

Safety Officer

Appointment	Yes	☐	No	☒	N/A	☐
CV (and/ certificates)	Yes	☐	No	☒	N/A	☐

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



OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

PROJECT NUMBER:	JW RFP
PROJECT LOCATION:	Electro-Mech- Liefde En Vrede SPS
PROJECT DESCR:	Replacement of gate at Liefde En Vrede Sewer Pump Station

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
Business Management and Administration	✓ Non-compliance by contractor, non-provision of required mandatory documents	✓ Legal liability	✓ Delay of the project.	M	✓ Directors shall ensure all legal documents are in place. Ensure full compliance with JW specification,
	✓ Use of incompetent workforce	✓ Poor quality of works.	✓ Damages of existing infrastructure	M	✓ Contractor to ensure that all activities are done by competent personnel. ✓ Full time competent supervisor to be always available.
Safety file	✓ Unapproved safety file/ working without safety file	✓ Unsafe work conducted in the client's premises. ✓ Non-adherence to the client's safety requirements.	✓ Injuries, damage to property	M	✓ Compile safety file and submit it to the OHS department for approval. ✓ Ensure all employees are inducted. ✓ Risk Assessment, policies, safe working procedures to be communicated to all the workers. ✓ Ensure all inspection checklist and registers are in place and inspections are done accordingly.
Personnel Safety and Welfare	✓ Potential exposure of unauthorized personnel who can be injured	✓ injury to persons	✓ Public liability,	M	✓ Site Hoarding ✓ Security measures (Visible Policing) ✓ Safety Signage ✓ Information / Induction of personnel & visitors

					✓ PPE issue, maintenance and enforcement
Access control / entry and exit	✓ Unauthorised entry to site ✓	✓ Theft ✓ Criminal activities ✓ Injury to public ✓ Vehicle collision	✓ Injuries ✓ Loss of assets ✓ Property damage	M	✓ Mandatory PPE to be used ✓ Conduct induction for employees, visitors and contractors. ✓ Driving with due care & attention ✓ Adherence to site safety signage ✓ Never block access and egress routes with materials and equipment ✓ Site tidiness maintained by cleaning up during work, at end of day and(major) weekly to avoid slips and trips – Clean as you go. ✓ No protruding nails allowed: all such nails must be clawed out or hammered flat so as to foot injuries
Transportation of material to site	✓ Unsafe road conditions ✓ Un-road worthy vehicles ✓ Equipment and material not safely secured ✓ Incompetent drivers ✓ Driving under the influence of alcohol ✓ Inclement weather ✓ Speeding	✓ Vehicle accidents/ collisions	✓ Personal injuries ✓ Property damage ✓ Third party liability	M	✓ Adherence to the speed limit ✓ Only competent/ authorised drivers should operate the vehicle ✓ Inspection of vehicles ✓ Equipment and material to be properly secured ✓ Alcohol testing to be done
Offloading of material	✓ Faulty machinery ✓ Poor ergonomics ✓ Equipment (suspended load)	✓ Hands can be caught in between materials ✓ Obstructed walkways by materials	✓ Injuries ✓ Back pains	M	✓ The correct PPE must be worn ✓ Designate the stacking areas and put signs ✓ Stacking and storage inspector must be appointed and in charge

	falling on employees. ✓ Unsafe slings and guide ropes ✓ uneven surface	✓ Unsafe stacking of materials			
Stripping of old gate	✓ Old gate	✓ Awkward position	Injury to personnel Equipment Damaged of material/property	H	✓ HSE instructing at the working place before operations commencement / Inspection. Trained Personnel / Follow procedures
Remove four concrete palisade fence	✓ Uneven ground	✓ Slip/tripping	Personnel injuries	M	✓ Use of proper PPE like Rubber boots. ✓ DSTI's to be conducted before each activity. ✓ Work to be supervised by competent person.
Installation gate	✓ Gate and all associated materials	✓ awkward position	✓ Injury to personnel Equipment Damaged/Dropped	H	✓ Safe working procedure to be discussed before operations commencement. Only competent personnel to do the installation.
	✓ Sharp edges	✓ Exposure to sharp edges	✓ Cuts, laceration, puncture	M	✓ Provide and use proper PPE- Safety Boots, Safety Gloves, Helmet, Safety Goggles etc. ✓ Competent personnel to do the job ✓ Supervision at all times
	✓ Heavy Objects	✓ Personnel may underestimate the object	✓ Back injury	M	✓ Provide training in safe manual handling techniques. ✓ where possible, be done by using mechanical equipment to prevent or reduce any potential manual handling hazards. ✓ Wear proper PPE. ✓ Proper job planning and supervision.

					✓ Use of correct/proper ergonomic technics when handling precast wall.
✓ Use of tools (Hand tools/ Portable Electrical tools)	✓ Exposure to flying particles. ✓ Defected tools ✓ Lack of competence	✓ Eye injury-Flying particle ✓ Amputations & lacerations-contact with blade ✓ Electric shock	M	✓ Discuss safe working procedures. ✓ Use of competent personnel ✓ Use of suitable PPE for the activity ✓ All tools must be suitable for the activity and in good condition.	
✓ Existing Holes	✓ Tripping and falling	✓ Fractures	M	✓ Safe working procedure must be in place. ✓ Pre-start Risk Assessment must be done.	
✓ Rubble	✓ Unidentified rubble area. ✓ Lack of knowledge with regards to legal obligations	✓ Pollution of environment ✓ Unauthorised personnel /public ✓ Illegal disposal	M	✓ Rubble area must be demarcated. ✓ The rubble hip should not exceed 1,5 high. ✓ Rubble must be disposed off to the legal dumping site (Proof of disposal must be available).	
✓ Use of drill ✓ Drilling usage ✓ Vibration	✓ Not following the procedure ✓ Eye penetration ✓ Cuts ✓ Over exposure	✓ Injuries ✓ Property damage ✓ Damaged hearing ✓ Raynaud's syndrome	M	✓ Only the competent personnel to perform task ✓ Works foreman to issue appropriate PPE for the task (Safety Googles, gloves) ✓ Ensure that there are rest period every 30 minutes	
✓ Hand tools	✓ Using the wrong tool for the job ✓ Using damaged tools ✓ Lack of skill	✓ Injuries	L	✓ All tools must be visually inspected before use ✓ Faulty tools must be replaced. ✓ Use the right tool for the job ✓ Use tools according to manufacturers' specification	
✓ Flying debris	✓ Eye penetration	✓ Eye injuries/ blindness`	L	✓ Safety googles shall be worn by	

					employees when cutting
	✓ Use of faulty portable electrical equipment	✓ Contact with exposed tools	✓ Injuries ✓ Damage to property.	L	✓ Portable Electrical Equipment used must be in good working condition. ✓ Portable electrical Safe working Procedure to be discussed. ✓ Use of corrective PPE.
	✓ Working on elevated positions	✓ Falling from height	✓ Multiple injuries ✓ Fatality	L	✓ Supervision by competent person. ✓ Follow safety procedures. ✓ Fall protection plan to be communicated to all the workers. ✓ All equipment used shall be properly maintained. ✓ Use Proper PPE
Excavation Work for gate way	✓ Dry soil	✓ Dust	✓ Injury ✓ Respiratory diseases	L	✓ Safe working procedures to be communicated to all employees, ✓ Use correct PPE
	✓ Use of picks and shovels employees struck by tools	✓ Open holes	✓ Injuries to workers and members of the public, damage	L	✓ Employees using picks must at least have a gap of 2 meters between each other to prevent injuries. ✓ All employees doing manual excavations must wear gloves.

	✓	✓	✓		✓ All holes must be barricaded during work shift. ✓ All holes must be closed at the end of each shift and not left open after work shift has ended. ✓ There must be fulltime supervision.
	✓ Underground Services	✓ Striking of buried services	✓ Electric-shock, serious injuries	H	✓ Where available, locate services with a calibrated locator. ✓ Only manual excavations close to any existing services. ✓ Assume all service to be live (Unless confirmation is received to confirm that services are isolated or otherwise made safe). ✓ Establish what services are in the area. Consult drawings and advice from service provider when planning work in a certain area. Obtain wayleaves.
	✓ Backfilling and compaction under floors	✓ Compactor	✓ Foot injuries	L	✓ Competent personnel to operate the compactor. ✓ Check-list for the compactor,

					✓ proper maintenance of compactor.
Manual handling	✓ Load Weight, Size Shape, Location. Lifting, Moving, Carrying, Lowering	✓ Equipment Dropped.	✓ Injury to Personnel/ Third Party Personnel. Physical Damage to Equipment	M	✓ Manual Handling/ Trained Personnel/ Onshore Base Safety Handbook/ Site Toolbox Talk/ Weight Identification/ Warning Signs/PPE / Posted Safety Notices.
	✓ Loosening and fastening of items ✓ Handling of too heavy loads	✓ Pinching ✓ Fall ✓ Handling of heavy objects	✓ Finger cuts ✓ Back pain ✓ Muscle injuries if the load is too heavy	M	✓ Use of correct tool for the job at hand ✓ When using spanners work away from your body ✓ Where possible use ring spanners when tightening bolts ✓ Do not work in an uncomfortable/ awkward positions. ✓ Personnel should be aware of safe manual handling techniques ✓ Wear PPE, safety boots, gloves ✓ Awareness training for correct lifting methods, use of legs and not your back ✓ Ensure good housekeeping to eliminate tripping and falling hazards ✓ Employees to get assistance if the load is too heavy- team lift if possible ✓ Use mechanical lifting and carry aids where possible ✓ Personnel to ensure item being carried is properly bonded or is not liable to break apart whilst being manually handled
	✓ Working near Overhead Services	✓ Contact with live services	✓ Injury to personnel Damage caused to services	H	✓ Look First! Check the area for overhead power lines before bringing in equipment such as

					cranes, backhoes, and boom trucks. ✓ Use a signaler if equipment or its load is closer than one boom length to overhead power lines. ✓ Maintain the minimum distance from power lines. ✓ Fulltime supervision is required.
Off loading and loading of material	✓ Faulty machinery ✓ Poor ergonomics ✓ Falling of suspended load over employees	✓ Pinch ✓ Obstructed walkways by materials ✓ Unsafe stacking of materials	✓ Hand injuries ✓ Back injuries ✓ fatality	M	✓ Ensure area identified for offloading is even and ground is stable ✓ Area must be barricaded and no unauthorised entry allowed ✓ Performing manual loading/ offloading comply to manual handling procedure ✓ Ensure loads are hooked correctly when offloading with mobile crane ✓ Only use certified lifting equipment ✓ Only a competent person to perform rigging and slinging ✓ No person allowed under suspended loads
Fire	✓ Littering on site ✓ Fire lit on site ✓ Smoking near flammable substances ✓ Improper storage of hazardous substances	✓ Fire explosions ✓ Injuries to pedestrians, property damage through fire	✓ Injuries ✓ Damage to property ✓ fatality	M	✓ No littering on site which could become fire hazard, maintain site in clean condition. ✓ No fire to be lit on site. Always have a serviced fire extinguishers at hand ✓ No smoking or naked flame near flammable substances ✓ Ensure proper storage/ use of flammable substances and post warning notices.

Hazardous Chemical substances (HCS)		✓ Not using HCS in accordance with MSDS ✓ Not wearing proper PPE	✓ Skin irritation ✓ Absorption of HCS through skin ✓ Eye irritation ✓ Injuries	M	✓ Use substances in accordance with MSDS, particularly reference PPE required. ✓ Regular inspection of all HCS ✓ First aider trained in regard to MSDS requirements
Housekeeping	✓ Poor housekeeping ✓ Poor stacking and storage ✓ Poor waste management	✓ Slip trips and Falls	✓ Minor to serious injuries ✓ Damage to property ✓ Fatality	L	✓ Equipment shall be stacked properly in a safe place ✓ All tripping hazards shall be removed from working site ✓ Designated walkways to be used ✓ Full waste bins to be emptied on regular basis ✓ All waste generated to be placed in bins or bags
Personal Protective Equipment (PPE)	✓ Not wearing proper PPE	✓ Skin exposure to dust	✓ Injuries ✓ Health conditions	M	✓ All employees must be issued with the required PPE as identified in risk assessment ✓ All employees to be trained in the use, maintenance and limitations of PPE ✓ Regular PPE inspections conducted by supervision ✓ Damaged PPE must be replaced immediately
Stacking and storage	✓ Heavy material ✓ Sharp protruding edges ✓ Unstable load ✓ Exposed hands ✓ Hot work	✓ Wrong lifting technique ✓ Skin contact ✓ Falling on employees ✓ Getting pinched ✓ Burns	✓ Back injuries ✓ Falling objects ✓ Injuries ✓ Burns	M	✓ Training in proper lifting techniques ✓ Provide employees with gloves ✓ Ensure that the load is well supported ✓ Provide lifting machinery where load is too heavy.
Housekeeping	✓ Poor housekeeping	✓ Trip and fall	✓ Trip and fall injuries	M	✓ Remove all equipment/ tools that will not be needed for the tasks ✓ Clean all the areas after each task

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

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.

1. GENERAL CONDITIONS

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

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

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

a) 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
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

3.1.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) 0$$

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:

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)	Number of points claimed (80/20 system)	Proof of documents per specific goals
QSEs- Businesses owned by people who are black- 51% or more	10		Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI/CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath
Youth - Businesses owned by Black People - 51% or more	10		Valid BBBEE Certificate issued by SANAS accredited verification agency or Affidavit sworn under oath.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

- 4.5. 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.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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, shareholder²):.....

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.

.....

¹MSCM 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.

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

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

3.9.1 If yes, furnish particulars.....

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

3.10.1 If yes, furnish particulars.

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

3.11.1 If yes, furnish particulars

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	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐

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

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js367bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

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

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

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

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

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

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

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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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



a world class African city



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

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

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

Directors:

Ms Gugulethu Phakathi (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Johan Koekemoer (Financial Director and Executive Director), Mr Phetole Modika, Mr Siphamandla Mnyani, Mr Siyabonga Mthembu,
Mrs Zandile Meeleso, Mr Pholoso Matjele, Mr Kgaile Mogoye, Mr Sandiso Mgengwana, Mr Molate Mashifane, Ms Pamela Mabece,
Mr Lunga Bernard

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30