



TERMS OF REFERENCE

INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR THE MAINTENANCE / REPAIRS TO STAFF HOUSE – ELAND HOUSE AT TABLE MOUNTAIN NATIONAL PARK – SANParks

RFQ NO: 32778/TMNP/2026-27

REQUEST FOR QUOTATION

You are hereby invited to submit proposal / price quotation for:
**THE MAINTENANCE / REPAIRS TO STAFF HOUSE – ELAND HOUSE AT TABLE MOUNTAIN NATIONAL PARK
– SANParks**

RFQ NUMBER	32778/TMNP/2026-27
ADVERTISEMENT DATE	02 SEPTEMBER 2026
CLOSING DATE	17 SEPTEMBER 2026
CLOSING TIME	11:00 AM
BID DOCUMENT DELIVERY ADDRESS	tablemountain.scm@sanparks.org (Submissions sent to any other email address will not be considered).
COMPULSORY SITE CLARIFICATION MEETING	VENUE: KLAASJAGERSBERG, PLATEU ROAD, AFTER SIMONS TOWN TBAL E MOUNTAIN NATIONAL PARK. Date: 10/09/2026 Time: 10:00 All service providers must ensure to arrive to the venue by 10:15. No service provider will be accepted as attended briefing after 10:15
BID VALIDITY PERIOD	90 days (commencing from the RFQ Closing Date)
ENQUERIES	Ramotshwane Mogomotsi: Ramotshwane.Mogomotsi@sanparks.org 061 447 0388 Zanele Tamarana: Zanele.Tamarana@sanparks.org 021 741 2320
OFFERS SUBMITTED	No alternative offers/ options will be accepted.

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7). Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	32778/TMNP/2026-27	CLOSING DATE:	17 September 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	THE MAINTENANCE / REPAIRS TO STAFF HOUSE – ELAND HOUSE AT TABLE MOUNTAIN NATIONAL PARK – SANParks				
BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL					
tablemountain.scm@sanparks.org					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Zanele Tamarana	CONTACT PERSON	Ramotshwane Mogomotsi		
TELEPHONE NUMBER	021 741 2320	TELEPHONE NUMBER	061 447 0388		
E-MAIL ADDRESS	Zanele.Tamarana@sanparks.org	E-MAIL ADDRESS	Mogomotsi.Ramotshwane@sanparks.org		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....

1. PURPOSE

The purpose of this request is to appoint a service provider to for the maintenance, renovations and repairs of staff house – Eland House at Table Mountain National Park – SANParks

BACKGROUND

South African National Parks (SANParks) is a public entity functioning under National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003); with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: public entity.

The primary mandate of SANParks is to expand, protect, conserve, and control the system of national parks, terrestrial and marine, that it is assigned to manage. SANParks currently manages over 4 million hectares of terrestrial and 369 657 ha marine protected biodiversity through a system of 21 National Parks and 10 Marine Protected Areas: (MPAs), representing approximately 67% of state owned terrestrial protected areas and 22% of State Managed MPAs. This places SANParks in an ideal position to not only meaningfully contribute to the protection and sustainable use of the megadiverse biodiversity of South Africa, but also to be a key player in building climate resilience through ecosystem-based mitigation and adaptation.

2. SCOPE OF WORK

The scope of the work is maintenance, renovations and repairs of land house.

Activities include:

- The scope of work includes the removal of the entire asbestos roof and installation of new Diamondek 407 Zinalume concealed fix sheet metal roofing, with grade 550, and coating mass of AZ200 and compliant to AS 1397, ASTM A792/A792M, ISO 9364.
- Transportation and disposal of removed asbestos roof sheeting
- Decontamination of area after asbestos removal
- Paintworks
- Ceiling repairs and installation
- Laminated wooden floor repairs and installation
- Doors and window repairs

The service provider must comply with all Asbestos regulations and must be a registered Asbestos Contractor.

Disposal of Asbestos:

Asbestos-containing waste must be disposed of at Visserhoek Waste Management Site (disposal site), and a copy of the disposal slip must be provided to SANParks.

REFER TO THE BILL OF QUANTITIES FOR DETAILS.

3. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents) - RETURNABLES

SANParks has set out the minimum administrative criteria that must be met by a bidder. The below administrative documents must be completed and signed by the authorized representative of a bidder. If a bidder fails to fully comply with the criteria, SANParks reserves the right at its sole discretion to allow such bidder an opportunity to submit and/or supplement the information and/or documentation submitted within a grace period of (seven) 7 calendar days prior to disqualifying the bidder.

SANParks will disqualify (where non-submission is indicated below to result in disqualification) a bidder who does not achieve full compliance with the criteria within the seven (7) calendar days grace period.

Documents	Instruction	Will non-submission result in disqualification?
Submission of fully completed SBD1 (Invitation to Bid),	Bidders to complete and sign	Yes
Submission of the pricing schedule in the RFQ document	Bidders to submit a completed pricing schedule	Yes
Submission of fully completed SBD 4 (Declaration of Interest),	Bidders to complete and sign	Yes
Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by an original or certified B-BBEE Status Level Verification Certificate or B-BBEE Sworn Affidavit.	Bidders to complete and sign	No
Proof of registration with National Treasury Central Supplier Database (CSD).	Bidders must be registered on CSD prior to submitting quotation. Bidders are required to submit proof of such registration	No. A bidder must be registered on CSD to be eligible for award.

4. CENTRAL SUPPLIER DATABASE INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database).

5. Evaluation Phase:

Phase 1: MANDATORY REQUIREMENTS

CIDB GRADING

Only those tenderers who are registered with the CIDB or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for a **2 GB** or higher class of construction work, are eligible to submit tenders.

Description	Comply	Non-Comply
1. CIDB grading 2GB or higher		
2. Valid letter of good standing for Compensation for Occupational Injuries and Diseases Act, 130 of 1993 (COIDA):		

6. Special Condition of contract

AGREEMENT

- Upon award the bidder will be required to provide valid Department of Employment and Labour as a Registered Asbestos Contractor for at least type 2 asbestos work.
- Upon award the bidder will be required to provide permit to dispose hazardous waste at a registered hazardous waste disposal site at all applicable sites.
- Upon award the bidder will be required to provide permit for asbestos waste transportation permit
- The bidder is only allowed to subcontract for removal, transportation and disposal of asbestos **ONLY**.

7. Evaluation Phase 2 : PRICING

NB: No alternative offers/ options will be accepted.

THE MAINTENANCE / REPAIRS TO STAFF HOUSE – ELAND HOUSE AT TABLE MOUNTAIN NATIONAL PARK – SANParks.

No	Item Description Refer to the Item Description in the Bill of Quantities	Quantity	Unit Price in Rand (R)	Price in Rand(R) Excl. VAT
1.	SECTION 1 - PRELIMINARIES AND GENERAL	1		
2.	SECTION 2 - ELAND HOUSE	1		
	SUB-TOTAL 1			
	5% CONTINGENCY			
	SUB-TOTAL 2			
Total Excl. VAT				
VAT @ 15% (For VAT registered vendors only)				
Total incl. VAT				

8. PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully, and transparently.

9. TIMELINES

The bidder is expected to start the service immediately after PO is issued.

10. FINANCIAL PAYMENT

Payment will be effected in accordance with the PFMA (within 30 days of receipt of invoice) after delivery of goods.

11. FINAL AWARD

SANParks recommends the bidder who has quoted on all the items as required in terms of the RFQ for the contract award subject to the bidder having supplied the relevant administrative documentation and complied in all aspects with the terms and conditions and requirements of the RFQ.

DECLARATION OF INTEREST (SBD 4)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

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

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

2.3.1 If so, furnish particulars:

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

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.

² 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1 GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
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).

2.1 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$		

Where

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

2.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

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

3 POINTS AWARDED FOR SPECIFIC GOALS

3.1 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:

3.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.
-

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Source Documents to be used for Evaluation. (To qualify for the points, bidders must provide the below proof)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black people with at least 51% shareholding or more	- Valid BBBEE certificate issued by SANAS accredited verification Agency - Affidavit (CIPC, DTIC Sworn affidavit)	5 Points	
Women 30% shareholder ownership	- Valid BBBEE certificate issued by SANAS accredited verification Agency - Affidavit (CIPC, DTIC Sworn affidavit)	5 points	
Exempted Micro Enterprises (EME) / Qualifying Small Enterprises (QSE)	- Valid BBBEE certificate issued by SANAS accredited verification Agency - Affidavit (CIPC, DTIC Sworn affidavit) EME = 10 QSE = 5 Generic = 2	10 Points	
Total points claimed		20 points	

4 DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of company/firm.....

4.2. Company registration number:

4.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 3.2, **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 forward the matter for criminal prosecution, if deemed necessary.
 - (e) forward the matter for criminal prosecution, if deemed necessary

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

CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESSES

1

BLANK BILL OF QUANTITIES FOR PRICING

BILL OF QUANTITIES - MAINTENANCE RENOVATIONS AND UPGRADE AT ELAND HOUSE (KLAAJAGERSBERG) AT TABLE MOUNTAIN NATIONAL PARK - SANParks					
ITEM NO			QUANTITY	RATE	AMOUNT
-	<u>SECTION 1 - PRELIMINARIES AND GENERAL</u>	-	-	-	-
-	-	-	-	-	-
-	<u>PRELIMINARIES AND GENERAL</u>	-	-	-	-
-	-	-	-	-	-
-	<u>SECTION A: PRINCIPAL BUILDING AGREEMENT</u>	-	-	-	-
-	-	-	-	-	-
-	<u>READ IN CONJUNCTION WITH THE CONTRACT DATA</u>	-	-	-	-
-	<u>A1: DEFINITIONS</u>	-	-	-	-
1	Definitions and interpretation (clause 1) F:..... V:..... T:.....	Item			
-	<u>A2: OBJECTIVE AND PREPARATION</u>	-	-	-	-
2	Offer, acceptance and performance (clause 2) F:..... V:..... T:.....	Item			
3	Documents (clause 3) F:..... V:..... T:.....	Item			
4	Design responsibility (clause 4) F:..... V:..... T:.....	Item			
5	Employer's agents (clause 5) F:..... V:..... T:.....	Item			
6	Site representative (clause 6) F:..... V:..... T:.....	Item			
7	Compliance regulations (clause 7) F:..... V:..... T:.....	Item			

8	Works risk (clause 8) F:..... V:..... T:.....	Item				
9	Indemnities (clause 9) F:..... V:..... T:.....	Item				
10	Works insurances (clause 10) F:..... V:..... T:.....	Item				
11	Liability insurances (clause 11) F:..... V:..... T:.....	Item				
12	Effecting insurances (clause 12) F:..... V:..... T:.....	Item				
13	No clause (clause 13)	N/A				
14	Security (clause 14) F:..... V:..... T:.....	Item				
-	<u>A3: EXECUTION</u>	-	-	-	-	-
15	Preparation for and execution of the works (clause 15) F:..... V:..... T:.....	Item				
17	Contract instructions (clause 17) F:..... V:..... T:.....	Item				
18	Setting out of the works (clause 18) F:..... V:..... T:.....	Item				
19	Assignment (clause 19) F:..... V:..... T:.....	Item				
20	Nominated subcontractors (clause 20) F:..... V:..... T:.....	Item				
21	Selected subcontractors (clause 21) F:..... V:..... T:.....	Item				

22	Employer's direct contractors (clause 22) F:..... V:..... T:.....	Item				
23	Contractor's domestic subcontractors (clause 23) F:..... V:..... T:.....	Item				
-	<u>A4: COMPLETION</u>	-	-	-	-	-
24	Practical completion (clause 24) F:..... V:..... T:.....	Item				
25	Works completion (clause 25) F:..... V:..... T:.....	Item				
26	Final completion (clause 26) F:..... V:..... T:.....	Item				
27	Latent defects liability period (clause 27) F:..... V:..... T:.....	Item				
28	Sectional completion (clause 28) F:..... V:..... T:.....	N/A				
29	Revision of date for practical completion (clause 29) F:..... V:..... T:.....	Item				
30	Penalty for late or non-completion (clause 30) F:..... V:..... T:.....	Item				
-	<u>A5: PAYMENT</u>	-	-	-	-	-
31	Interim payment to the contractor (clause 31) F:..... V:..... T:.....	Item				
32	Adjustment to the contract value (clause 32) F:..... V:..... T:.....	Item				

33	Recovery of expense and loss (clause 33) F:..... V:..... T:.....	Item				
34	Final account and final payment (clause 34) F:..... V:..... T:.....	Item				
35	Payment to other parties (clause 35) F:..... V:..... T:.....	Item				
-	<u>A6: CANCELLATION</u>	-	-	-	-	-
36	Cancellation by employer - contractor's default (clause 36) F:..... V:..... T:.....	Item				
37	Cancellation by employer - loss and damage (clause 37) F:..... V:..... T:.....	Item				
38	Cancellation by contractor - employer's default (clause 38) F:..... V:..... T:.....	Item				
39	Cancellation - cessation of the works (clause 39) F:..... V:..... T:.....	Item				
-	<u>A7: DISPUTE</u>	-	-	-	-	-
40	Settlement of disagreements and disputes (clause 40) F:..... V:..... T:.....	Item				
-	<u>A8: SUBSTITITE PROVISIONS</u>	-	-	-	-	-
41	State clauses (clause 41) F:..... V:..... T:.....	Item				
-	<u>A9: CONTRACT DATA</u>	-	-	-	-	-
42	Additional conditions as set out in the Contract Data F:..... V:..... T:.....	Item				

-	SECTION B - PRELIMINARIES	-	-	-	-
-	<u>B1: DEFINITIONS AND INTERPRETATIONS</u>	-	-	-	-
43	Definitions and interpretation (clause 1.0) F:..... V:..... T:.....	Item			
-	<u>B2: DOCUMENTS</u>	-	-	-	-
44	Checking of documents (clause 2.1) F:..... V:..... T:.....	Item			
45	Provisional bills of quantities (clause 2.2) F:..... V:..... T:.....	Item			
46	Availability of construction documentation (clause 2.3) F:..... V:..... T:.....	Item			
47	Interests of agents (clause 2.4) F:..... V:..... T:.....	Item			
48	Priced documents (clause 2.5) F:..... V:..... T:.....	Item			
49	Tender submission (clause 2.6) F:..... V:..... T:.....	Item			
-	<u>B3: THE SITE</u>	-	-	-	-
50	Defined works area (clause 3.1) F:..... V:..... T:.....	Item			
51	Geotechnical investigation (clause 3.2) F:..... V:..... T:.....	Item			
52	Inspection of the site (clause 3.3) F:..... V:..... T:.....	Item			

53	Existing premises occupied (clause 3.4) F:..... V:..... T:.....	Item				
54	Previous work - dimensional accuracy (clause 3.5) F:..... V:..... T:.....	Item				
55	Previous work - defects (clause 3.6) F:..... V:..... T:.....	Item				
56	Services - known (clause 3.6) F:..... V:..... T:.....	Item				
57	Dealing with water - Construction of Septic Tank (Subclause 5.5)	Item				
58	Provide and maintain equipment on site: a) Levelling instrumentation b) 100m and 10m measuring tape	Item				
59	Services - unknown (clause 3.8) F:..... V:..... T:.....	Item				
60	Protection of trees (clause 3.9) F:..... V:..... T:.....	Item				
61	Articles of value (clause 3.10) F:..... V:..... T:.....	Item				
62	Inspection of adjoining properties (clause 3.11) F:..... V:..... T:.....	Item				
-	<u>B4: MANAGEMENT OF CONTRACT</u>	-	-	-	-	-
63	Management of the works (clause 4.1) F:..... V:..... T:.....	Item				
64	Programming of the Works (clause 4.2) F:..... V:..... T:.....	Item				

65	Progress meetings (clause 4.3) F:..... V:..... T:.....	Item				
66	Technical meetings (clause 4.4) F:..... V:..... T:.....	Item				
67	Labour and plant records (clause 4.5) F:..... V:..... T:.....	Item				
-	<u>B5: SAMPLES, SHOP DRAWINGS AND MANUFACTURER'S INSTRUCTIONS</u>	-	-	-	-	-
68	Samples of materials (clause 5.1) F:..... V:..... T:.....	Item				
69	Workmanship samples (clause 5.2) F:..... V:..... T:.....	Item				
70	Shop drawings (clause 5.3) F:..... V:..... T:.....	Item				
-	<u>B6: TEMPORARY WORKS AND PLANT</u>	-	-	-	-	-
72	Deposits and fees (clause 6.1) F:..... V:..... T:.....	Item				
73	Enclosure of the works (clause 6.2) F:..... V:..... T:.....	Item				
74	Advertising (clause 6.3) F:..... V:..... T:.....	Item				
75	Plant, equipment, sheds and offices (clause 6.4) F:..... V:..... T:.....	Item				
76	Main notice board (clause 6.5) F:..... V:..... T:.....	Item				

77	Subcontractors notice boards (clause 6.6) F:..... V:..... T:.....	Item				
78	Scaffolding for works	NA				
79	Temporary supply and installation 5000L Watertank, including pipe and fittings for the supply of water on site	NA				
-	<u>HOARDING</u>	-	-	-	-	-
80	Temporary metal hoarding with shaded cloth to enclose site , 2500mm high	NA				
-	<u>B7: TEMPORARY SERVICES</u>	-	-	-	-	-
81	Location (clause 7.1) F:..... V:..... T:.....	Item				
82	Water (clause 7.2) F:..... V:..... T:.....	Item				
83	Electricity (clause 7.3) F:..... V:..... T:.....	Item				
84	Telecommunication facilities (clause 7.4) F:..... V:..... T:.....	Item				
85	Ablution facilities (clause 7.5) F:..... V:..... T:.....	Item				
-	<u>B8: PRIME COST AMOUNTS</u>	-	-	-	-	-
86	Responsibility for prime cost amounts (clause 8.1) F:..... V:..... T:.....	Item				
	B9: ATTENDANCE ON NOMINATED / SELECTED SUBCONTRACTORS					
87	General attendance (clause 9.1) F:..... V:..... T:.....	Item				

88	Special attendance (clause 9.2) F:..... V:..... T:.....	Item				
-	<u>B10: FINANCIAL ASPECTS</u>	-	-	-	-	-
90	Statutory taxes, duties and levies (clause 10.1) F:..... V:..... T:.....	Item				
91	Payment of preliminaries (clause 10.2) F:..... V:..... T:.....	Item				
92	Adjustment of preliminaries (clause 10.3) F:..... V:..... T:.....	Item				
93	Payment certificate cash flow (clause 10.4) F:..... V:..... T:.....	Item				
-	<u>B11: GENERAL</u>	-	-	-	-	-
94	Protection of trees (clause 11.1) F:..... V:..... T:.....	Item				
95	Protection / isolation of existing / sectionally occupied work (clause 11.2) F:..... V:..... T:.....	Item				
96	Security of the works (clause 11.3) F:..... V:..... T:.....	Item				
97	Notice before covering (clause 11.4) F:..... V:..... T:.....	Item				
98	Disturbance (clause 11.5) F:..... V:..... T:.....	Item				
99	Environmental disturbance (clause 11.6) F:..... V:..... T:.....	Item				

100	Works cleaning and clearing (clause 11.7) F:..... V:..... T:.....	Item				
101	Vermin (clause 11.8) F:..... V:..... T:.....	Item				
102	Overhand work (clause 11.9) F:..... V:..... T:.....	Item				
103	Instruction manuals and guarantees (clause 11.10) F:..... V:..... T:.....	Item				
104	As built information (clause 11.11) F:..... V:..... T:.....	Item				
105	Tenant installation (clause 11.12) F:..... V:..... T:.....	Item				
-	<u>SECTION C - SPECIFIC PRELIMINARIES</u>	-	-	-	-	-
-	<u>C1: WARRANTIES AND WORKMANSHIP</u>	-	-	-	-	-
-	<u>C2: CO-OPERATION OF CONTRACTOR FOR COST MANAGEMENT</u>	-	-	-	-	-
107	It is specifically agreed that the contractor accepts the obligation of assisting the principal agent in implementing proper cost management. The contractor will be advised by the principal agent of all cost management procedures which will be implemented to ensure that the final building cost does not exceed the budget. The principal agent undertakes to make available to the contractor all budgetary allowances and cost assessments .reports to enable the proper procedures to be implemented and the contractor shall attend all cost plan review and cost management meetings. The contractor undertakes to extend these procedures, as necessary, to all subcontractors F:..... V:..... T:.....	Item				

-	<u>C3: TESTING OF WINDOWS FOR WATERTIGHTNESS</u>	-	-	-	-
108	Each window shall be tested for water tightness with water sprayed on by means of a hose pipe using adequate pressure. If in the opinion of the principal agent, the pressure proves to be inadequate, then the pressure in the hosepipe shall be boosted by means of compressed air or other approved means F:..... V:..... T:.....	Item			
-	<u>C4: NON CESSION OF MONIES</u>	-	-	-	-
109	The contractor shall not cede nor assign his rights or claims to any moneys due or to become due under this contract and no purported cession or assignment will be recognised without the written consent of the employer F:..... V:..... T:.....	Item			
-	<u>C5: CONTINGENCY</u>	-	-	-	-
110	A contingency amount is included in the Provisional Bill of Quantities. This amount may be expended wholly or partially at the discretion of the principal agent only. Should this amount not be utilised, it will be deducted from the contract amount at completion of the contract F:..... V:..... T:.....	Item			
-	<u>C6: OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS</u>	-	-	-	-
	Tenderers must allow for compliance with all relevant statutory requirements as well as any specific requirements by the client as contained in these documents. Tenderers must note the following requirements and arrangements regarding the Health and Safety requirements F:..... V:..... T:.....				

111	Preparation of Contractor's site specific Health and Safety Plan F:..... V:..... T:.....	Item			
112	Principal Contractor's initial obligations in respect of the OHS Act and Construction Regulations F:..... V:..... T:.....	Item			
113	Principal Contractor's time related obligations in respect of the OHS Act and Construction Regulations F:..... V:..... T:.....	Item			
114	Provision for Personal Protective Equipment & Protective Clothing: 1) Reflective Vests 2) Reflective Bibs 3) Hard Hats 4) Protective Footwear 5) Earplugs 6) Dust Masks F:..... V:..... T:.....	Item			
115	Provision of full time Construction Health and Safety Officer F:..... V:..... T:.....	Item			
116	Costs of Medical certificates and Medical Surveillance: 1) Initial (baseline) medical examinations 2) Exit examinations F:..... V:..... T:.....	Item			
117	Induction Training F:..... V:..... T:.....	Item			
118	Noise Monitoring: 1) Establishment of noise zones 2) Audiograms F:..... V:..... T:.....	Item			
119	Provision of First Aid boxes F:..... V:..... T:.....	Item			
120	Transportation of workers F:..... V:..... T:.....	Item			

121	Submission of the Health and Safety File F:..... V:..... T:.....	Item				
-	<u>C8: INSPECTION BY ARCHITECT</u>	-	-	-	-	-
122	The architect shall make such visits to the works as he may from time to time deem necessary. In the event of any matter arising with the contractor considers of such importance that the architect must be consulted, every reasonable attempt shall be made by the contractor to communicate with him before proceeding with the point at issue It must, however, be borne in mind that the architect is employed to ensure correct compliance with the terms of this contract, proper building procedures in accordance with the best traditions of the various trades and adequate finishes as specified and to his satisfaction The architect is thus in no way responsible for any act or omission on the part of the contractor which may result in any patent or latent defects in materials or workmanship, breach or neglect of any local regulations. The contractor therefore remains at all times responsible for any neglect, deviation or wrong act, whether the same be discovered before or after the final certificate, or any other certificate is issued F:..... V:..... T:.....	Item				
-	<u>SUMMARY OF CATEGORIES</u>	-	-	-	-	-
	Category : Fixed R:..... Category : Value R:..... Category : Time R:.....					
	REFER TO ARCHITECTS DRAWINGS AND SPECIFICATIONS ATTACHED TO THIS DOCUMENT					

123	Fixed.....	Item			
124	Value.....	Item			
125	Time.....	Item			
	TOTAL FOR PRELIMINARIES AND GENERAL				-
	<u>SECTION 2 - MAINTENANCE RENOVATIONS AND UPGRADE AT ELAND HOUSE (KLAASJAGERSBERG) AT TABLE MOUNTAIN NATIONAL PARK - SANParks</u> <u>BILL NO. 1</u> <u>DEMOLITIONS, ALTERATION AND REFURBISHMENT</u> Provide all necessary additional barricades, screens, overhead protections, etc. required to ensure the safety of persons, property, etc. and remove at completion. Preparation shall imply the use of an approved screed or plaster repairing compound. All new finishes are measured in the relevant trades for new work. The contractor will be required to take all dimensions & photos of all work to be removed or altered under the Alteration BOQ (Provisional), do a properly marked up drawing either hard copy of pdf edit, including backing dims of quantities to match claim, including the photographic evidence, contractor to provide a copy to the quantity surveyor as backing of all dimensions relating to final account. Failing to produce such document there will be no evidence of work done and the quantity surveyors quantities must be accepted. Asbestos work may only be performed subject to prior approval of the Provincial Director, Occupational Health and Safety, department of Labour				

in writing
Proof of such notification must be applied to the Client prior to work proceeding. All employees must be informed and receive training on aspects such as the contents and scope of the Asbestos Regulations as published in Government Gazette 23108 dated 10 February 2002, the potential risks of exposure to asbestos, precautionary measures employees have to take and all other requirements deemed necessary to provide a safe and healthy environment for all employees as specified by the Asbestos Regulations as indicated above. Disposal shall be done under strict accordance with the act. Contractors will be held responsible for all damage, however caused, to ceilings, finishes, etc. inside rooms where the existing roof coverings have been removed and he must make good all damage at his own expense to the approval of the employer. Contractors are to Cover and maintain existing roofs in a perfectly watertight condition during alterations by means of heavy tarpaulins properly secured and maintained in position to the approval of the Employer and make good all work damaged or distributed after completion
Access scaffolding to reach all areas of works to be removed.
Note: All items measured under this trade are to include for the carting away of all rubble from site to a legal dumping site established by the contractor

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NOTES

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The contractor shall locate the relevant disposal area for asbestos and adhere to all requirements of the act Asbestos Regulations as published in

Government Gazette 23108 dated 10 February 2002

REMOVAL OF EXISTING WORK

1	Hacking up/off and removing ASBESTOS roof sheets, asbestos gutters and downpipes and set aside for disposal e/m including of removing all rotten timber structure and preparing surfaces for new purlins, rafters and beams e/m including making good on completion and allow waterproof coverings with DPM Plastic while working to prevent rain.	m ²	231	-
2	The Tenderer to allow for the Disposal and transportation of old asbestos roof sheets, asbestos gutters and downpipes. Disposal shall be done under strict guidance accordance with the act.	item	1	
3	The Tenderer to allow for the Acquiring of Permit and approval from the Relevant Authorities i.e. Provincial Director, Occupational Health and Safety, department of Labour including Providing proof that the plan of work has been approved by the asbestos AIA (Association of Inspection Authorities) and provide decontamination and compliance documentation.	Item	1	-
4	Remove all broken /damaged window sashes	m	38	
5	Take down and remove wooden window 1600mm wide x1230mm high	No	1	
6	Carefully take down damaged skimmed ceiling including removing all rotten branderings and make good for the new one e/m.	m ²	3	
7	Take down and remove broken laminated wooden floor	m ²	10	
8	Take down, remove and cart away broken window side panel size 600mm(hieght) x600mm(lwidth)	No	1	

9	Take down and cart away all broken windows glasses	m ²	2		
	TOTAL FOR DEMOLITIONS, ALTERATION AND REFURBISHMENT				
	<u>BILL NO 2</u>				
	- <u>NEW WORKS (SUPPLY AND INSTALL)</u>				
	- <u>ROOF COVERING, CLADDING ETC</u>				
	<u>Installation of new Diamondek 407 Zincalume concealed fix sheet metal roofing, with grade 550, and coating mass of AZ200 and compliant to AS 1397, ASTM A792/A792M, ISO 9364.</u>				
1	Provision for engineer's roof structure assessment and certification including Provision for additional timber trusses / strengthening members, gang nail repairs and strengthening plates and tie beams as per engineer's assessment	m ²	231		40,000
2	Supply and install new Zincalume concealed fix sheet metal roofing	m ²	231		-
3	Prepare and install new window sashes(35mm - 44mm thickness)	m	38		-
4	Allow for removal of damaged ceiling boards and installation of new ceilings with trims, painting, and finishes.	m ²	10		
	Provide solution for internal roof gutters and Modify and upgrade roof guttering system to eliminate internal water run-off problems, ensuring proper external drainage with new downpipes and waterproofing details.	No	1		15,000
	Prepare and install new laminated wooden floor(110,5mm width) x (10,5mm thick)	m	10		
	TOTAL FOR NEW WORKS(SUPPLY AND INSTALL)				
	<u>BILL NO. 3</u>				
	- <u>WATERPROOFING</u>				

	The Tenderer is referred to the relevant Clauses in the separate document Model Preambles for Trades (1999 Edition). SUPPLEMENTARY PREAMBLES Proprietary products in descriptions: Proprietary products shall be used as specified. Substitute products of similar quality and specification may only be used with prior approval by the Principal Agent. Waterproofing: Waterproofing of roofs, basements, etc. shall be laid under a ten year guarantee. Waterproofing to roofs shall be laid to even falls to outlets etc with necessary ridges, hips and valleys. Descriptions of sheet or membrane waterproofing shall be deemed to include additional labour to turn-ups and turn-downs. <u>WATERPROOFING TO ROOFS, BASEMENTS, ETC.</u>				
1	Supply and install window rubber seal on all windows and doors(1.6mm thick x 10mm wide)	m	34		
	TOTAL FOR WATERPROOFING				-
	<u>BILL NO. 4</u> - <u>PLUMBING AND DRAINAGE (PROVISIONAL)</u>				

	The Tenderer is referred to the relevant Clauses in the separate document Model Preambles for Trades (1999 Edition). SUPPLEMENTARY PREAMBLES Proprietary products in descriptions: Proprietary products shall be used as specified. Substitute products of similar quality and specification may only be used with prior approval by the Principal Agent. Waterproofing: Waterproofing of roofs, basements, etc. shall be laid under a ten year guarantee. Waterproofing to roofs shall be laid to even falls to outlets etc with necessary ridges, hips and valleys. Descriptions of sheet or membrane waterproofing shall be deemed to include additional labour to turn-ups and turn-downs.				
1	Remove old kitchen tap mixer and supply and install new modern kitech sink mixer with Airflow aerator (water saving), - Single lever, Deck Mounted, Mirror finish and chrome plated dezintified brass with associated plumbing works	No	1		
2	Remove old bath mixer tap with new Chrome Bath Wall Type Mixer Tap, legth 265mm, width 180mm and assoiciated plumbing works	No	1		
3	Remove old bathroom sink mixer and supply and install new modern kitech sink mixer with Airflow aerator (water saving), - Single lever, Deck Mounted, Mirror finish and chrome plated dezintified brass with associated plumbing works	No	1		

4	Rermove old dirty grout on the bath and sink, and supply and apply new grout	No	1		
	TOTAL FOR PLUMBING AND DRAINAGE (PROVISIONAL)				-
	<u>BILL NO. 5</u> - <u>ELECTRICAL WORK</u> <u>User note</u> The range of items provided in this bill is an example of typical items with (or without) trade names to show possible ways of describing such items. Users must take special care that only items relevant to the specific project are to be included and that descriptions should be adapted as necessary to suit the particular circumstances Headings and descriptions of items in this bill assume that the specification and/or supplementary preambles fully describe materials to be used, methods of fixing, etc Specifications, drawings, etc Tenderers are referred to the specification and drawings numbered NEW FLOOR PLAN 2, BNP-7/4/6/7/2/4 Rev.01 prepared by Karin Visser, accompanying these bills of quantities for the electrical work, for the full descriptions of the following items which are to be read and priced in conjunction with the said specification and drawings <u>Contract price adjustment provisions</u> With reference to the Preliminaries all items in this bill will be subject to fluctuations in the cost of labour and material on the following basis:				

	(a) Ring main units, miniature substations, transformers, main low tension boards, distribution boards and busbars between transformer and low tension boards calculated on the indices published by the Steel and Engineering Industries Federation of South Africa (b) Cables in excess of 16mm² calculated on the basis of proven cost (c) All other work calculated on the index for work group ? <u>Distribution boards etc</u> Rates for distribution boards etc are to include for busbars, jumpers, neutral bars, internal wiring and connections, circuit identification markers, control gear labels, circuit legend cards and working drawings Switches, socket outlets, etc Rates for switches, socket outlets, etc are to include for screwing to outlet boxes, connecting up and cover plates <u>Light fittings</u> Rates for light fittings are to include for hanging, fixing and connecting and for lamp holders and fluorescent tubes and lamps of the type and wattage described				
1	Install new trunking 20mmx20mm white PVC and reroute electrical cables	m	20		
2	Remove old floriscent lights and supply and install 3 new 120cm Slim-Line LED Batten Ceiling Light - 50 Watt	No	3		
3	Install new Luna 5 LED ceiling lights - Material: ABS Colour: White Dimensions: 18W- 23cm (diam.) x 2.5cm (h) Bulb: Integrated LED 18W, Colour Temperature: 3000K, 4000K or 6000K IP Rating: IP20	No	5		

	TOTAL FOR ELECTRICAL WORK				-
	<u>BILL NO 6</u>				
	- <u>PAINTWORK</u>				
-	<u>SUPPLEMENTARY PREAMBLES</u>	-	-	-	-
-	-	-	-	-	-
-	<u>PREPARATORY WORK TO EXISTING WORK</u>	-	-	-	-
	Previously painted surfaces including plastered surfaces				
	Surfaces shall be thoroughly washed down and allowed to dry completely before any paint is applied. Blistered or peeling paint shall be completely removed and cracks shall be opened, filled with a suitable filler and finished smooth				
	<u>Previously painted metal surfaces</u>				
	Surfaces shall be thoroughly rubbed and cleaned down. Blistered or peeling paint shall be completely removed down to bare metal				
	<u>Previously painted wood surfaces</u>				
	Surfaces shall be thoroughly cleaned down. Blistered or peeling paint shall be completely removed and cracks and crevices shall be primed, filled with suitable filler and finished smooth				
	<u>PAINT SPECIFICATIONS</u>				
	All painting shall be done in accordance with PLascon specifications unless otherwise described				
	<u>PREPARE AND PAINT, ETC TO NEW/PREVIOUSLY PAINTED WORK</u>				
	- <u>INTERIOR WALLS MAIN HOUSE</u>				

	<u>One coat primer and two coats superior quality acrylic emulsion paint for interior and exterior use (colour by SANParks) - cream white paint</u>				
1	Clean, prepare, and repaint all interior wall and ceiling surfaces with durable and washable interior coatings. <u>ON EXTERNAL FLOATED PLASTER SURFACES</u> <u>One coat alkali resistant primer and two coats extremely durable UV-resistant waterbased mica reinforced fine textured acrylic paint</u> <u>ON WOOD SURFACES</u> - <u>Prepare all external timber surfaces (including doors, window frames, fascia boards, and other exposed timber elements).</u> <u>Remove flaking paint, sand down, apply primer/sealer suitable for timber, and finish with two coats of durable exterior-grade timber paint or wood preservative.</u>	m ²	192		-
1	Windows	m ²	48		
2	Doors	m ²	7		-
3	Door frames	m ²	4		-
4	To fascia boards	m ²	19		
5	Horizontal Timber-framed wall with timber weatherboard cladding	m ²	190		-
6	Clean, prepare, and repaint all skirtings with durable varnish	m	62		
	TOTAL FOR PAINT WORK				-

	Bill No 7				
	Capentry Work				
1	Make provision for repairs of damaged door frames	N	1		2,500
	TOTAL FOR CAPENTRY WORK				2,500
	Bill No 8				
	Ironmongery				
1	Supply and install 3 lever mortice lockset with plated steel handles	N	1		
	TOTAL FOR IRONMONGERY				
	<u>SUMMARY OF SECTION 2 - MAINTENANCE RENOVATIONS AND UPGRADE AT ELAND HOUSE (KLAAJAGERSBERG) AT TABLE MOUNTAIN NATIONAL PARK - SANParks</u>				
1	DEMOLITIONS, ALTERATION AND REFURBISHMENT	Page		-	-
2	NEW WORKS(SUPPLY AND INSTALL)				
3	WATERPROOFING	Page			-
4	PLUMBING AND DRAINAGE (PROVISIONAL)	Page			-
5	ELECTRICAL WORK	Page		-	-
6	PAINTWORK	Page		-	-
7	CAPENTRY WORK	Page			
8	IRONGMONGERY	Page			

	SUB TOTAL - MAINTENANCE RENOVATIONS AND UPGRADE AT ELAND HOUSE (KLAAJAGERSBERG) AT TABLE MOUNTAIN NATIONAL PARK - SANParks <u>SUMMARY OF SECTIONS</u> SECTION 1 - PRELIMINARIES AND GENERAL SECTION 2 - MAINTENANCE RENOVATIONS AND UPGRADE AT ELAND HOUSE (KLAASJAGERSBERG) AT TABLE MOUNTAIN NATIONAL PARK - SANParks	ST	0		-
	SUB TOTAL 1 CONTINGENCY 5%	ST 1 CON	0 5		- -
	SUB TOTAL 2 VAT 15%	ST 2 VAT	0 15		- -
	TOTAL TENDER AMOUNT (INCLUSIVE OF VAT)				-

ANNEXURE B:

HEALTH AND SAFETY SPECIFICATIONS

ANNEXURE C:

ENVIRONMENTAL MANAGEMENT PLAN

Environmental Management Plan

General construction activities in parks

Park: Table Mountain National Park

Project: INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR THE
MAINTENANCE / REPAIRS TO STAFF HOUSE – ELAND HOUSE AT TABLE MOUNTAIN
NATIONAL PARK – SANParks
RFQ NO:/TMNP/2026-27

Prepared by:



South African
NATIONAL PARKS

South African National Parks
P.O. Box 787
PRETORIA
0001

1. ENVIRONMENTAL MANAGEMENT PLAN

A. DECLARATION

I the undersigned in my capacity as designated below to hereby undertake to ensure that the conditions and recommendations in terms of the Environmental Management Plan (EMP) for the renovation, upgrading, and construction activities in a National Park are implemented and assume responsibility and accountability in this respect.

I further understand that officials from SANParks may during any phase of the project, conduct an inspection of the development in order to ensure compliance with the conditions and recommendations in the EMP.

EMPLOYER

Name: _____

Signature: _____

Date: _____

CONTRACTOR

Name: _____

Signature: _____

Date: _____

1. ENVIRONMENTAL MANAGEMENT PLAN

1.1 GENERAL

Definition of an “**Environmental Management Plan**”:

A plan or programme that seeks to achieve a required end state and describes how activities, that have or could have an adverse impact on the environment, will be mitigated, controlled, and monitored.

The EMP will address the environmental impacts during the design, construction and operational phases of a project. Due regard must be given to environmental protection during the entire project. In order to achieve this a number of environmental specifications/recommendations are made. These are aimed at ensuring that the contractor maintains adequate control over the project in order to:

- Minimise the extent of impact during construction.
- Ensure appropriate restoration of areas affected by construction.
- Prevent long term environmental degradation.

The contractor must be made aware of the environmental obligations that are stipulated in this document, and declares himself/herself to be conversant of all relevant environmental legislation. The contractor should also be aware that the Park Manager / Environmental Control Officer will monitor the implementation of the procedures.

1.2 OBJECTIVES OF THE EMP

The EMP has the following goals:

- Identifying those construction activities that may have a detrimental impact on the environment;
- Detailing the mitigation measures that will need to be taken, and the procedures for their implementation;
- Establishing the reporting system to be undertaken during the construction.

The EMP also serves to highlight specific requirements that will be monitored during the development and should the environmental impacts not have been satisfactorily prevented or mitigated, corrective action will have to be taken. The document should, therefore, be seen as a guideline that will assist in minimising the potential environmental impact of activities.

Definition of “**mitigation measures**”:

Mitigation seeks to find better ways of doing things, by the implementation of practical measures to reduce, limit, and eliminate adverse impacts or enhance project benefits and protect public and individual rights.

The EMP also defines the arrangements that will be put in place to ensure that the mitigation measures are implemented by including recommendations of the roles and responsibilities of the project proponent, environmental management team and contractors.

1.3 COMPONENTS OF THE “EMP”

1.3.1 Introduction

This EMP adopted a precautionary approach, or in the case of management recommendations, a philosophy of ‘best practice’. Mitigation measures may then be of a more generic nature without compromising its importance to be implemented.

Therefore the purpose of this EMP is to draft and maintain a detailed management plan that, if put into practice, will effectively prevent/minimise environmental degradation.

1.3.2 The EMP in Context

This EMP will form part of a project tender and contract. Pre-construction and construction phase mitigation guidelines and clauses should be written into the construction contract documents as specifications. The contents of this EMP shall be deemed to be included in the rates tendered to execute and complete the works.

1.3.3 Flexibility

The EMP is a dynamic and flexible document subject to review and updating. During the implementation of a project there is always the possibility that unforeseen issues could arise, this EMP should therefore be revised where necessary to mitigate unanticipated impacts.

1.3.4 EMP Implementation Period

The EMP will focus on and operate during the whole implementation / construction period and maintenance phase of the projects.

1.3.5 Roles and Responsibilities

Supervision and monitoring are fundamental to the successful implementation of an EMP. Therefore, it is vital that monitoring of the extent to which the mitigation measures of this EMP, are adhered to by consultants and contractors, takes place.

All of the issues described and discussed in this document will require monitoring, and it will be the responsibility of SANParks to undertake this monitoring according to the specifications of this EMP.

- To draft and implement a monitoring programme to assess compliance with the EMP.
- To appoint an Environmental Control Officer (ECO) during the Construction Phases.
- To undertake the monitoring of operations during the operational phase. Any problems that are identified or encountered must be reported to SANParks management so that appropriate action may be taken to rectify the situation.

1.3.5.1 Appointment of an Environmental Control Officer

The position of Environmental Control Officer has been created to ensure that the mitigation measures and other requirements set forth in the EMP are adhered to.

It is recommended that SANParks appoint an Environmental Control Officer (ECO) during the construction phase of the project. The ECO can be a Section Ranger.

The following guidelines apply to the functions of an ECO:

- The ECO should have the ability to understand the contents of the Environmental Management Plan (EMP) and explain it to the contractor, the site staff, the supervisors and any other relevant personnel or I&AP's.
- The ECO would have to be on site on a regular basis – preferably daily to supervise environmental actions associated with construction activities.
- The ECO should be able to understand, interpret, monitor, audit and implement the EMP. This is his most important function.
- The ECO must then give feedback of the audits to SANParks and Contractors. This must be in the form of a written report .
- The ECO must ensure that the contractor understands what is to be done to rectify and address any problems that have arisen from the audit.

1.3.6 Feedback to Park Manager and ECO

Reporting to the Park Manager and ECO should take place during site meetings – in the case of potential “fatal flaws”/crises developing due to implementation of the project, reporting should be done immediately and the potentially adverse activities immediately halted in order that corrective action can be taken.

Reporting on the status of implementation of the EMP and the results of the environmental monitoring programme must be recorded and summarised in a monthly report by the ECO and submitted to the Park Manager.

1.3.7 Failure to comply with EMP

Outlined below are a number of steps, relating to increasing severity of environmental problems, which will be implemented. The principle is to keep as many issues within the first few steps as possible.

- **Step 1**

The ECO discusses the problem with the contractor or guilty party, and they work out a solution together. The ECO records the discussion and the solution implemented.

- **Step 2**

The ECO or SANParks observes a more serious infringement, and notifies the guilty party in writing, with a deadline by which the problem must be rectified. All costs will be borne by the contractor.

- **Step 3**

The ECO shall order the contractor to suspend part, or all, the works. The suspension will be enforced until such time as the offending party(ies), procedure or equipment is corrected and/or remedial measures put in place if required. No extension of time will be granted for such delays and all cost will be borne by the contractor.

- **Step 4**

Breach of contract - One of the possible consequences of this is the removal of a contractor and/or equipment from the park and/or the termination of the contract, whether a construction contract or an employment contract. Such measures will not replace any legal proceedings that SANParks may institute against the contractor.

2. DESCRIPTION OF MITIGATION MEASURES

This section of the report serves to prescribe mitigation measures to reduce, limit, eliminate or compensate for impacts, to acceptable/insignificant levels. In setting mitigation measures, the practical implications of executing these measures must be borne in mind. With early planning, both the cost and the impacts can be minimised.

The stipulations of this report should be conveyed to contractors prior to the commencement of construction.

2.1 PRE-CONSTRUCTION MANAGEMENT PLAN

The pre-construction or planning management plan is to be used as a guide during the planning, design and detailing of the development components. This part of the plan is to be referenced by all involved in decision making during the planning and design phases.

2.1.1 EMP TRAINING

Mitigation / Management Action	Responsible Agent
The Contractor shall arrange for Environmental and Heritage Awareness Training programmes for the personnel on site, to the satisfaction of the Park Manager and ECO, and familiarise his/her/its employees with the contents of this EMP, either in written format or verbally.	ECO & Contractor

2.1.2 CONTRACT AREAS

Mitigation / Management Action	Responsible Agent
The ECO must indicate/point out to contractors the areas that they will have in their possession for the duration of the contract (this shall include access roads to be used, construction lay-down areas, materials storage and delivery requirements, contractors' offices, operational demarcation etc.). Aspects pertaining to temporary housing for persons involved in the project shall also be included. A material delivery and storage area should be demarcated. The facility must be planned and laid out in such a way that the total footprint area is minimised.	ECO & Contractor

2.1.3 SENSITIVE ECOLOGY

Mitigation / Management Action	Responsible Agent
Prior to the commencement of construction, the proposed site/s and roads, must be inspected by SANParks Scientific Services (where necessary), in order to: • Confirm the absence of Red Data Book Species; • Relocate, demarcate or recommend conservation / preservation measures for any identified ecologically "sensitive" and/or protected species and areas, and • Point out and/or demarcate all ecologically "sensitive" areas to the contractors (e.g. red data habitats & species, rivers, streams, drainage lines, wetlands, sensitive soils, steep slopes and areas susceptible to erosion).	SANParks, ECO & Contractor

2.1.4 HERITAGE AREAS

Mitigation / Management Action	Responsible Agent
In known archaeological sensitive areas the South African Heritage Resources Agency (SAHRA) must inspect all above-mentioned contract areas, in order to: - Confirm the absence of archaeological sites and/or artefacts; - Relocate, demarcate or recommend further conservation / preservation actions and measures for any identified archaeologically "sensitive" area and/or artefacts prior to the commencing of any work at these sites, and - Point out and/or demarcate all archaeologically "sensitive" areas to the contractors.	SANParks, ECO & Contractor

2.1.5 ROADS

Mitigation / Management Action	Responsible Agent
The final alignment of the access routes and internal camp roads shall be planned in conjunction with the Park Manager, SANParks Scientific Services, Section Ranger and ECO and once finalised only the agreed roads must be used.	ECO & Contractor
Roads must be planned to deviate around significant trees and Red Data Species marked out in an approved manner by the ECO.	ECO & Contractor

2.1.6 SITE ESTABLISHMENT

Mitigation / Management Action	Responsible Agent
Construction camps and staff accommodation facilities on the site will be required to be established in appropriate locations prior to the commencement of construction, preferably within already disturbed areas. After completion of the contract, these areas will be required to be rehabilitated.	ECO & Contractor
Site Plan: Before construction can begin, the Contractor shall submit a site layout plan to the ECO for approval, including: - Site access (including entry and exit points). - All material and equipment storage areas (including storage areas for hazardous substances such as fuel and chemicals). - Construction offices and other structures. - Security requirements (including temporary and permanent fencing, and lighting) and accommodation areas for security staff. - Solid waste collection facilities and waste treatment facilities for litter, kitchen refuse, sewage and workshop-derived effluents. - Storm water control measures. - Provision of potable water and temporary ablution facilities. - Only designated areas may be used for the storage of materials, machinery, equipment and site offices. The site offices should not be sited in close proximity to steep areas, as this will increase soil erosion. Preferred locations would be disturbed areas along routes. Offices (and in particular the ablution facilities, aggregate stockpiles, spoil areas and hazardous material stockpiles) must be located as far away as possible from any watercourse. Regardless of the chosen site, the Contractor's intended mitigation measures shall be indicated on the plan.	Contractor
Throughout the period of construction, the contractor shall restrict all activities to within the designated areas on the construction layout plan. Any relaxation or modification of the construction layout plan is to be approved by the ECO.	ECO & Contractor
Site Camps: The following restrictions or constraints should be placed on the site camp, and construction staff in general: - The use of rivers and streams for washing of clothes. - The use of welding equipment, oxy-acetylene torches and other bare flames where veld fires constitute a hazard. - Indiscriminate disposal of rubbish or construction wastes or rubble. - Littering of the site. - Spillage of potential pollutants, such as petroleum products. - Collection of firewood. - Poaching of any description. - Use of surrounding veld as toilets. - Burning of wastes and cleared vegetation. - No concrete structures allowed, if the site camp is within the Park boundaries.	ECO & Contractor

Vegetation clearing: The natural vegetation encountered on the site is to be conserved and left as intact as possible. Only trees and shrubs directly affected by the works, and such others as may be approved by the ECO in writing, may be felled or cleared. A firebreak shall be cleared and maintained around the perimeter of the site camp/s and office sites where necessary.	ECO & Contractor
Water for human consumption: Water for human consumption should be available at the site offices and at other convenient locations on site.	ECO & Contractor
Sewage Treatment: Sanitary arrangements should be to the satisfaction of the Park Manager and ECO. In no other ablution facilities are available, chemical toilets must be supplied (1 per 15 persons) and must be regularly cleaned and maintained by the contractor. The positioning of the chemical toilets is to be done in consultation with the ECO. The Contractor should arrange for regular emptying of toilets and will be entirely responsible for enforcing their use and for maintaining such latrines in a clean, orderly and sanitary condition to the satisfaction of the ECO. If necessary, the ablution facilities must be screened from the public view. In remote areas where chemical toilets may not be a viable option, agreement must be reached on alternatives before construction starts.	ECO & Contractor
Cooking Fuel: The Contractor shall provide adequate facilities for his staff so that they are not encouraged to supplement their comforts on site by accessing what can be taken from the natural surroundings. Collection of firewood is not permitted.	ECO & Contractor
Waste Management: Solid waste shall be stored in an appointed area within the site camp in covered drums for collection and disposal. Disposal of solid waste shall be at an approved landfill site – this must be agreed to with the Park Manager. During the construction period, the facilities shall be maintained in a neat and tidy condition, and the site is to be kept free of litter. At all places of work, the Contractor shall provide litter collection facilities for later safe disposal at approved waste disposal sites.	ECO & Contractor

2.1.7 MATERIALS HANDLING, USE AND STORAGE

Mitigation / Management Action	Responsible Agent
The Contractor's management and maintenance of his plant and machinery will be strictly monitored according to the criteria given below, regardless of whether it is serviced on the site (i.e. at the place of construction activity or at a formalised workshop) or not.	ECO & Contractor
Safety: All the necessary handling and safety equipment required for the safe use of petrochemicals and oils shall be provided by the Contractor to, and used or worn by the staff whose duty it is to manage and maintain the Contractor's and his subcontractor's and supplier's plant, machinery and equipment. Contractor must comply with the Occupational Health and Safety Act (Act 85 of 1993) and Construction Regulations, 2003 as this governs what the contractor has to do/provide for his staff.	ECO & Contractor
Hazardous Material Storage: Petrochemicals, oils and identified hazardous substances shall only be stored under controlled conditions. All hazardous materials will be stored in a secured, appointed area that is fenced and has restricted entry. Storage of hazardous products shall only take place using suitable containers approved by the ECO. In addition, hazard signs indicating the nature of the stored materials shall be displayed on the storage facility or containment structure.	ECO & Contractor
Fuels and Gas Storage: Fuel should be stored in a secure area in a steel tank supplied and maintained by the contractor according to safety procedures. Gas welding cylinders and LPG cylinders should be stored in a secure, well-ventilated area. The contractor must supply sufficient fire fighting equipment in event of an accident and strictly no smoking will be allowed where fuel is stored and used.	ECO & Contractor

2.1.8 WATER SUPPLY

Mitigation / Management Action	Responsible Agent
Water supply pipelines will be according to contract specifications, following the most direct, yet most ecologically responsible route agreed to with the engineer and as per contract documentation.	ECO & Contractor
Point out to contractors where they can obtain water (e.g. water for mixing of cement as well as for drinking). Contractors shall not make use of/collect water from any other source than those pointed out to them as suitable for use by them.	ECO

2.1.9 LIQUID WASTE

Mitigation / Management Action	Responsible Agent
Under the General Authorisations in terms of Section 39 of the National Water Act (Act No. 36 of 1998), DWAF does not permit the construction of wastewater disposal sites (such as septic tank systems) within the 100 year flood line of any watercourse, or alternatively, within 100 metres of the edge of a water resource.	SANParks
The treatment and disposal of effluent will comply with all applicable legislation and the relevant permit regarding the disposal of purified effluent into the natural environment will have to be obtained from DWAF if so required during construction and operations.	SANParks
The design, installation and operation of septic tanks and soak-aways will conform to Water Act, including all the regulations made under section 26 of the National Water Act.	SANParks

2.2 CONSTRUCTION MANAGEMENT PLAN

The Construction Management Plan forms part of the contract documentation. The plan must be read in conjunction with the contract documents including the relevant Bill of Quantities and Specifications.

2.2.1 VEHICULAR ACCESS AND MOVEMENT OF CONSTRUCTION VEHICLES

Mitigation / Management Action	Responsible Agent
During construction, use should be made of existing access routes to construction areas where possible. Construct approved vehicle turning areas, avoiding selected ecological sensitive areas or species, and have turning area routes approved by the ECO. Temporary access roads must be rehabilitated after usage as per prior agreement between the Park Manager and Contractor.	ECO & Contractor

2.2.2 MOVEMENT OF CONSTRUCTION PERSONNEL, LABOURERS AND EQUIPMENT

Mitigation / Management Action	Responsible Agent
The Contractor must ensure that all construction personnel, labourers and equipment remain within the demarcated construction sites at all times. Where construction personnel and/or equipment wish to move outside the boundaries of the site, the contractor/ labourers must obtain permission from the ECO.	ECO & Contractor

2.2.3 VEGETATION CLEARING

Mitigation / Management Action	Responsible Agent
The extent of all construction site footprints will be minimised and limited to existing and / or already disturbed areas wherever possible.	ECO & Contractor
The areas needing to be cleared and the degree of clearing required will be determined and demarcated in consultation with the ECO before clearing begins.	ECO & Contractor
The Contractor may not deface, paint or otherwise mark and / or damage natural features / vegetation on the site, unless agreed beforehand with the ECO. Any features / vegetation defaced by the Contractor will be restored to the satisfaction of the ECO.	ECO & Contractor
The ECO must be present during vegetation clearing.	ECO
Plant Search and Rescue: - Plant search and rescue (i.e. the location and removal of specified plant species, without unnecessary damage, and their transfer to a specified location) and the collection of seed, shall be conducted by the ECO prior to the onset of any site clearing operations, should the ecologist/ SANParks Scientific Services indicate this to be necessary. - Sensitive areas and/or species that have been selected for conservation by the ecologist / SANParks Scientific Services, Park Manager or ECO, shall be demarcated with danger tape. No activity shall take place at these areas. - De-stumping shall only occur at the request of the ECO. Where roots can act as erosion protection, trees should be cut as close as possible to the ground level. - During the clearing of woody vegetation no basal cover or grass and topsoil shall be removed and damage to this layer shall be minimised as far as possible.	ECO & Contractor
Vegetation Removal and Trimming in Watercourses: No heavy machinery shall be permitted within watercourses for any purpose, except emergency procedures, without the prior approval of the ECO. Clearing of vegetation shall be conducted by hand. All cleared and trimmed vegetation shall be removed from any watercourse to prevent flooding/snagging hazards being created.	ECO & Contractor
Rehabilitation: The Park Manager, ECO, and Contractor must agree on rehabilitation of areas. The Contractor shall be held responsible for rehabilitation for all areas disturbed during construction. This includes, for example, service roads, stockpile areas, stop/go facilities, windrows and wherever material generated for, or from, road construction has to be stored temporarily or otherwise within the road reserve, or at designated or instructed areas outside the road reserve. This responsibility shall extend until expiry of the Defects Liability Period.	ECO & Contractor

2.2.4 PROTECTION OF FAUNA

Mitigation / Management Action	Responsible Agent
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- Under no circumstances shall any animals be handled, removed, killed or be interfered with by the Contractor, his employees, his subcontractors or his subcontractors' employees. - The Contractor and his employees shall not bring any domesticated animals onto the site. - The Contractor shall ensure that the work site be kept clean, tidy and free of rubbish that would attract animals. - No poaching of fauna and flora shall be tolerated by the Contractor or his personnel on Site or elsewhere.	ECO & Contractor
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2.2.5 HERITAGE AND/OR ARCHAEOLOGICAL SITES

Mitigation / Management Action	Responsible Agent
Historical and Archaeological Sites: If any artifact on site is uncovered, work in the immediate vicinity shall be stopped immediately. The Contractor shall take reasonable precautions to prevent any person from removing or damaging any such article and shall immediately upon discovery thereof inform the ECO of such discovery. The South African Heritage Resources Agency (SAHRA) or the National Monuments Council shall be contacted such that an archaeological consultant can be appointed to excavate and record the site. Work may only resume once clearance is given in writing by the archaeologist. No stones/rock or any material may be removed from any site in the park without approval by the ECO, and after confirmation that materials do not form part of a cultural site.	ECO & Contractor

2.2.6 SOIL MANAGEMENT

Mitigation / Management Action	Responsible Agent
Topsoil: The Contractor is required to strip topsoil together with grass / groundcover from <u>all</u> areas where permanent or temporary structures are located, construction related activities occur, and access roads are to be constructed, etc. This must be read together with the contract specifications & conditions. Topsoil must be stockpiled for later use.	ECO & Contractor
Topsoil is to be handled twice only - once to strip and stockpile, and secondly to replace, level, shape and scarify.	ECO & Contractor
Topsoil stockpiles are not to exceed 1.5 m in height and should be protected to prevent erosion where needed.	ECO & Contractor
Topsoil stockpiles are to be maintained in a weed free condition. The ECO can assist with guidance as to which plants are weeds and require removal.	ECO & Contractor
Topsoil is to be replaced by direct return where feasible (i.e. replaced immediately on the area where construction is complete), rather than stockpiling it for extended periods.	ECO & Contractor
Spoil Material: The location of spoil stockpile sites shall be agreed upon by the ECO prior to the onset of any operations that will generate spoil materials. No spoil material shall be dumped outside the defined site. The Contractor shall ensure that the material does not blow or wash away. If the spoil material is in danger of being washed or blown away, the contractor shall cover it with a suitable material, such as hessian or plastic.	ECO & Contractor

2.2.7 EROSION CONTROL

Mitigation / Management Action	Responsible Agent
The Contractor shall protect all areas susceptible to erosion and shall take measures, to the approval of the ECO. The Contractor shall not allow erosion to develop on a large scale before effecting repairs and all erosion damage shall be repaired as soon as possible.	ECO & Contractor
The specifics of erosion protection work will vary from situation to situation. These specifics should be cleared with the Park Manager and/or ECO and comply with the contract specifications.	ECO & Contractor
Where required, cut-off trenches can be installed to divert substantial run-off and prevent erosion.	ECO & Contractor
During construction, areas susceptible to erosion must be protected by installing temporary or permanent drainage works and energy dispersion mechanisms and could include – to be agreed to by SANParks and Contractor and with considerations of implications on costs: - Vegetation, - Mitre drains (afleivore), - Benches (grondwalle),	ECO & Contractor

• Benches consisting of sandbags, • Packing branches and rocks in small gullies and disturbed areas.	
Storm water drainage measures are required on site to control runoff and prevent erosion.	ECO & Contractor

2.2.8 SLOPE PROTECTION

Mitigation / Management Action	Responsible Agent
Cut and fill slopes shall be shaped and trimmed to approximate the natural condition and contours as closely as possible and, where possible, be undulating. Levels incongruous to the surrounding landscape, shall be reshaped as per contract specifications.	ECO & Contractor
Slopes that need protection shall be identified by the ECO and the specifications needed must be established using the latest approved methods and technology.	ECO & Contractor

2.2.9 ACCESS ROADS

Mitigation / Management Action	Responsible Agent
Construction staff may only use authorised paths and roads.	ECO & Contractor
The proclaimed speed limit in the Park must be strictly adhered to.	ECO & Contractor
ECO will monitor the conduct of drivers and report any negative impact to the contractor immediately.	ECO & Contractor
Construction roads must follow existing roads and tracks and should not be wider than necessary with a maximum width of 3 m. Should a wider road be required, this will require the approval of the ECO.	ECO & Contractor
If two-way traffic movement is to take place, passing bays are to be used where specified by the ECO to prevent access / detours into the surrounding areas. The drivers delivering construction materials to site are to be made aware of this. They may not drive off the road in order to allow another vehicle to pass.	ECO & Contractor
Continual use of dirt access roads by heavy machinery and increased transport loads means they will have to be carefully monitored and regularly graded as soon as potholes or rutting occurs.	ECO & Contractor
Upon completion of the construction period, the Contractor will ensure that the access roads are returned to a state no worse than prior to construction commencing.	ECO & Contractor

2.2.10 EXCAVATION, BACKFILLING AND TRENCHING

Mitigation / Management Action	Responsible Agent
Where at all possible, excavations must not stand open longer than 2 days, and should preferably be opened and closed on the same day. They should not be permitted to stand open longer than a week under any circumstances. Excavations must be marked with tape to clearly demarcate the area and warn against access.	ECO & Contractor
Excavations must not be undertaken until such time that all required materials / services etc. are available on-site, to facilitate immediate laying of such services or the construction of subsurface infrastructure.	ECO & Contractor
Any such excavations should ideally be undertaken within the confines of an established construction site - i.e. a site that is either protected with a peripheral fence, or a site that has a regular / continual human presence. Failing this, regular daily inspections are essential.	ECO & Contractor
If need be, spread the rocks in as natural a looking manner as possible in the veld.	ECO & Contractor
Excess rocks and sand as a result of excavation activities is not to be dumped along next to construction site – rocks to be spread in a natural looking manner in the surrounding area.	ECO & Contractor
Removed soil is to be used to backfill areas where required (i.e. such as existing and un-rehabilitated gravel pits).	ECO & Contractor
Excavated material is to be stockpiled along the trench within the working servitude, unless otherwise authorised.	ECO & Contractor
Deficiency of backfill material will not be made up by excavation within the protected area. Where backfill material is deficient, it must be made up by importation from an approved borrow pit area.	ECO & Contractor

2.2.11 LEVELLING

Mitigation / Management Action	Responsible Agent
Excess sand and soil resulting from levelling activities of the work area should be stored in low heaps either on the access road or already disturbed area.	Contractor
Excess topsoil is to be spread evenly over the area in a manner that blends in with the natural topography.	ECO & Contractor
Once heavy machinery has cleared the bulk of these material stockpiles, the disturbed areas should be levelled and cleared of any foreign material manually e.g. with spades. It is unacceptable to leave foreign material behind with the knowledge that it will become hidden amongst the rejuvenating vegetation with time.	ECO & Contractor

2.2.12 SAND EXTRACTION

Mitigation / Management Action	Responsible Agent
This is a specialised and potentially environmentally impacting activity, which must be undertaken with the approval and overall management of the Park.	Contractor / SANParks
Regular inspections must be undertaken by the local Section Ranger and ECO to monitor and audit the effects and impacts of such removals.	ECO & Contractor
On completion of the sand-winning activity, the river bed will be rehabilitated to the satisfaction of the ECO and Section Ranger.	ECO & Contractor

2.2.13 STOCKPILING, HANDLING AND STORAGE OF BUILDING MATERIALS

Mitigation / Management Action	Responsible Agent
Stockpiles and storage yards will be demarcated in areas already disturbed or where they will cause minimal disturbance.	ECO & Contractor
Clearly indicate which activities are to take place in which areas within the site e.g. the mixing of cement, stockpiling of materials etc. Limit these activities to single sites only. This may not always be possible for example for heaps of topsoil, but should definitely be the case for other building materials.	ECO & Contractor
Stockpiles of expensive materials such as cement bags should be such that they can easily be removed from the site over weekends or during rainy weather.	Contractor
Specific sites should be allocated for construction waste e.g. empty cement bags, discarded planks, etc. A low temporary fence may be erected around such a site in order to contain the waste and assist the effective removal thereof from the site.	ECO & Contractor
Old cement mixing bags will be placed in wind and spill proof containers as soon as they are empty. The Contractor will not allow closed, open or empty bags to lie around the site.	ECO & Contractor
The Contractor will ensure that all operations that involve the use of cement and concrete are carefully controlled.	ECO & Contractor
Concrete mixing may only take place in the construction camp or in agreed specific areas on site.	ECO & Contractor
Concrete may not be mixed directly on the ground. No mixed concrete may be deposited directly onto the ground prior to placing. A board or other suitable platform / surface is to be provided onto which the mixed concrete can be deposited whilst it waits placing.	ECO & Contractor
All visible remains of excess concrete will be deposited in a designated area awaiting removal to an approved landfill site.	ECO & Contractor

2.2.14 SERVICING AND RE-FUELLING OF CONSTRUCTION EQUIPMENT

Mitigation / Management Action	Responsible Agent
All maintenance and repair work will be carried out at the main construction camp within an area designated for this purpose, equipped with necessary pollution containment measures.	ECO & Contractor
The ground under the servicing and refuelling areas must be protected against pollution caused by spills and / or tank overfills (bunded / lined).	ECO & Contractor
The Contractor may only change oil or lubricant at agreed and designated locations, except if there is a breakdown or emergency repair, and then any accidental spillages must be cleaned up / removed immediately.	ECO & Contractor
In such instances the Contractor will ensure that he has drip trays available to collect any oil or fluid.	ECO & Contractor
Construction vehicles are to be maintained in an acceptable state of repair. No vehicles or equipment with leaks or causing spills will be permitted to operate at any of the construction sites. These will be sent immediately back to the maintenance yard for repair.	ECO & Contractor

Mitigation / Management Action	Responsible Agent
All equipment that leaks must be repaired immediately or must be removed from site.	ECO & Contractor
Fuels required during construction must be stored in a central depot at the construction camp. This storage area should be located on a slab and be contained within a bund capable of containing at least the volume of one of the containers.	ECO & Contractor
Temporary fuel storage tanks and transfer areas also need to be located on an impervious surface adequately bunded to contain accidental spills. Appropriate run-off containment measures must be in place.	Contractor

2.2.15 SOLID WASTE MANAGEMENT

Mitigation / Management Action	Responsible Agent
An adequate number of 'scavenger proof' refuse bins must be provided at the construction sites and at the construction camps.	ECO & Contractor
These bins must be provided with lids and an external closing mechanism to prevent their contents blowing out and must be scavenger-proof to prevent baboons and other animals that may be attracted to the waste.	ECO & Contractor
The Contractor will ensure that all personnel immediately deposit waste in the waste bins provided.	ECO & Contractor
All refuse and solid waste generated at all work sites will be stored in appropriate scavenger proof containment vessels at the relevant site and removed to the main construction camp, where the waste will be sorted and stored within a fenced waste storage area.	ECO & Contractor
All waste must be transported in an appropriate manner (e.g. plastic rubbish bags).	ECO & Contractor
The Contractor may not dispose of any waste and / or construction debris by burning, or by burying.	ECO & Contractor
Discard all construction waste at a registered waste management facility / landfill site, particularly those wastes or products that could impact on surface or groundwater quality by leaching into or coming into contact with water.	ECO & Contractor
The contractor will maintain 'good housekeeping' practises as ensure that all work sites and construction camp are kept tidy and litter free.	ECO & Contractor

2.2.15 LIQUID WASTE MANAGEMENT

Mitigation / Management Action	Responsible Agent
The Contractor must take reasonable precautions to prevent the pollution of the ground and / or water resources on and adjacent to the site as a result of his activities.	Contractor
The Contractor may discharge 'clean' silt laden water overland and allow this water to filter into the ground. However, he must ensure that he does not cause erosion as a result of any overland discharge.	ECO & Contractor
No natural watercourse is to be used for the cleaning of tools or any other apparatus. This includes for purposes of bathing, or the washing of clothes etc.	ECO & Contractor
All washing operations will take place off-site at a location where wastewater can be disposed of in an acceptable manner.	ECO & Contractor
Trucks delivering concrete may not be washed on site or anywhere inside the park.	ECO & Contractor
No spills may be hosed down into a storm water drain or sewer, or into the surrounding natural environment.	ECO & Contractor
Adequate ablution facilities are to be provided at each construction site, conveniently located near to work areas to avoid localised water pollution from camp sewerage.	ECO & Contractor
All soil contaminated, for example by leaking machines, refuelling spills etc. is to be excavated to the depth of contaminant penetration, placed in 200 litre drums and removed to an appropriate landfill site.	ECO & Contractor

2.2.16 HAZARDOUS MATERIALS

Mitigation / Management Action	Responsible Agent
The Contractor must comply with all national, regional and local legislation with regard to the storage, transport, use and disposal of petroleum, chemical, harmful and hazardous substances and materials.	Contractor

The Contractor will furthermore be responsible for the training and education of all personnel on site who will be handling the material about its proper use, handling and disposal.	Contractor
The Contractor will be responsible for establishing an emergency procedure for dealing with spills or releases of petroleum.	Contractor
Storage of all hazardous material is to be safe, tamper proof and under strict control.	ECO & Contractor
Petroleum, chemical, harmful and hazardous waste throughout the site must be stored in appropriate, well maintained containers.	Contractor
Exercise extreme care with the handling of diesel and other toxic solvents so that spillage is minimised.	ECO & Contractor
Any accidental chemical / fuel spills to be corrected immediately.	ECO & Contractor
Timber products should be treated off-site prior to use in construction.	ECO & Contractor
Periodic on-site application of timber treatment products (for maintenance purposes) should take place with due care for the nature of the product (toxicity) and for potential spillages that may occur. Areas where timber is to be treated should have secondary containment measures instituted, such as the placement of a plastic layer (some form of covering) over soils, beneath the timber structures to prevent contamination of the soil surface.	ECO & Contractor

2.2.17 RUN-OFF FROM CONSTRUCTION CAMPS

Mitigation / Management Action	Responsible Agent
The Contractor must ensure that rainwater containing pollutants does not run-off into natural areas and thus result in a pollution threat.	ECO/Contractor
A drainage diversion system is to be installed to divert runoff from areas of potential pollution, e.g. batching area, vehicle maintenance area, workshops, chemical and fuel stores, etc.	ECO/Contractor

2.2.18 FIRE

Mitigation / Management Action	Responsible Agent
The Contractor must take all the necessary precautions to ensure that fires are not started as a result of activities on site.	Contractor
No fuels or chemicals may be stored under trees.	ECO/Contractor
Gas and liquid fuel may not be stored in the same storage area.	ECO/Contractor
The Contractor must ensure that there is adequate fire-fighting equipment at the fuel stores.	ECO/Contractor
No open fires for heating or cooking will be permitted on site, unless otherwise agreed and then only in designated areas..	Contractor
The Contractor will supply all living quarters, site offices, kitchen areas, workshop areas, material stores and any other areas identified with suitable, tested and approved fire fighting equipment.	Contractor
The construction site must be protected against fire, and a sufficient fire break must be constructed, on advice by the Section Ranger, around each construction site and the construction camp where necessary..	ECO/Contractor

2.2.19 DUST

Mitigation / Management Action	Responsible Agent
The Contractor shall take precautions to the satisfaction of the ECO to limit the production of dust and damage caused by dust.	ECO/Contractor

2.2.20 NOISE

Mitigation / Management Action	Responsible Agent
Machinery and vehicle silencer units are to be maintained in good working order. Offending machinery and / or vehicles will be banned from use on site until they have been repaired.	Contractor
Noise levels must be kept within acceptable limits for a protected area, and must not be of such nature as to detract from the natural experience of other visitors to the protected area.	Contractor
The contractor shall take into consideration that the project areas are located within a natural environment and that noise could be a major disturbance/nuisance for the fauna and visitors to the park. Project management should endeavour to keep noise generating activities associated with construction activities to a minimum and within working hours.	Contractor

2.2.21 VISUAL

Mitigation / Management Action	Responsible Agent
Security lighting must be placed such that it is not a nuisance to residents and visitors to the area. Shields may be required to prevent lights from being visible from other parts of the protected area.	ECO/Contractor
Care will be taken when positioning the lights to ensure the least visual impact, while still providing a safe work environment for construction staff.	ECO/Contractor
Should any construction activities take place where Park tourists can see the construction activities, then clear signboards must be erected to inform the tourists of the activity taking place. SANParks to provide boards. Contractor to erect boards as required.	Contractor
The Contractor shall not establish any activities which, in the opinion of the ECO, are likely to adversely affect the scenic quality of the area. The ECO may direct the Contractor to refrain from such activities or to take ameliorative actions to reduce the adverse effects of such activities.	ECO/Contractor
No painting or marking of natural features shall take place. Marking for surveying and other purposes shall only be done with pegs and beacons.	ECO/Contractor
All packed rock and exposed rock cuttings shall be treated in order to blend their colour with the colours of the natural weathered rocks of the adjacent environment.	ECO/Contractor

2.2.22 SITE CLEAN-UP AND REHABILITATION

Mitigation / Management Action	Responsible Agent
The Contractor must ensure that all temporary structures, materials, waste and facilities used for construction activities are removed upon completion of the project.	Contractor / ECO
Fully rehabilitate (e.g. clear and clean area, rake, pack branches etc.) all disturbed areas and protect them from erosion.	Contractor / ECO
Only indigenous plants which are able to establish easily and will need less maintenance because they have already adapted to the local conditions should be considered.	Contractor / ECO
Before final decisions about the choice of plant species are taken the Section Ranger should be approached for their advice.	Contractor / ECO

2.3 MONITORING OF EMP IMPLEMENTATION

The correct and successful implementation of impact mitigation measures in order to reduce adverse impacts on environmental conditions needs to be ensured by a proper monitoring programme.

Monitoring of the general implementation of/adherence to the EMP, shall be the responsibility of the ECO. Reporting on adherence/compliance to stipulations as communicated to contractors, shall take place during scheduled site meetings.

2.3.1 Monitoring Form:

A list of environmental issues addressed in the EMP is drawn up. A tick box monitoring form is compiled which makes provision for compliance or non-compliance to the EMP requirements for each environmental issue. This monitoring form makes room for a brief description of the non-compliance(s). The issues identified on the monitoring form must be discussed in detail with the contractor and the Park Manager. A reasonable date of completion of the remedial action must be jointly agreed upon, between the contractor, ECO and Park Manager. This monitoring form must be signed by all parties and a copy be provided to the Park Manager.

The following Monitoring Form may serve as an **example** or point of departure.

Name:	Date:	
Project:		

ENVIRONMENTAL MONITORING CHECKLIST (NC = NON-COMPLIANCE, C = COMPLIANCE, NA = NOT APPLICABLE)					
Item		Rating	Item		Rating
1.	Vehicular access and movement of construction vehicles		13.	Stockpiling, handling and storage of building materials	
2.	Movement of construction personnel, labourers and equipment		14.	Servicing and re-fuelling of construction equipment	
3.	Vegetation clearing		15.	Liquid waste management	
4.	Protection of fauna		16.	Hazardous materials	
5.	Cultural and/or archaeological sites		17.	Run-off from construction camps	
6.	Soil management		18.	Fire	
7.	Erosion control		19.	Dust	
8.	Slope protection		20.	Noise	
9.	Access roads		21.	Visual	
10.	Excavation, backfilling and trenching		22.	Site clean-up and rehabilitation	
11.	Levelling				
12.	Sand extraction				
			A.	Others	
Remedial Action on Non-compliance: (Action and Time Plan)					
Close out: Environmental Control Officer _____ Name _____ Date			Response required by: Contractor _____ Name _____ Date		
Comments: Records: ☐ PARK MANAGER ☐ CONTRACTOR ☐ PROJECT MANAGER					

ANNEXURE D:

CODE OF CONDUCT FOR WORKING IN A NATIONAL PARK



CODE OF CONDUCT FOR WORKING IN A NATIONAL PARK

OUTSIDE ORGANISATIONS WORKING TEMPORARILY IN A NATIONAL PARK

CODE OF CONDUCT FOR PERSONNEL FROM OTHER ORGANISATIONS TEMPORARILY WORKING IN NATIONAL PARKS

1. INTRODUCTION

You will presently begin an important task in a national park, which is an area controlled by South African National Parks (SANParks). For obvious reasons your task must be completed in the shortest possible time and to accomplish this, there has to be co-operation at all levels between yourselves and personnel from SANParks.

In the past, you and your sub-ordinates worked in uncontrolled areas, but you are presently in a controlled area and furthermore in a national park.

As the name implies, the main objective with a national park is the protection, conservation and utilization of our heritage, in such a way to allow future generations to enjoy, appreciate and admire nature in its unspoiled state. This great endeavour can only be achieved if every individual who works in a national park admits to and accepts nature conservation as part of their heritage (daily life). Certain procedures were followed in the past to accomplish your tasks, but now you must accept that adaptations will have to be made to complete your task in a national park without disturbing the natural environment.

You will also be subjected to certain necessary restrictions during your stay and operations in a national park. Certain expectations will be made in accordance with your work commitments. Restrictions will be kept to a minimum, those that are enforced must please be respected and seen in a positive light to promote co-operation and to prevent any unpleasantness.

Depending on where you are resident while working in a national park, you are requested to discuss any problems you may encounter, with the Park Manager, (*Section Ranger or the person in charge of Visitor Services*). You can be assured that these officials will do everything in their power to ensure that you have a pleasant and productive stay in the national park.

Please study and commit yourself to the attached Code of Conduct.

Any uncertainties must be cleared up with a SANParks' official.

We wish you a pleasant and productive stay in our national parks.

2. PRINCIPLES WITH RESPECT TO BEHAVIOUR AND DISCIPLINE

All persons resident or working in a national park, are subject to the National Environmental Management Protected Areas Act 57 of 2003.

The following principles should be complied with at all times in a national park:

- 2.1 No prospecting or mining is allowed on any land forming part of a national park or protected area.
- 2.2 No person, except an employee authorised by SANParks may:
 - 2.2.1 Enter or reside in a national park without permission;
 - 2.2.2 Be in possession of an unsealed weapon, explosives, traps or poison in the park or convey the same into a park;
 - 2.2.3 Hunt or kill an animal, collect, damage or destroy a bird's nest or it's eggs;
 - 2.2.4 Purposely or negligently cause a veld fire or damage any object of geological, archaeological, historical, ethnological or of any other scientific value to SANParks;
 - 2.2.5 Bring any animal or pet into a national park or allow domestic animals to stray into a national park, if found it will be confiscated and destroyed by an official;
 - 2.2.6 Remove any animal (dead or alive) or parts thereof from the park (unless lawfully brought into the park);
 - 2.2.7 Cut down trees or remove plants from a park or in any way damage any tree, plant or seeds;
 - 2.2.8 Feed animals in national parks;
 - 2.2.9 Drive a vehicle without a licence or allow a minor to drive a vehicle under his control;
 - 2.2.10 Spend the night anywhere in a national park, (other than in a designated area) except in a rest camp or private home, without the permission of SANParks;
 - 2.2.11 Enter a national park in an:
 - Unlicensed (or unregistered) vehicles;
 - Enter or use any closed road (no entry);
 - 2.2.12 Vehicles may not be driven recklessly or negligently in a national park.
 - 2.2.13 All drivers must consider other drivers and all animals.
 - 2.2.14 No person under the influence of alcohol or drugs, may drive a vehicle in a national park or be in the drivers seat of a vehicle with the engine running.
 - 2.2.15 Without special permission, no person may organize or perform public entertainment or fund-raising campaigns.
 - 2.2.16 Angling in rivers or dams is prohibited.
 - 2.2.17 Angling, where permitted, is only allowed from sunrise to sunset.
 - 2.2.18 Swimming is prohibited at designated angling areas.
 - 2.2.19 No person may damage property or endanger property belonging to SANParks.
 - 2.2.20 No person may use a radio or musical instruments in such a way as to cause a disturbance to others.
 - 2.2.21 No person may dispose of any article or rubble other than in containers provided by SANParks.
 - 2.2.22 No person may remove sand, stone or wood without the permission of SANParks.

2.2.23 Unless issued with an official late permit, no one may travel from a rest camp or entry gate after gate closing times. Permits are issued by the Park Manager or designated person after acceptance of a legitimate motivation.

2.2.24 The proclaimed speed limit in a national park must be strictly adhered to, except if and when concessionary speed limits have been approved.

3. RESPONSIBILITIES TOWARDS NATURE CONSERVATION

3.1 Antiquities or objects of historical value which you may discover during your operation in a national park, are and remain the property of SANParks. These items must be handed the Park Manager or designated person as soon as possible. Any person found possession of such articles, either to keep or sell, will be liable to prosecution.

3.1 No firewood may be collected or removed without the permission of a Nature Conservation official. Under no circumstances will permission be granted to remove firewood from the park unless proof of sale from one of the shops can be produced.

3.2 Stone, sand and/or soil may not be remove from any area, unless permission has been granted by the Park Manager or designated person. These products may only be removed from sites specified by the Park Manager.

3.3 On request, the Park Manager or local Section Ranger will point out to the foreman, the sites allowed for removal of stone, sand and/or water for building or other purposes. No water may be taken from existing boreholes unless the Park Manager or designated person gives permission.

3.4 The removal, cutting down or damage to any living plant in a national park is illegal and may only be done with permission. Where the construction of roads, buildings etc. necessitates the destroying of indigenous trees, shrubs or plants, it must be kept to an absolute minimum.

3.5 Gravel pits must, where at all possible, not be visible from any road. After construction, these gravel pits must be rehabilitated as per contract document and/or Environmental Management Plan.

3.6 No animals may be killed in the park.

3.7 Other than SANParks employees, personnel resident in a park, but not employed by SANParks, may only kill an animal in an emergency, to protect a life or property or when specifically authorized to do so by SANParks. A report of all animals killed and the circumstance surrounding if, must be sent to the Park Manager or designated person as soon as possible.

NB Snakes may only be killed in residences, rest camps and living quarters if it cannot be captured and removed by a knowledgeable person. Under no circumstances may poisonous or non-poisonous snakes be killed in the bush or elsewhere. Residents in a park are encouraged to study the poisonous and non-poisonous snake species for their own protection.

4. FIREARMS

Only authorized persons are allowed to possess firearms in a park. Firearms will only be allowed in exceptional circumstances, where an employee may need it in the execution of his duties and will be subject to certain strict conditions.

5. LITTER

All residents and work teams are expected to have proper respect towards the scenic beauty of a national park and not litter tins, paper etc. as well as construction debris, where new roads, bridges, dams or buildings are being constructed. It is the duty of the contractor and/or his supervisors to ensure that after completion of the projects, all litter is carted away. Under no circumstances may this litter be dumped in the bush or anywhere else. It is your responsibility to find out from the Park Manager or designated person if and where litter may be dumped. Littering is a serious offence and perpetrators can be prosecuted.

NB: After completion of any project, a contractor is required to obtain a report from the Park Manager declaring his satisfaction with the condition of the terrain and immediate surroundings.

6. PETS

No dogs or other pets are allowed in a national park without written permission of the Executive Director: Parks.

7. PERSONNEL RELATIONS

- 7.1 Park Managers or any designated person are officials of the SANParks and are responsible for the enforcement of the Protected Areas Act 57, 2003 in their respective parks. To uphold the organisation's authority, they have to be aware of all activities and especially extraordinary activities in their park. It is therefore not only a matter of courtesy but of necessity to report all activities to the Park Manager. It is very important that all new building activities, the construction of new roads, etc., be reported by the supervisor to the Park Manager. It is just as important to report the use of firebreak roads as well as unscheduled night trips to the Park Manager.
- 7.2 No person residing or working in a rest camp may leave the rest camp gate after gate closing times, without the Park Manager's or designated person's permission.

8. TRAVELLING TIMES AND TRANSPORT MATTERS

- 8.1 All private and official trips within a national park, must be undertaken during daylight hours and permission to travel after-hours will only be given in emergencies, by the Park Manager or designated person.
- 8.2 No person (employee or visitor) may transport passengers on the back of an open vehicle within a national park, unless in the execution of official duties.

9. ROAD RULES AND SPEED LIMITS

9.1 Road Rules

All personnel, whether in an official or private capacity, must ensure that their driving sets an example to other drivers. Although all people working in a park with the necessary approval, may drive at a faster speed than the tourists, they must do this as unobtrusively as possible by approaching another vehicle at a decreased speed, passing it and then accelerating slowly to the required speed. As soon as an oncoming vehicle is in sight, speed must once again be decreased until the vehicle is out of sight.

9.2 Speed limit for personnel

All employees of SANParks, as well as employees from outside organisations with written consent working in a national park, may travel at a maximum speed of 65km/h during the day and 50km/h at night regardless of the speed limit. These speed limits are applicable to all official trips and may only be exceeded in emergencies. Personnel and/or their spouses may also drive at 65km/h during the day, whilst in their private vehicles en route to the entrance gate closest to their residence. During private trips in the rest of the park, the designated speed limit has to be adhered to as well as in all the rest camps and personnel villages.

Please take note that all transgressors of this privilege will be prosecuted in the same way as tourists who disregard the speed limit.

10. CONTROL AT ENTRANCE AND RESTCAMP GATES

When entering or leaving an entrance gate of a national park, you must identify yourself to the tourist officer in charge. No one may leave a rest camp after hours unless the Park Manager or designated person has granted permission and any one arriving after hours at a rest camp must report to the Park Manager or designated person.

11. ENTRANCE TO NO-ENTRY ROADS

Fire-break and patrol roads

Please take note that no one may drive along a fire-break or patrol road with a no-entry sign in their private capacity or along any road which has been closed in any way. Only the Park Manager or designated person may give permission to do so. When a fire-break or patrol road has to be used officially the Park Manager or designated person must preferably be given prior notice of the date and the route. If it is not possible to notify him, it must be done immediately on completion of the trip.

12. GUEST PRIVILEGES

Arrangements regarding guests must be made by the site supervisor with the Park Manager or designated person.

Only immediate family members (parents and children) will be allowed free access to a national park with the permission of the Park Manager or designated person.

13. GENERAL DISCIPLINE

It is the responsibility of every supervisor in a park to ensure that the following rules and regulations are brought to the attention of every employee under their supervision and to see that it is adhered to.

13.1 Every employee residing in living quarters in a rest camp or on a designated site must:

- 13.1.1 Obey all reasonable and lawful rules given by the Park Manager or designated person;
- 13.1.2 Reside only in specific quarters/designated site reserved for them;
- 13.1.3 Maintain cleanliness and sanitation in his place of residence.

13.2 No person residing, working or officially present in a park, is allowed to:

- 13.2.1 Accommodate any unauthorized person, assist him or give him permission to enter or live in any designated living areas;
- 13.2.2 Behave in such a way as to be detrimental to maintaining discipline, order for health in such living areas;

13.3 Without written permission from the Park Manager or designated person;

- 13.3.1 Keep live animals or poultry;
- 13.3.2 Excavate or have excavations made
- 13.3.3 Build or make any alterations to existing building;

13.4 In any way, either directly or indirectly, hinder any employee, Security Officer, Ranger or anyone authorised by the Park Manager, in the execution of their duties; inspections or any investigations deemed necessary or purposely hinder, obstruct, mislead or refuse to divulge information when requested to, or refuse to assist in any way or heed legitimate request or command.

13.5 Purposely disturb the peace by making a noise, shouting, screaming, arguing, causing violence or acting violently or improperly.

13.6 Enter or leave a Park or living quarters other than through the official gates.

13.7 Gamble in any way.

13.8 Defecate in a place or manner as to offend any other person.

13.9 Dispose of rubble or leftovers in any place other than in bins provided.

13.10 Aimlessly loiter or hang around near or in a rest camp or personnel accommodation at any time.

13.11 Introduce, brew or be in possession of alcohol.

13.12 Be in possession of habit forming drugs.

13.13 Be in possession of any fresh meat, especially raw venison or other animal products and, if required legally, it may not be transported out of the park without the necessary veterinary permits.

13.14 Hitch-hike in a national park.

13.15 Possess a firearm or any dangerous weapon without the necessary permission or permit.

13.16 Where work teams reside and work in the field, wander away from the work site or living quarters.

13.17 Temporary work teams (supervisors excluded) are not allowed to receive visitors in a national park.

13.18 It is the contractor's responsibility to ascertain the rules and regulations laid down by SANParks.

14. MALARIA AND MALARIA CONTROL

Some of the national parks, e.g. Kruger National Park and Mapungubwe National Park are in an endemic malaria area and the residents are constantly exposed to the disease and must be aware of the fact.

Malaria is a potentially dangerous disease and if not treated timeously and correctly, can be fatal. It is therefore extremely important that all residents, their children and their employees take adequate preventative measure to protect themselves from disease. Malaria is a disease caused by small parasites, which destroy red blood corpuscles of an affected person. Parasites are transmitted from person to person by the *Anopheles* mosquitoes. Various types of malaria occur of which *plasmodium falciparum* is the most common and also the most dangerous.

The possibility of contracting the disease can be reduced by avoiding mosquito bites and taking prophylactics which prevent the development of parasites in the body. Please contact the local physician for precautionary measures or if you think you have malaria.