


Turbine Hall 65 Ntshini Pillar Newtown P.O. Box 61542 Marshalltown 2107 Tel : (011) 688-1400 Fax : (011) 688-1556				 Johannesburg Water		PAGE NO.			
						CLOSING DATE AND TIME			
						10-Sep-25		12:00	
						Date of Issue		01 September 2025	
INITIATING DEPARTMENT		INITIATOR				QUOTATION DATE		VALIDITY	
Langlaagte Depot		Tshepiso Twala				60 DAYS		7 DAYS	
QUOTATION REFERENCE		COLLECTIVE NO.							
RFQJW1060BZ25 -S6m B Grade Used Shipping Containers									
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:								
1	S6m B Grade Used Shipping Containers								
	The surface must be leveled, and the sewer should be connected to the existing sewer line. Electricity and Aircon should be connected on the container.								
	• 6m Painting wire brushed, treated for rust, paint the exterior of the container (One Color of Choice)								
	• 6m Internal Insulation -40mm polystyrene & 0.5mm Chromodek panel (Walls & Roof)								
	• 1 x Internal partition – 40mm polystyrene & 0.5mm Chromodek panels								
	• 1 x Steel doors with a heavy-duty mortise lockset								
	• 1 x Internal Door (For Bathroom)								
	• 1 x Security Gate								
	• 2 x 900 x 900 Aluminium PTT69 Windows								
	• 1 x 600 x 600 Aluminium PT66 Window								
	• 1 x Distribution board with earth leakage and circuit breaker								
	• 1 x 4ft Fluorescent Light								
	• 1 x Waterproof Bowl Light								
	• 2 x Single Lever Light Switches								
	• 2 x 16amp double Plug Points								
	• 1 x Toilet Set - No Cubicle								
	• 1 x Basin Hot Water with Pedestal								
	• 1 x Geyser 150L with isolator								
	• 1 x Shower Room with Pivot Glass Complete								
	• 4m x 2.4m Vinyl Flooring								
	• 2m x 2.4m Rubberised Flooring								
	• 6m COC Certificate								
	• Delivery to Turffontein								
	OHS Requirements :Safety File								
	Contact Person:								
	Venue: Venue: Langlaagte Depot (2 Link Road)								
	Tshepiso Twala								
	011 681 7816								
	Type: Compulsory Site Briefing								
	Purpose: To assess site conditions and clarify the scope of work								
	Date: 05 September 2025								
	Time:12:00								
	PLEASE NOTE THAT SUBMISSIONS MUST BE MADE ON : baxolile.zulu@jwater.co.za								
	SPECIFIC GOALS	POINTS							

	Businesses located in region within COJ. COJ municipality or Gauteng province	20						
	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.					
		SIGNATURE:.....	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					
		DATE:.....	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					



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

PROJECT NUMBER:	RFQ
PROJECT LOCATION:	Langlaagte Depot
PROJECT DESCR:	Supply & install S6m B Grade Used Shipping Container

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
Submission of Safety file	<ul style="list-style-type: none"> ✓ Unapproved safety file/ working without safety file 	<ul style="list-style-type: none"> ✓ Unsafe work conducted in the clients premises ✓ Non adherence to the clients safety requirements 	<ul style="list-style-type: none"> ✓ Fatalities, injuries, damage to property 	High	<ul style="list-style-type: none"> ✓ Compile safety file and submit it to the OHS department for approval ✓ Employees need to be inducted ✓ Employees work and safety file will be audited and monitored while they are on site
Transportation of material to site	<ul style="list-style-type: none"> ✓ Unsafe road conditions ✓ Un-road worthy vehicles ✓ Equipment and material not safely secured ✓ Incompetent drivers ✓ Driving under the influence of alcohol ✓ Inclement weather ✓ Speeding 	<ul style="list-style-type: none"> ✓ Accident 	<ul style="list-style-type: none"> ✓ Personal injuries ✓ Property damage 	High	<ul style="list-style-type: none"> ✓ 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 and loading	<ul style="list-style-type: none"> ✓ Faulty machinery ✓ Poor ergonomics 	<ul style="list-style-type: none"> ✓ Hands can be caught in between materials 	<ul style="list-style-type: none"> ✓ Injuries ✓ Back sprain 	Low	<ul style="list-style-type: none"> ✓ The correct PPE must be worn ✓ Designate the stacking areas and put signs

	<ul style="list-style-type: none"> ✓ Equipments (suspended load) falling on employees ✓ Unsafe slings and guide ropes ✓ uneven surface 	<ul style="list-style-type: none"> ✓ Obstructed walkways by materials ✓ Unsafe stacking of materials 			<ul style="list-style-type: none"> ✓ Stacking and storage inspector must be appointed and in charge
<p>Site establishment:</p> <ul style="list-style-type: none"> ✓ Preparation of the ground surface ✓ Fencing of site ✓ Placing of containers ✓ Electrical installation ✓ Installation of welfare facilities ✓ Placing of office equipments 	<ul style="list-style-type: none"> ✓ Material handling ✓ Use of hand tools to erect the structure/ container 	<ul style="list-style-type: none"> ✓ Falling material and equipments ✓ Unsafe use of hand tools 	<ul style="list-style-type: none"> ✓ Personal injury ✓ Personal injuries 	Low	<ul style="list-style-type: none"> ✓ Handling material with care ✓ Do not handle more material than you are capable of carrying ✓ Compile safe use of hand tool procedure ✓ Train employees on the correct use of hand tools ✓ Appoint a hand tool inspector ✓ Inspect all hand tools before use ✓ Report damaged hand tools ✓ Remove damaged hand tools from the site to prevent unauthorised use ✓ Wear hand gloves
Access control / entry and exit	<ul style="list-style-type: none"> ✓ Unsafe camping site 	<ul style="list-style-type: none"> ✓ Inadequate security / no security 	<ul style="list-style-type: none"> ✓ Injuries, ✓ Theft / criminal activities 	Moderate	<ul style="list-style-type: none"> ✓ Appoint PSIRA accredited security guard
Locating existing pipes	<ul style="list-style-type: none"> ✓ Existing underground services 	<ul style="list-style-type: none"> ✓ Explosion, electrocution, damage service, asbestos pipe 	<ul style="list-style-type: none"> ✓ Fatalities, injuries 	Moderate	<ul style="list-style-type: none"> ✓ Get existing pipe drawings ✓ Check relevant Authority (e.g. power, water, gas, council) records for location of services. ✓ If in doubt uses experienced/ accredited service locators.

					<ul style="list-style-type: none"> ✓ When using hand prodders to locate pipes, prodders must never be driven in to the ground by hammers or other implements.
Excavating	<ul style="list-style-type: none"> ✓ Use of hand tool 	<ul style="list-style-type: none"> ✓ Unsafe use of hand tool 	<ul style="list-style-type: none"> ✓ Personal injuries 	Moderate	<ul style="list-style-type: none"> ✓ Adherence to the hand tool procedure ✓ Report damaged tools ✓ Use the right tool for each job ✓ Appoint excavation supervisor
	<ul style="list-style-type: none"> ✓ Accessing the trench 	<ul style="list-style-type: none"> ✓ Unsafe accessing of the trench / leaving the trench 	<ul style="list-style-type: none"> ✓ Falling injuries 	Moderate	<ul style="list-style-type: none"> ✓ Use a ladder to access the trench/ exit the trench ✓ Appoint ladder inspector ✓ Inspect the ladder before use
Supply of shipping container	<ul style="list-style-type: none"> ✓ Un-roadworthy vehicles 	<ul style="list-style-type: none"> ✓ Driving vehicle which was not inspected. 	<ul style="list-style-type: none"> ✓ Damage to property and people for driving vehicle which was not inspected. 	High	<ul style="list-style-type: none"> ✓ Delivery vehicles shall be inspected prior entering site.
	<ul style="list-style-type: none"> ✓ Un-licensed drivers 	<ul style="list-style-type: none"> ✓ Failure to follow road rules by driving without driving license. 	<ul style="list-style-type: none"> ✓ Injuring the people and damage to properties on site for driving without driving licence 	High	<ul style="list-style-type: none"> ✓ All drivers shall be licensed, certified, and authorized to drive on site.
	<ul style="list-style-type: none"> ✓ Public Safety/Traffic Control 	<ul style="list-style-type: none"> ✓ Failure to notify relevant road traffic authorities in municipality. ✓ Unsecured load 	<ul style="list-style-type: none"> ✓ Road accidents ✓ Injuries ✓ Property damages ✓ Traffic fines 	High	<ul style="list-style-type: none"> ✓ Notify Traffic authorities. ✓ Secure load. ✓ Travel when there is less traffic or be escorted by Traffic Officials.

	✓ Reckless driving	✓ Failure to obey road traffic signs and rules	✓ Damaged to property and injuring people for not obeying road traffic sign	High	✓ Operators to be competent and experienced obeying all traffic signs and warnings.
	✓ Drinking and driving	✓ Serious injuries/ Damage to property for driving under the influence of alcohol	✓ Serious injuries/ Damage to property	High	✓ Alcohol random test to be done to all Operators. ✓ Drivers that shall be found under the influence of alcohol will not be permitted to drive on site.
	✓ Truck without reversing alarm	✓ Truck bumping employees due to no reversing alarm	✓ Serious injuries to personnel for truck reversing on site without fitted reverse alarm	Moderate	✓ All trucks must be fitted with reverse alarms to ensure clear warning is given to employees.
	✓ Untrained lifting truck operator and Guide man/ Signalman	✓ Crane to topple up.	✓ Damage to property/ ✓ serious injury for parking the crane without stoppers	Extreme	✓ Only competent persons to operate the crane and guide the load. ✓
	✓ Working load calculations	✓ Load on any rigging component not calculated correctly.	✓ Damage to property ✓ Injuries to people	Extreme	✓ Properly calculate loads on every rigging component prior to use of rigging. ✓ Develop a rigging study and method.
	✓ Lifting truck and offloading container	✓ Truck outriggers hydraulic system failure/ leakage. ✓ Unstable outriggers	✓ Damage to property/environment impact for not using drip trays	Extreme	✓ Operators licensed must be checked to ensure he is authorized and certified. ✓ Barricade the working area.

		<ul style="list-style-type: none"> ✓ Uneven floor area or ground surface. ✓ Damaged crane boom 			<ul style="list-style-type: none"> ✓ No unauthorised employee should be inside the barricaded area. ✓ Inspections to be conducted prior any activity. ✓ Analyze work site for slippery or loose rocks, falling hazards on the ground and/or overhead hazards. ✓ All leakage to be reported, drip trays to be used on suspected leaks
	✓ Line safety	<ul style="list-style-type: none"> ✓ Improper inspection of equipment. ✓ Faulty setup of equipment. 	<ul style="list-style-type: none"> ✓ Damage to property ✓ Injuries to people 	Extreme	<ul style="list-style-type: none"> ✓ Rigging team should be educated and trained on how to inspect, setup, and operate equipment. ✓ All equipment will be inspected prior to use. ✓ Wear job specific Personal Protective Equipment (PPE) ✓ Use a trained line man.
	✓ Communication	<ul style="list-style-type: none"> ✓ Poor communication between the rigging team when the load is still suspended in the air. ✓ Load falling on passerby 	<ul style="list-style-type: none"> ✓ Property damage ✓ Injuries 	Extreme	<ul style="list-style-type: none"> ✓ Conduct a tailgate briefing session at the beginning of each project. ✓ Coordinate how the crew will communicate. ✓ Use verbal and nonverbal communication to move load (hand signals and radios). ✓ Always acknowledge that commands have been received and understood. ✓ Brief and educate the crew on the terminology and use of equipment prior to handling.

					✓ Implement an emergency evacuation plan.
	✓ Lifting operation	<ul style="list-style-type: none"> ✓ Incompetent Operator ✓ Unsafe Lifting Machine (Substandard) ✓ Man - Machine interface. ✓ Defecting Lifting equipment (slings, chains, ropes etc.) ✓ Incorrect lifting equipment used for specific operations. ✓ Uneven surfaces ✓ Surrounding structures and other machinery or equipment ✓ Incompetent Rigger ✓ Inclement Weather (high winds, lightning) ✓ Poor ground conditions 	✓	Extreme	<ul style="list-style-type: none"> ✓ Only appointed competent Operator will be authorised to operate lifting machinery (Competency must be valid) ✓ Lifting Machine must be inspected before use, and finding to be recorded on checklist, any deviations must be recorded and reported to supervisor. ✓ Load test certificate and maintenance schedule (Service history) must be available and valid for the lifting machine to be used. ✓ All lifting equipment must be inspected before use and findings to be recorded on a checklist, any deviations must be recorded and reported to Supervisor. ✓ Load test for all lifting equipment must be valid and available on site. ✓ Appointed / competent Rigger to indicate the correct lifting equipment to be used. Rigger to use a whistle as communication method when lifting is taking place to warn surrounding areas. ✓ Operator to inspect work area before work, to identify any unsafe ground conditions or

					<p>uneven surfaces, Operator to ensure outrigger are used with base plates to level the lifting machine.</p> <ul style="list-style-type: none"> ✓ Lifting operations will not be allowed in windy conditions or when raining. ✓ SWP & Risk assessment to be communicated to all involved with lifting operations. ✓ Lifting area to be barricaded with solid barricading and warning signage to be posted. No other work operations will be allowed in close vicinity with the lifting operations. ✓ Ensure 3-point contact when climbing on and off the lifting machine. ✓ Lifting equipment to be clearly and conspicuously marked with the maximum SWL that it is designed to carry safely. When the SWL varies with the conditions of use, the table of maximum loads should be used by the Operator. ✓ Lifting equipment be fitted with a brake or other applicable device capable of holding the load. This brake or device must automatically prevent the downward movement of the load when the lifting power is interrupted.
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	✓ Using low beds	✓ Nip points for not using gum-poles	✓ Damage to property	Moderate	✓ Three months inspection on the crane must be checked before work commence.
Partitioning of walls/ with dry wall	✓ Use of hand tools	✓ Inappropriate tool use ✓ Incorrect tool for the job ✓ Uninspected tool ✓ Warn out hand tool ✓	✓ Hand injuries	Moderate	✓ Hand tool procedure to be developed and implemented ✓ Proper selection of hand tools based on the job to be done ✓ Inspection of hand tools before work commences by a hand tool inspector appointee ✓ All employees who are using hand tools to be trained based on the hand tool procedure and the manufacture specification
	✓ Use of portable electrical tools	✓ Unsafe electrical tools ✓ Uninspected tools	✓ Electrocution ✓ Injuries	High	✓ Safe work procedure for portable electrical tools to developed and implemented ✓ Inspection checklists to be developed for individual tools onsite and completed prior to use
	✓ Use of ladder	✓ Unsafe ladder ✓ Un-inspected ladder ✓ Incorrect ladder used for the work ✓ Falling from heights	✓ Injuries ✓ Fatality ✓ Damage to property ✓ Work stoppage	Moderate	✓ Safe work procedure on the use of ladder to be developed and implemented ✓ Ladder inspector appointee to be done by the contractor. ✓ Ladder inspector to conduct inspection of ladder(s) ✓ Correct selection of the ladder to be used must be done by the contractor
Installation of doors	✓ Glass door ✓ Passer-by's	✓ Hands/ fingers caught between the door and door frame	✓ Caught between injuries/ splint ✓ cuts ✓ Injuries	High	✓ Be alert and place a door stopper to prevent the door

		<ul style="list-style-type: none"> ✓ Broken / shattered glasses ✓ Movement of employees around the work area 			<ul style="list-style-type: none"> from closing on you accidentally, ✓ Wear hand gloves, eye protection, steel toe safety shoes and overalls ✓ Barricade the work area and prevent employees from moving around the work area
Repair/ install lighting/ light bulb	<ul style="list-style-type: none"> ✓ Use of ladder/ working from an elevate position 	<ul style="list-style-type: none"> ✓ Falling from height 	<ul style="list-style-type: none"> ✓ Injuries 	High	<ul style="list-style-type: none"> ✓ Place construction signs ✓ Barricade the area ✓ Supervisor should always be at work ✓ Appoint ladder inspector ✓ Inspect ladders ✓ Comply to the safe use of ladders ✓ Limit access to the parking area while there is work performed ✓ Provisional parking should be provided to avoid damage to the vehicles ✓ Appoint a competent electrician
	<ul style="list-style-type: none"> ✓ Improper lockout/ isolation of electric source ✓ Incompetent employees ✓ Mishandling of glass bulbs and fluorescent tubes 	<ul style="list-style-type: none"> ✓ Exposure to electricity ✓ Exposure to mercury from broken fluorescent tubes 	<ul style="list-style-type: none"> ✓ Electric burns, electric shock ✓ Lung and respiratory illnesses 	High	<ul style="list-style-type: none"> ✓ Appoint a competent person to perform the task. ✓ Isolate/ lockout the electric source ✓ Adhere to the lockout procedure ✓ Use the correct tools for the task ✓ Inform the occupants of the building of the intention to perform the task. ✓ Handle fluorescent tubes with care. ✓ Do not break the bulbs

					<ul style="list-style-type: none"> ✓ Do not handle hot bulbs, wait for them to cool down after switching off the light. ✓ Employees must wear job specific PPE.
Installation of electrical fitting	<ul style="list-style-type: none"> ✓ Use of hand tools ✓ Working on live electrical wires/ cables 	<ul style="list-style-type: none"> ✓ Incorrect installation ✓ Incompetent personnel doing the electrical works ✓ Working on live electrical wire/cable 	<ul style="list-style-type: none"> ✓ Electrocutation ✓ Electrical fire ✓ Injuries/ fatality ✓ Project delays 	High	<ul style="list-style-type: none"> ✓ Only competent personnel to do the electrical works ✓ Proper testing of the works to be done and certified by a competent electrical personnel with valid certificates ✓ Lock out to be done by a competent personnel
Painting	✓ Exposure to paint	<ul style="list-style-type: none"> ✓ Skin contact ✓ Inhalation of paint ✓ Eye contact ✓ Accidental ingestion of paint 	<ul style="list-style-type: none"> ✓ Skin irritation ✓ Eye irritation ✓ Lung irritation ✓ Vomiting/ nausea/ stomach upset 	Moderate	<ul style="list-style-type: none"> ✓ Wear full PPE, eye protection, BA sets, overall ✓ Employees must wash hands before they eat
	✓ Paint (flammable liquid)	✓ Smoking near the paint	✓ Property damage/ Fire/ burns	High	<ul style="list-style-type: none"> ✓ No employees should be permitted to smoke near the paint/ the interior of the building should be kept well ventilated. ✓ Everyone should be inducted on the emergency response should there be fire.
Repair/ replacement of geyser	<ul style="list-style-type: none"> ✓ Working on a connected geyser ✓ Heavy geyser ✓ Use of hand tools ✓ Working in a confined space 	<ul style="list-style-type: none"> ✓ Hot water ✓ Live electricity ✓ Poor ergonomics ✓ Defective hand tools ✓ Wrong tool for the task ✓ Insufficient air in the ceiling/ heat 	<ul style="list-style-type: none"> ✓ Burns ✓ Back injuries ✓ Hand injuries ✓ Pinch injuries 	High	<ul style="list-style-type: none"> ✓ Switch off the geyser before operating on it ✓ Electrocutation /fatality ✓ Train employees on the correct lifting techniques ✓ Use the correct tool for each task ✓ Use protective gloves ✓ Ensure there is enough in the ceiling/ ventilated the area

		<ul style="list-style-type: none"> ✓ Falling from height ✓ 			<ul style="list-style-type: none"> ✓ Appoint confined space supervisor ✓ Encourage body system and ensure 2 employees or more perform the task in a confined space ✓ Appoint first aider
Laying of pipes and fitting	✓ Excavation collapsing	<ul style="list-style-type: none"> ✓ Employees being buried under ground 	<ul style="list-style-type: none"> ✓ Fatalities ✓ Injuries 	High	<ul style="list-style-type: none"> ✓ TLB should not be placed/ parked too close to the excavation
	✓ Use of hand tool	<ul style="list-style-type: none"> ✓ Unsafe use of hand tools ✓ Using the wrong tool for the task ✓ Using damaged tools 	<ul style="list-style-type: none"> ✓ Injuries 	Moderate	<ul style="list-style-type: none"> ✓ Wear hand gloves ✓ Adhere to safe use of hand tool procedure ✓ Use the correct hand tool for each task ✓ Inspect all tools and report damaged tools
	✓ Manual handling of pipes	✓ Poor ergonomics	✓ Back injuries	Moderate	<ul style="list-style-type: none"> ✓ Train employees on the correct lifting technique
		✓ Unsafe handling of pipes	✓ Pinch injuries, caught between injuries	Moderate	<ul style="list-style-type: none"> ✓ Handle pipes with care, proper communication between fellow colleagues when handling pipes ✓ Wear hand gloves
	✓ Exposure to sewer	✓ Exposure to biological agents	✓ Exposure to communicable diseases	Moderate	<ul style="list-style-type: none"> ✓ Vaccinate employees against HVA
Repair of leaking taps	<ul style="list-style-type: none"> ✓ The use of hand tools ✓ Flooding 	<ul style="list-style-type: none"> ✓ Defective hand tools ✓ Wrong tool for the task ✓ Slippery ground ✓ Water pressure ✓ Ergonomics 	<ul style="list-style-type: none"> ✓ Hand injuries ✓ Pinch injuries ✓ Slip and fall injuries ✓ Bruising on the body being plashed by water due to water pressure 	Moderate	<ul style="list-style-type: none"> ✓ Appoint hand tool inspector ✓ Inspect hand tools ✓ Report defective tools ✓ Remove defective tools from site ✓ Use the correct tool for the task ✓ Follow the correct lock out procedure for water system and ties in

			✓ Back injuries		✓ Appoint competent plumber ✓ Wear protective gloves
Replacement of basins in the toilets	✓ Heavy basins ✓ Use of hand	✓ Basin falling ✓ Use of defective or wrong tool for the task	✓ Foot injury ✓ Damage to property ✓ Hand injuries ✓ Pinch point injuries	High	✓ Wear steel toe safety shoes ✓ Request for assistance if and when the geyser is heavy ✓ Report defective tools ✓ Do not use defective tools ✓ Inspect all tools ✓ Appoint hand tool inspector ✓ Wear protective gloves
Welding	✓ The use of a welding machine	✓ Welding sparks	✓ Arc eyes	High	✓ Wear task specific PPE ✓ Compile safe working procedure for welding ✓ Inspection of equipments ✓ Competent employees should perform this task ✓ Place a welding and cocoon the welding site
Fitting the ceiling/ roof work	✓ Use of hand tools ✓ Working in a confined space ✓ Working at heights ✓ The use of roof sealant ✓ The use of a ladder/ working from heights	✓ Poor ergonomics ✓ Defective hand tools ✓ Wrong tool for the task ✓ Insufficient air in the ceiling/ heat ✓ Falling from height ✓ Exposure to chemicals/ inhalation ✓ Falling from heights	✓ Back injuries ✓ Hand injuries ✓ Pinch injuries ✓ Respiratory illnesses ✓ Injuries	High	✓ Train employees on the correct lifting techniques ✓ Use the correct tool for each task. ✓ Use job specific PPE. ✓ Ensure there is enough in the ventilated the area. ✓ Appoint a ladder inspector ✓ Compile a safe working procedure for the use of a ladder. ✓ Appoint confined space supervisor ✓ Encourage buddy system and ensure 2 employees or more perform the task in a confined space ✓ Appoint first aider

Reconnecting services	✓ Reconnecting electrical and water supply services	✓ High water pressure ✓ Electrocutation	✓ Burns	Moderate	<ul style="list-style-type: none"> ✓ Use PPE and relieve pressure in system. ✓ Earth straps and insulating gloves to be used as services are used for household earthing. ✓ Always ensure pipes are cleaned back to bare metal prior to fitting the bridging straps to ensure a direct electrical contact between the pipes and the strap.
Housekeeping	✓ Poor housekeeping	✓ Trip and fall	✓ Trip and fall injuries	Low	<ul style="list-style-type: none"> ✓ Remove all equipments/ tools that will not be needed for the tasks ✓ Clean all the areas after each task ✓ Dispose all the waste material at an approved landfill site and provide the disposal certificate.

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



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

1. SCOPE OF WORK

Supply and install shipping container at Southdale Depot.

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. HCS Coordinator
8. Firefighting Equipment Inspector
9. Signal man - Guide Rope
10. Fall Protection Planner
11. Rigger Operator
12. Risk Assessor
13. Electrician
14. Rigger

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5. INSURANCE

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

6. COSTING FOR SHE REQUIREMENTS

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

7. INDUCTION

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

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

8. SUBMISSION OF SAFETY FILE

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


9. RISK ASSESSMENT

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

10. SAFE WORKING PROCEDURES / METHOD STATEMENTS

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

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

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	Revision	00	Author:	OHS: Projects
	Effective Date	January 2017	Pages:	01

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.
- 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

The Contractor shall comply with the Electrical Machinery Regulations and shall ensure that use and storage of all portable electrical tools are in compliance with relevant legislation.

The Contractor shall consider that:



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- A competent person undertakes routine inspections;
- Only authorised persons use the tools;
- There are safe working procedures applied;
- Awareness training is carried out and compliance is enforced at all times; and
- PPE and clothing is provided and maintained.

13. LIFTING OPERATION

- No user shall use or permit the use of a lifting machine unless
- It has been designed and constructed in accordance with a generally accepted technical standard;
- It is conspicuously and clearly marked with the maximum mass load which it is designed to carry with safety: Provided that when this mass load varies with the conditions of use a table showing the maximum mass load with respect to every variable condition shall be posted up by the user in a conspicuous place easily visible to the operator, and it has at all times at least three full turns of rope on the drum of each winch which forms part of such a machine when such a winch has been run to its lowest limit.
- The user shall, where practicable, provide every power-driven lifting machine with -
 - a brake or other device capable of holding the maximum mass load should the power supply fail, or which is such that it will automatically prevent the uncontrolled downward movement of the load when the raising effort is interrupted; and
 - a limiting device which will automatically arrest the driving effort when -
 - the hook or load attachment point of the power-driven lifting machine reaches its highest safe position; and
 - in the case of a winch-operated lifting machine with a lifting capacity of 5000 kg or more, the load is greater than the rated mass load of such a machine.
- The user shall cause every chain or rope which forms an integral part of a lifting machine to have a factor of safety as prescribed by the standard to which such machine was manufactured: Provided that in the absence of such prescribed factor of safety, chains, steel-wire ropes and fibre ropes shall have a factor of safety of at least four, five and ten respectively, with respect to the rated carrying capacity of the lifting machine.
- The user shall cause every hook or any other load-attaching device which forms an integral part of a lifting machine to be so designed or proportioned that accidental disconnection of the load under working conditions cannot take place



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14. HIGH VOLTAGE ELECTRICAL EQUIPMENT

The Contractor shall ensure that, where the work is under, on or near high-voltage electrical equipment the Electrical Installation Regulations, together with safety instructions (Regulations of the Owner of the Equipment) are complied with. Such equipment includes:

- JW and the Local Authority equipment
- The Contractor's own power supply; and
- Electrical equipment being installed but not yet handed over from a Contractor by The Client (JW).

15. GENERAL MACHINERY

The Contractor shall comply with the Driven Machinery Regulations, which include inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE or clothing and training those that use machinery and enforce compliance.

16. 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.



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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.

17. 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.

18. 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.



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- Blood pressure tests
- Glucose tests
- Vaccinations (Hepatitis A & Typhoid)

19. 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.

20. 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

21. 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.

22. 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.



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23. NOTIFICATION OF CONSTRUCTION WORK

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

24. COMPLIANCE MONITORING

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

25. 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: Supply and install shipping container					
Depot / Site / Department: Southdale Depot.					
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					
<u>Construction Supervisor</u>					
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"/>
<u>Safety Officer</u>					
Appointment	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
CV (and/ certificates)	Yes	<input type="checkbox"/>	No	<input checked="" 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

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

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

If the application is not going through on the E-tender portal Contact:

eTenders Contact Centre

+27(0)12 406 9222 / 012 406-9229 / 012 312-5000

etenders@treasury.gov.za

<https://etenders.treasury.gov.za>

POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

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

1. Privacy Notice applies to:

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

2. Definitions of personal information

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

3. About the Public Entity

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

3.1 The information we collect

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

3.2 How Johannesburg Water use your information

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

3.3 Disclosure of information

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

We may also disclose your information:

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

3.4 Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security

POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

controls and related processes to ensure that your personal information remains secure.

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

3.5 Your rights: Access to Information

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

3.6 Correction of your personal information

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

3.7 How to contact us

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



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

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, hareholder²):.....

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

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

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ o}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = 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
Businesses located in region within COJ. COJ municipality or Gauteng province	20		Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI/CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath, and Proof of municipal account / valid lease agreement, letter from the Ward Council confirming the business address.

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:

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>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</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>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</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:		
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 <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 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

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