South African NATIONAL PARKS

SOUTH AFRICAN NATIONAL PARKS

GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS

CONTRACT NO: GNP-033-26

TENDER DOCUMENT

October 2026

ISSUED BY:
Mr Garret Kobe
Manager: SCM – Infrastructure & Special Projects
SOUTH AFRICAN NATIONAL PARKS
P.O. BOX 787
PRETORIA
0001

Tender Advert Date: 16 October 2026

The Tenderer is required to check the numbers of pages and should any be found to be missing or duplicated, or should any of the typing be indistinct, or any doubt or obscurity arise as to the meaning of any description or particular of any item, or if the Tender Document contains any obvious errors, then the Tenderer must immediately inform the Employer and have them rectified or explained in writing as the case may be. No liability whatsoever will be admitted by reason of the Tenderer having failure to comply with the foregoing instructions.

IMPORTANT NOTICE:

- Tender offers must be properly received on the tender closing date and time specified on the invitation **fully completed handwritten legibly in non-erasable black ink and signed where required.**
- The **use of correction fluid is prohibited**. Corrections must be crossed out and initialled.
- The tenderer **must submit a complete document** inclusive of all parts including a fully priced Bills of Quantities.

1: The Tender

Part T1: Tendering procedures

T1.1: Tender Notice and Invitation to Tender (SBD1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	**GNP-033-26**	CLOSING DATE:	**20 November 2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT

Location of tender box: 643 Leyds Street
Muckleneuk
Pretoria
Gauteng
0002

Late tenders will not be accepted for consideration.

Tenderers should ensure that tenders are delivered timeously to the correct address.

Identification details: Contract: GNP-033-26: General renovations, repairs and maintenance of building and electrical infrastructure in Groenkloof for a period of five (05) years

South African National Parks invites tenders for **GNP-033-26: GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS**

ELIGIBILITY

1. Required CIDB Grading

a) 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 contactor 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 **6GB** or higher class of construction work, are eligible to submit tenders. (any bidder lower than the determined designation or not CIDB registered will be disqualified)

b) Joint ventures are eligible to submit tenders provided that:
   i. every member of the joint venture is registered with the CIDB
   ii. the lead partner has a contractor grading designation in the **6GB** class of the construction work; or not lower than one level below the required grading designation in the class of construction works under consideration and possess the required recognition status;
   iii. The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered of **6GB** class of construction work or a value determined in accordance with the Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.

2. Functionality Criteria Applicable

The tender will be evaluated on Functionality and the following Functionality evaluation criteria will apply and failure to meet the minimum functionality score will result in the tender being disqualified from further evaluation:

No	Functionality Criteria	Points
A	Technical Expertise	8
B	Facilities & General Building Maintenance Projects	16

Tenderers are required to score a minimum of **18 points** out of a possible **24 points** for further evaluation.
Refer to Clause **C3.11** in the Tender Data for the detailed functionality criteria and point system for evaluation.

3. Evaluation Method for Responsive tenders

Financial & Preference Offer
This tender will be evaluated according to the PPPFA and Regulations (2022) and the 80/20 preference points scoring system will be applicable.

4. Responsiveness Criteria

4.1 The following substantive responsive criteria are applicable to the tender. Failure to comply with the criteria stated hereunder **shall** result in the tender offer being disqualified from further consideration:

a) Only those tenderers who **satisfy the eligibility criteria** stated in the Tender Data May submit tenders.
b) Tender offer **must be properly received** on the tender closing date and time specified completed by hand and writing legibly in non-erasable black ink (as per Standard Conditions of Tender). Use of correction fluid is prohibited. Corrections to be crossed out and initialled.
c) Submission of **Invitation to Bid** (SBD1)
d) Signed tender offer and per the **Form of Offer** in the tender document.
e) Tenderers must **comply with the Record of Addenda** to tender documents, if any.
f) Tenderer **shall submit a fully priced Bills of Quantities** (all items in the BoQs to be priced) together with this tender **handwritten legibly in non-erasable black ink**. Errors/omissions in BoQs will be dealt with according to the clause 3.9 in the Standard Conditions of Tender, and lump sum Preliminary & General as priced or in accordance with the contract conditions.
g) Attendance of the **compulsory briefing meeting**.
h) **Registration on National Treasury's Central Supplier Database (CSD).**
i) Must be **tax compliant at tender award stage**.
j) **Valid Letter of Good Standing (COIDA)** in Building/Civil/Construction Field issued by the Department of Labour, Compensation Fund or a licensed mutual association, i.e. Federated Employers Mutual Assurance (FEM)

4.2 Tenderers may be required to submit the below documents where applicable. The Employer **reserves the right to request further information on the mentioned criteria**. Failure to submit further clarification and/or documentation within 7 (seven) calendar days from request as specifically indicated, will disqualify the tender offer from further consideration.

a) Any correction to be initialled by the person authorised to sign the tender documentation as per Resolution of Board of Directors or JV.
b) Submission of proof of Registration on National Treasury's Central Supplier Database.
c) Record of Addenda – Tenderer might be requested to confirm receipt and/or compliance with record of addenda if the "record of addenda" was not submitted with the bid at the closing date.
d) Other documents that will not affect the competitiveness of the tender.

4.3 The **administrative requirements applicable to specific goals are listed below**. Tenderers **will not be requested** to submit or complete the below document/s if not provided in the original tender proposals. Failure to comply with the criteria stated hereunder **shall** result in the tenderer not allocated points for specific goals.

a) Submission of a completed Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022.
b) B-BBEE certificate (DTIC or SANAS) or sworn affidavit to support points claimed for specific goals (Original or certified copy).
c) A trust, consortium or joint venture (including unincorporated consortia or joint ventures) must submit a consolidated B-BBEE certificate issued by a SANAS accredited service provider.

5. Method to Calculate Points for Specific Goals

The 80/20 system for requirements with a Rand value of R 50,000,000 (all applicable taxes included) will be the applicable Preference Point System for this tender. Please complete the Specific Goals for the tender.

No	Specific Goals	Preference Points Allocated out of 20
1.	Black Ownership	10
2.	Woman Ownership	5
3.	Locality	5

6. Eligibility in Respect of Risk to the Employer

Tender offers will be evaluated inclusive of a standard risk management assessment criterion in respect of tenders received for routine projects in the engineering and construction works environment.

Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight/importance and will be evaluated individually based on reports presented to the Bid Evaluation Committee. A tender offer will be declared non-responsive and removed from any further evaluation if any one of the criteria is found to present an unacceptable risk to the Employer:

6.1 Technical risks:
Criterion 1: Suitably qualified and appropriately experienced human resources
Criterion 2: Experience on comparable projects during the past 5 (five) years.
Criterion 3: Contractual commitments and quality of performance on comparable projects during the past 5 years.
Criterion 4: Attendance of compulsory bid clarification meeting by a suitably qualified and experienced representative of the tenderer.
Note: Some of the above elements are measured in the functionality criteria in this tender. However, tenderers must complete the documentation to record information in the "Capacity of Tenderer" Forms,

6.2 Commercial risks: The financial viability assessment evaluates the risk over the life of the construction period as to whether the tenderer can deliver the works which are specified in the contract and/or be able to fulfil guarantees and warranties provided for the contract to complete the project successfully for the amount tendered. Aspects to be considered include, but are not limited to, the respective rates tendered, bank rating, financial capability and capacity and whether the tenderer has or has access to sufficient financial resources to deliver the works described in the tender document (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impeding legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or delivery of the works, financial report from auditors as proof of current liquidity and financial statements.

7. Contract Participation Goal Targets and Cidb B.U.I.L.D Programme

Contract participation goals: None
Cidb B.U.I.LD. Programme: None

Queries relating to the issue of these documents may be addressed to:
All Queries
Mr Garret Kobe Tel No: (012) 426 5132
Email: garret.kobe@sanparks.org

A compulsory clarification meeting with representatives of the Employer will take place at the **SANParks Main Boardroom at Groenkloof National Park (SANParks Head Office – 643 Leyds Street – Muckleneuk – Pretoria) on 27 October 2026 starting at 10:00.** The Tenderer shall inspect and examine the Site and its surroundings and shall satisfy himself before submitting his tender as to the form and nature of the Site, the quantities and nature of the work and materials necessary for the completion of the Works and the means of access of the Site, the accommodation he may require and in general shall himself obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect his tender. The tenderer must be represented at the site inspection by a person who is suitably qualified and experienced to comprehend the implications of the work involved. Attendance of the site inspection is compulsory, and a tender will be disqualified if the site inspection is not attended by a representative of the tenderer.
The closing time for receipt of tenders is 20 November 2026 @ 11:00. E-mail and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation that is issued.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data and Annexure C: Standard conditions of tender – C.2.13. (Pg. 19)

(Include one electronic copy [Memory stick] of the Bill of Quantities in Excel format with tender document)

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Garret Kobe**	CONTACT PERSON	**Suveer Mewalal**
TELEPHONE NUMBER	**012 426 5132**	TELEPHONE NUMBER	**012 426 5196**
E-MAIL ADDRESS	garret.kobe@sanparks.org	E-MAIL ADDRESS	suveer.mewalal@sanparks.org

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES 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 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022.
1.4. THE CONDITIONS OF TENDER ARE THE STANDARD CONDITIONS OF TENDER AS CONTAINED IN **ANNEX C OF THE CIDB STANDARD FOR UNIFORMITY IN CONSTRUCTION PROCUREMENT (AUGUST 2019)**
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 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: ……

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

T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in **Annex C of the CIDB Standard for Uniformity in Construction Procurement** as per Government Gazette Notice No. 423 Published in Government Gazette No 4622 of 8 August 2022 and as amended from time to time**,** (see www.cidb.org.za) which are reproduced without amendment or alteration for the convenience of tenderers as an Annex to the Tender Data.)

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender.

Each item of the Tender Data given below is cross-referenced to the clause marked "C" in the above-mentioned Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data
C 1.1	The Employer is the South African National Parks.
C 1.2	The tender documents issued by the employer comprises: **THE TENDER** **Part T1: Tendering procedures** T1.1 - Tender notice and invitation to tender T1.2 - Tender data **Part T2: Returnable documents** T2.1 - List of returnable documents T2.2 - Returnable schedules **THE CONTRACT** **Part C1: Agreements and Contract data** C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 – Form of Guarantee **Part C2: Pricing data** C2.1 - Pricing assumptions C2.2 - Bill of Quantities **Part C3: Scope of work** C3 - Scope of work **Part C4: Site information** C4 - Site information **Part C5: Drawings** C5 - Drawings, schedules and specifications
C 1.4	Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this tender document, please refer queries, in writing, to the contact person listed below. Under no circumstances may any other employee within the SANParks be approached for any information. Any such action may result to disqualification of a response submitted in competition to the tender process. Enquiries should reference specific page and or paragraph numbers, where appropriate.

Clause number	Tender Data
	All questions/enquiries must be forwarded in writing not later than 13 November 2026 at 12:00. Questions/enquiries received after **12:00 on 13 November 2026** will not be considered. Name: Garret Kobe Capacity: Manager SCM: Infrastructure and Special Projects Address: PO Box 787, PRETORIA, 0001 Tel: 012 426 5132 E-mail: Garret.kobe@sanparks.org The language for communications is English
C 2.1 C3.11	**1. Eligibility in respect of Cidb Registration** Only those tenders who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit and have their tenders evaluated: Tenderers who are registered with the CIDB, or are capable of being so registered prior to the evaluation of submission, are eligible to have their tenders evaluated: a) It is estimated that tenderers must have a CIDB contractor grading designation of **6GB** or Higher. b) **Joint Venture**s are eligible to submit tenders provided that: i. every member of the joint venture is registered with the CIDB; ii. the lead partner has a contractor grading designation in the **6GB** class of construction work; or not lower than one level below the required grading designation in the class of construction works under consideration and possess the required recognition status. iii. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a **6GB** class of construction work or a value determined in accordance with Regulation 25 (1B) of 25(7A) of the Construction Industry Development Regulations. **2. Functionality Criteria Applicable** The Functionality criteria and scoring are described below. A tender that fails to obtain the minimum qualification score for functionality is not an acceptable tender and shall be deemed non-responsive and subsequently rejected. • Tenderers are required to demonstrate their ability to undertake the work and provide proof of experience, personnel, plant and equipment and financial ability to undertake work of this nature • Tenderers are required to score a minimum of **18** points out of a possible **24** points (in order to proceed to the second stage) • Tender offers that fail to score the minimum number of points for the first stage shall be rejected • The onus rests with the tenderer to supply sufficient information to allow for the proper scoring, evaluation, and award of points The following functionality criteria apply: a) Technical Expertise (Maximum 8 points) (b) Facilities & General Building Maintenance Projects (Maximum 16 points) **Technical Expertise (Maximum 8 Points)** Points will be awarded for Technical Expertise applicable to the key personnel and individual construction staff members within the two categories listed below and who must be available for the execution and completion of the work.

Clause number	Tender Data

Functionality criteria	Scoring	Maximum number of points
Project Manager: with minimum 3-years project management experience and in possession of minimum a 3-year qualification (NQF Level 6) in the Built Environment.	**4** points – relevant years of experience and qualifications provided. 0 points – both not provided.	**4**
Site Agent: Qualified Installation Electrician (regulation 11.2) in possession of a valid wireman's licence and with minimum 3-years work experience.	**3** points – relevant years of experience and qualifications provided. 0 points – both not provided.	**3**
Artisan: Trade tested refrigeration technician (HVAC-R) with minimum 2-years work experience.	**1** point – relevant years of experience and qualifications provided. 0 points – both not provided.	**1**
Maximum possible score for sub-criteria		**8**

Curriculum Vitae's (CV's) of the Project Manager, Site Agent and Artisan that will be employed on this contract must be submitted with the tender document with proof of experience and all relevant qualifications. The various individuals must be in the permanent or fixed term contract employment of the tenderer to be awarded points. Letter of appointment or employment contract for each of the three resources on the bidder's letterhead affirming that the personnel put forward are in their employ – either in a permanent capacity or a relevant fixed term basis.

Should the key personnel not be available at the time of appointment for any reasonable reason, the Contractor will submit to the Client and Engineer, his proposed change in key personnel which will have to be approved. The Client and Engineer may on their discretion reject personnel proposed by the Contractor at such time.

Facilities & General Building Maintenance Projects (Maximum 16 points)

Tenderers are required to demonstrate their ability to undertake the work and provide proof of experience in General Building Projects (GB), specifically new building works, renovations and maintenance works.

Points will be awarded for past and current experience in individual building work and building renovation/ maintenance work contracts.
The tenderer shall indicate and declare their past record of accomplishment in relation to individual building work and building renovation work contracts **from the past 5 years.**

Where insufficient information is provided, zero points will be awarded for such criterion. The quality criteria and maximum score in respect of each of the criteria as follows:

Functionality criteria	Scoring	Maximum number of points
1) General Building Maintenance and Renovations Works Experience: Implemented and completed general building maintenance and renovations contracts between R 6.5 million and R 13 million, inclusive of VAT (Past 5 years)	**2** points per contract (4 or more contracts required to score maximum points)	**8**
2) Contract Work Performance and Reference Letters: References letters from clients - performance	Work performance good & supported by **4** (four) or more letters	**8**

Clause number	Tender Data

of projects. Each reference letter must elaborate on the following specifically: ⊢○ Client ⊢○ Description of works ⊢○ Value of project ⊢○ Performance level Due diligence of information presented will be done by SANParks	Work performance good & supported by **3** (three) letters	**6**
	Work performance good & supported by **2** (two) letters	**2**
	Less than 2 (two) reference letters submitted	**0**
Maximum possible score for sub-criteria		**16**

The tenderer must submit a list of past and current projects for functionality evaluation – information must clearly state project information. Tenderer to submit the following to proof experience:

- **Letter of appointment for current projects** - stating scope of work, contract value and address where project is/will be done and,
- **Completion certificates" for completed projects.** The certificate must include the scope of work and value of the project.
- **Letters of reference –** outlining the following information: client, description of works relevant to this bid, value of project, and performance levels.

Project details **shall include** telephone contact details of either the client or agent for the project.

3. Method to be used to calculate points for Price and Specific goals

The following price and preference point system is applicable to this tender:

- The 80/20 system for requirements with a Rand value up to R 50 million (all applicable taxes included) will be applicable.

Points for this bid shall be awarded as follows:
(a) Price; and
(b) Specific Goals

The maximum points for this bid are allocated as follows:

Price	80
Specific Goals: Preference Points	20

Total Points for Price and Specific Goals must not exceed 100

The employer reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the employer.

TENDER EVALUATION POINTS CALCULATION

The total number of tender evaluation points (T_{EV}) will be calculated in accordance with the following formula:

$$T_{EV} = N_{FO} + N_P$$

where;

N_{FO} is the number of tender evaluation points awarded for the financial offer made in accordance with;
N_P is the number of tender evaluation points awarded for specific goals.

Clause number	Tender Data
	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 **a) POINTS AWARDED FOR PRICE** **80/20 preference point system for acquisition of goods or services for Rand value up to R50 million (all applicable taxes included).** The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value up R50 million, inclusive of all applicable taxes: $$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$ Where- Ps = Points scored for price of tender under consideration; Pt = Price of tender under consideration; and Pmin = Price of lowest acceptable tender. **b) POINTS AWARDED FOR SPECIFIC GOALS** SANParks has identified the following specific goals to advance the categories of persons as part of its procurement processes. Specific goals for the tender and points claimed are indicated per the table below and the **tenderer must complete SBD 6.1.**

Clause number	Tender Data

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documentation to be submitted by tenderers to validate their claim
1) Percentage black ownership	**10**	
Persons historically disadvantaged on the basis of race with 91% - 100% black ownership OR	10	Bidders to submit valid B-BBEE certificate or sworn affidavit clearly indicating the percentage Black ownership.
Persons historically disadvantaged on the basis of race with 81% - 90% black ownership OR	8	
Persons historically disadvantaged on the basis of race with 71% - 80% black ownership OR	6	
Persons historically disadvantaged on the basis of race with 61% - 70% black ownership OR	4	
Persons historically disadvantaged on the basis of race with 51% – 60% black ownership	2	
Persons historically disadvantaged on the basis of race with 0 – 50% black ownership	0	
2) Woman Ownership	**5**	
Preference to enterprises owned by women with 71% - 100% shareholding	5	Bidders to submit valid B-BBEE certificate or sworn affidavit clearly indicating the percentage Woman ownership.
Preference to enterprises owned by women with 61% - 70% shareholding	4	
Preference to enterprises owned by women with 51% - 60% shareholding	3	
Preference to enterprises owned by women with 41% - 50% shareholding	2	
Preference to enterprises owned by women with 30% - 40% shareholding	1	
Preference to enterprises owned by women with 0% - 29% shareholding	0	
3) Locality	**5**	
Preference to Enterprises based and operating in the Tshwane municipal district.	5	To qualify, bidder must provide / include verifiable proof of business address in one of the criteria, older than 2 years: Rental/lease agreement in the name of the bidding company with proof of payment for the month prior to closing of the tender, OR Ownership of business premises - municipal account in the name of the bidding company to confirm 2-year business address.
TOTAL MAXIMUM POINTS CLAIMED BY THE SERVICE PROVIDER	**20**	

NB: Bidders who are not located in the Tshwane municipal district and who are not EME's or QSE's may still be tender but will not claim points for specific goals. Failure to provide the afore-mentioned documentation will result in an allocation of zero points for specific goals.

Clause number	Tender Data
	Important Notes: • A "zero" score will be applied if Tenderers does not qualify for any of the above mentioned "specific goals". • The Tender will not be disqualified if any of the two "specific goals" mentioned above are not met. The **administrative requirements applicable to specific goals**: Tenderers **will not be requested to submit the below document/s if not provided and/or completed in the original tender proposals**. Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals. a) Submission of Preference Points Claim Form in terms of the Preferential Procurement regulations, 2022. b) A trust, consortium or join venture (including unincorporated consortia or joint ventures) must submit a consolidated B-BBEE certificate issued by a SANAS accredited service provider. **4. Eligibility in Respect of Risk to the Employer** Tender offers will be evaluated inclusive of a standard risk management assessment criterion in respect of tenders received for routine projects in the engineering and construction works environment. Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight/importance and will be evaluated individually based on reports presented to the Bid Evaluation Committee. A tender offer will be declared non-responsive and removed from any further evaluation if any one of the criteria is found to present an unacceptable risk to the Employer: **Technical risks:** Criterion 1: Suitably qualified and appropriately experienced human resources Criterion 2: Experience on comparable projects during the past 5 (five) years. Criterion 3: Contractual commitments and quality of performance on comparable projects during the past 5 years. Criterion 4: Attendance of compulsory bid clarification meeting by a suitably qualified and experienced representative of the tenderer. **Note:** Some of the above elements are measured in the functionality criteria in this tender. However, tenderers must complete the documentation to record information in the "Capacity of Tenderer" Forms. **Commercial risks:** The financial viability assessment evaluates the risk over the life of the construction period as to whether the tenderer can deliver the works which are specified in the contract and/or be able to fulfil guarantees and warranties provided for the contract to complete the project successfully for the amount tendered. Aspects to be considered include, but are not limited to, the respective rates tendered, bank rating, financial capability and capacity and whether the tenderer has or has access to sufficient financial resources to deliver the works described in the tender document (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impeding legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or delivery of the works, financial report from auditors as proof of current liquidity and financial statements.
C 2.7	The arrangements detail for the compulsory clarification meeting are stated under Part T1.1: Tender Notice and Invitation to Tender. Tenderers must complete and sign the attendance register at the clarification meeting in the name of the tendering entity.

Clause number	Tender Data
C 2.12	No alternative tender offers will be considered
C 2.13.2	Electronic tender offers will not be accepted. Tenders may only be submitted on the tender documentation that is issued at the site clarification meeting and fully completed in handwritten legibly in non-erasable black ink and signed where required.
C2.13.2	The list of returnable documents identifies the documents a tenderer must complete when submitting a tender offer. The tenderer must submit his/her tender offer by completing the Returnable Documents, signing the "Offer" section in the "Form of Offer and Acceptance" and delivering the full tender document with all the completed returnable back to SANParks on or before the closing date and time.
C.2.13.2	The tenderer will be required to submit a fully priced Bills of Quantities together with this tender.
C 2.13.3	Parts of each tender offer communicated on paper shall be submitted as an original, plus 0 (nil) copies.
C 2.13.5	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: **Location of tender box: SANParks Head Office (Groenkloof National Park)** **Physical address:** **643 Leyds Street** **Muckleneuk** **Pretoria** **Gauteng** **0002** **Identification details**: **GNP-033-26: GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS**
C 2.15.1	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
C 2.16	The tender offer validity period is 12 weeks (84 Calendar days).
C2.16.3	Omit the wording of the last sentence for those projects that are subject to CPAP (Contract Price Adjustment Provision).
C 2.19	Access shall be provided for inspections, tests and analysis as may be required by the Employer.
C 3.4.1	The time and location for opening of the tender offers are: Date and Time: **20 November 2026 (11:00)** Place: **SANParks Head Office, 643 Leyds Street, Muckleneuk, Pretoria, 0002**
C3.8	The words "responsive tender" and "acceptable tender" shall be construed to have the same meaning.
C3.9.3	Omit the wording and replace with the following: "Notify the tenderer of all errors, omissions and/or rate imbalances that are identified in the tender offer and request the tenderer to, within a stipulated time, accept the total of prices as corrected in accordance with C.3.9.4.
C3.9.4	Omit the wording of the first sentence and replace with the following: "In cases where tender offers contain errors, omissions and/or rate imbalances, these are to be corrected as follows:"
C3.9.4	Add sub paragraph c) to C.3.9.4 as follows: c) If the tenderer does not accept the corrected tender offer or cannot reach consensus with the Employer on the corrected tender offer, the tender is to be classified as not acceptable/non-responsive and removed from further contention.

Clause number	Tender Data
C 3.11.1	The procedure for the evaluation of responsive tenders is: Financial Offer and Preference
C 3.13	Add the following sub-paragraphs h) and i) as follows: h) the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; i) the tenderer has not: i) abused the employer's supply chain management system; ii) committed fraud or any other improper conduct in relation to such system; or iii) failed to perform on any previous contract and has been given a written notice to this effect;
C 3.17	The number of paper copies of the signed contract to be provided by the Employer is one.

GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS

CONTRACT NO: GNP-033-26

Functionality Criteria

As part of the eligibility criteria, tenderers shall further be required to satisfy the following functionality (pre-qualification) criteria and be required to demonstrate their ability to undertake the work and to provide proof of experience, expertise, personnel, plant, and equipment to undertake work of this nature.

Tenderers are required to score a minimum of **18** points out of a possible **24** points (75%) to be responsive: Tender Data, of the proposed functionality criteria and point system for evaluation. Tenderers who fail to meet the minimum threshold shall be declared non-responsive and subsequently rejected.

The following functionality criteria apply:
(a) Technical Expertise (Maximum **8** points)
(b) Facilities & General Building Maintenance Projects (Maximum **16** points)

a) Technical Expertise (Maximum 8 Points)

Points will be awarded for Technical Expertise applicable to the key personnel and individual construction staff members within the two categories listed below and who must be available for the execution and completion of the work.

A full score / maximum score is required to move forward to criteria (b).

Functionality criteria	Scoring	Maximum number of points	Tenderer score
a) TECHNICAL EXPERTISE		**8**	
Project Manager: with minimum 3-years project management experience and in possession of minimum a 3-year qualification (NQF Level 6) in the Built Environment.	4 points	4	
Site Agent: Qualified Installation Electrician (regulation 11.2) in possession of a valid wireman's licence and with minimum 3-years work experience.	3 points	3	
Artisan: Trade tested refrigeration technician (HVAC-R) with minimum 2-years work experience.	1 point	1	
Maximum possible score for sub-criteria		**8**	
The maximum score is required to move forward		**8**	

Curriculum Vitae's (CV's) of the Project Manager, Site Agent and Artisan that will be employed on this contract must be submitted with the tender document with proof of experience and all relevant qualifications.
CV's to clearly indicate building construction experience with dates, starting from most recent.
The various individuals must be in the permanent or fixed term contract employment of the tenderer to be awarded points.
Letter of appointment or employment contract for each of the three resources on the bidder's letterhead affirming that the personnel put forward are in their employ – either in a permanent capacity or a relevant fixed term basis.

Should the key personnel not be available at the time of appointment for any reasonable reason, the Contractor will submit to the Client and Engineer, his proposed change in key personnel which will have to be approved. The Client and Engineer may on their discretion reject personnel proposed by the Contractor at such time.

b) Facilities & General Building Maintenance Projects (Maximum 16 Points)

Preference to Tenderers who can demonstrate their ability to undertake the work and provide proof of experience in General Building Projects (GB), specifically new building works, renovation and maintenance works.

Points will be awarded for past and current experience in individual building work and building renovation/maintenance work contracts.
The tenderer shall indicate and declare their past record of accomplishment in relation to individual building work and building renovation work contracts **from the past 5 years.**

Tenderers who fail to meet the minimum threshold shall be declared non-responsive and subsequently rejected. The onus rests with the tenderer to supply sufficient information to allow for the proper scoring, evaluation and awarding of points.

Where insufficient information is provided, zero points will be awarded for such criterion. The quality criteria and maximum score in respect of each of the criteria as follows:

Functionality criteria	**Scoring**	**Maximum number of points**	**Tenderer score**
b) FACILITIES & GENERAL BUILDING MAINTENANCE PROJECTS		**16**	
2) General Building Maintenance and Renovations Works Experience:		**Maximum points available = 8**	
Implemented and completed general building maintenance and renovations contracts between R 6.5 million and R 13 million, inclusive of VAT (Past 5 years)	**2** points per contract **(4 or more contracts required to score maximum points)**	8	
3) Contract Work Performance and Reference Letters:		**Maximum points available = 8**	
References letters from clients - performance of projects. Each reference letter must elaborate on the following specifically: ⊢○ Client ⊢○ Description of works ⊢○ Value of project ⊢○ Performance level Due diligence of information presented will be done by SANParks	Work performance good & supported by **4** (four) or more letters	8	
	Work performance good & supported by **3** (three) letters	6	
	Work performance good & supported by **2** (two) letters	2	
	Less than 2 (two) reference letters submitted	0	
Maximum possible score for sub-criteria		**16**	

The tenderer must submit a list of past and current projects for functionality evaluation – information must clearly state project information.

Tenderer to submit the following to prove experience:

- **New projects - Letter of appointment for current projects, stating scope of work, contract value and address where project is/will be done and,**
- **Completed projects - Letter of appointment and Completion certificates" for completed projects.** The appointment letter must include the scope of work and value of the project.

- **Letters of reference –** outlining the following information: client, description of works relevant to this bid, value of project, and performance levels.

Project details **shall include** telephone contact details of either the client or agent for the project on the clients letterhead.

Summation of points	**Tenderers are required to score a minimum of 18 points for further evaluation.**	
		Tenderer Score
a – Technical Expertise	8	
b – Facilities & General Building Maintenance Projects	16	
TOTAL POSSIBLE POINTS	**24**	
TOTAL POINTS - Functionality		

Tenderers are required to score a minimum of 18 points out of a possible 24 points for further evaluation.

Annexure C

Standard Conditions of Tender

(As per Construction Industry Development Board, Government Gazette No 42622, 8 August 2019)

C.1 General

C.1.1 Actions

C.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

C.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note: *1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*

2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

C.1.1.3 The employer shall not seek, and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

C.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

C.1.3 Interpretation

C.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

C.1.3.2 These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

C.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

a) conflict of interest means any situation in which:

   i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially;
   ii) an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
   iii) incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.

b) comparative offer means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;

c) corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;

d) fraudulent practice means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;

C.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

C.1.5 Cancellation and Re-Invitation of Tenders

C.1.5.1 An employer may, prior to the award of the tender, cancel a tender if-

a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;

b) funds are no longer available to cover the total envisaged expenditure; or

c) no acceptable tenders are received.

d) there is a material irregularity in the tender process.

C.1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised

C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

C.1.6 Procurement procedures

C.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

C.1.6.2 Competitive negotiation procedure

C.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

C.1.6.2.2 All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.

Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

C.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.

C.1.6.3 Proposal procedure using the two stage-system

C.1.6.3.1 Option 1

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.
C.1.6.3.2 Option 2

C.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

C.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data and award the contract in terms of these conditions of tender.

C.2 Tenderer's obligations

C.2.1 Eligibility

C.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.
C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

C.2.2 Cost of tendering

C.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements.

C.2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

C.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

C.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

C.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

C.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

C.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

C.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.

C.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

C.2.10 Pricing the tender offer

C.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

C.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

C.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

C.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

C.2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

C.2.12 Alternative tender offers

C.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

C.2.12.2 Accept that an alternative tender offer must be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

C.2.12.3 An alternative tender offer must only be considered if the main tender offer is the winning tender.

C.2.13 Submitting a tender offer

C.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

C.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

C.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorised signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

C.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked “financial proposal” and place the remaining returnable documents in an envelope marked “technical proposal”. Each envelope shall state on the outside the employer’s address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

C.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.
C.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

C.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

C.2.15 Closing time

C.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

C.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

C.2.16 Tender offer validity

C.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

C.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

C.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer’s agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).

C.2.16.4 Where a tender submission is to be substituted, a tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as “SUBSTITUTE”.

C.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

C.2.18 Provide other material

C.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer’s commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.
Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer’s request, the employer may regard the tender offer as non-responsive.

C.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

C.2.20 Submit securities, bonds and policies

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

C.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

C.2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data.

C.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

C.3 The employer's undertakings

C.3.1 Respond to requests from the tenderer

C.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who collected tender documents.

C.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements.
b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

C.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who collected tender documents.

C.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

C.3.4 Opening of tender submissions

C.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

C.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

C.3.4.3 Make available the record outlined in C.3.4.2 to all interested persons upon request.

C.3.5 Two-envelope system

C.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

C.3.5.2 Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

C.3.6 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

C.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

C.3.8 Test for responsiveness

C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

a) complies with the requirements of these Conditions of Tender,

b) has been properly and fully completed and signed, and

c) is responsive to the other requirements of the tender documents.

C.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer*'s* opinion, would:

a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work*,*

b) significantly change the Employer*'s* or the tenderer's risks and responsibilities under the contract, or

c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

C.3.9 Arithmetical errors, omissions and discrepancies

C.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

C.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:

a) the gross misplacement of the decimal point in any unit rate;

b) omissions made in completing the pricing schedule or bills of quantities; or

c) arithmetic errors in:
   i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
   ii) the summation of the prices.

C.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

C.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line-item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.

b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

C.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

C.3.11 Evaluation of tender offers

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a tenderer's obligations in submitting a tender and the employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:	
Requirement	**Qualitative interpretation of goal**
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes.

The activities associated with evaluating tender offers are as follows:

a) Open and record tender offers received
b) Determine whether or not tender offers are complete
c) Determine whether or not tender offers are responsive
d) Evaluate tender offers
e) Determine if there are any grounds for disqualification
f) Determine acceptability of preferred tenderer
g) Prepare a tender evaluation report
h) Confirm the recommendation contained in the tender evaluation report

C.3.11.1 General

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

C.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer*'s* information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

C.3.13 Acceptance of tender offer

Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:

a. is not under restrictions, or has principals who are under restrictions,

b) preventing participating in the employer's procurement;

c) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;

d) has the legal capacity to enter into the contract;

e) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;

f) complies with the legal requirements, if any, stated in the tender data; and

g) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

C.3.14 Prepare contract documents

C.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

a) addenda issued during the tender period,

b) inclusion of some of the returnable documents and

c) other revisions agreed between the employer and the successful tenderer

C.3.15 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

C.3.16 Registration of the award

An employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the CIDB Register of Projects.

C.3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

C.3.18 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

Part T2: Returnable Schedules

T2.1: List of Returnable Documents

The complete tender document as received from the employer, together with all additional documentation as requested, must be submitted. No documentation must be removed from the tender document.

The tenderer must complete the following returnable documents:

1 Returnable Schedules required for tender completeness and evaluation purposes and will be included in the Contract

- SBD 1 – Invitation to Bid (Compulsory)
- Resolution of Board of Directors
- Resolution of Boards of Directors/Members/Sole Proprietor/Partners of Partnership (i.e. of each legal person to comprise the Joint Venture Partnership) (where applicable)
- Special Resolution of Joint Venture Partners (where applicable)
- Compulsory Enterprise Questionnaire
- Record of Addenda to tender documents
- Proposed Amendments and Qualifications
- Capacity of Tenderer (Work Capacity, Qualifications of Proposed Site Supervision, Particulars of previous and current commitments)
- Tender Briefing Meeting Certificate (Compulsory)
- Acknowledgement of Health & Safety Specifications
- Acknowledgment of Environmental Management Plan
- SBD 4 Bidders Disclosure
- SBD 6.1 Preference Points Claim Form in terms of the Preferential Procurement regulations, 2022
- Standard Bidding Documents declaration
- Schedule of Proposed Sub-Contractors (where applicable)

2 Other documents required only for tender evaluation purposes

- A valid Tax verification pin as issued by the South African Revenue Services
- An original and valid B-BBEE sworn affidavit, DTIC or SANAS certificate, or certified copy thereof. [For JV's, only SANAS certificates are acceptable] if points are claimed.
- **Valid Letter of Good Standing (COIDA)** in Building/Civil/Construction Field issued by the Department of Labour, Compensation Fund or a licensed mutual association, i.e. Federated Employers Mutual Assurance (FEM)
- Company Registration Form – certified copy
- Proof of valid Cidb Registration in the correct Cidb grading
- Documentation for Functionality evaluation as specified.

3 Other documents that will be incorporated into the contract

- Health & Safety Specifications for the Project (Including Baseline Risk Assessment)
- Code of Conduct for Working in a National Park
- Environmental Management Plan for General Construction Activities

4 C1.1 Offer and Acceptance (the offer portion of C1.1) (Compulsory)

5 C1.2 Contract Data (Part 2)

6 C2.2 Bills of Quantities (As per tender document, completed in handwritten in black ink) (Compulsory)

T2.2 Returnable Schedules

This returnable schedule needs to be completed if the tenderer is a company or other legal person.

T2.2.1 Resolution of Board of Directors / Members / Partners

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

_____

_____
(*legally correct full name and registration number, if applicable, of the Enterprise)*

Held at _____ (*place)*

On _____ *(date)*

RESOLVED that:

1. The Enterprise submits a Tender to the South African National Parks in respect of the following project:
   _____

   _____
   (*project description as per Tender Document)*

   Tender Number: _____*(Tender Number as per Tender Document)*

2. *Mr/Mrs/Ms: _____

   in *his/her Capacity as: : _____(*Position in the Enterprise)*

   and who will sign as follows: : _____

   be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			

Note:
1. ** Delete which is not applicable*
2. ***NB**. This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise*
3. *Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page*

ENTERPRISE STAMP

This returnable schedule needs to be completed if the tenderer is a joint venture. This form must be completed by each partner of the joint venture. The name of the principal partner must be stated under Point 2.

T.2.2.2 Resolution of Board of Directors / Members / Sole Proprietor/ Partners of Partnership (i.e. of each legal person to comprise the Joint Venture Partnership)

RESOLUTION of a meeting of the Board of *Directors / Members / Sole Proprietor/ Partners of:

_____

_____

(*Legally correct full name and registration number, if applicable, of the Enterprise)*

Held at _____ (*place)*

On _____ *(date)*

RESOLVED that:

3. The Enterprise submits a Tender, in Joint Venture with the following Enterprises:

   _____

   _____

   (List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Joint Venture)

   to the South African National Parks in respect of the following project:

   _____

   _____

   (*Project description as per Tender Document)*

   Tender Number: _____(*Tender Number as per Tender Document)*

4. The Principal Partner of the Joint Venture will be

   _____

   _____

   (*Legally correct full name and registration number, if applicable, of the Principal Partner of Joint Venture)*

5. *Mr/Mrs/Ms: _____

   in *his/her Capacity as: _____*(Position in the Enterprise)*

   and who will sign as follows: _____

   be, and is hereby, authorised to sign a joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the joint venture, in respect of the project described under item 1 above.

6. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the South African National Parks in respect of the project described under item 1 above.

7. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the South African National Parks in respect of the project under item 1 above:

   Physical address: _____

   _____

_____

_____ (code)

Postal Address: _____

_____

_____

_____ (code)

Telephone number: _____ (code)

Fax number: _____ (code)

	Name	**Capacity**	**Signature**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Note:

1. ** Delete which is not applicable*
2. ***NB**. This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise*
3. *Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page*

ENTERPRISE STAMP

This returnable schedule needs to be completed if the tenderer is a joint venture.

T2.2.3 Special Resolution of Joint Venture Partners

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a joint venture to jointly tender for the project mentioned below: (*legally correct full names and registration numbers, if applicable, of the Enterprises forming a Joint venture)*

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

6. _____

_____

7. _____

_____

8. _____

_____

Held at _____ (*place)*

On _____ *(date)*

RESOLVED that:

A. The above-mentioned Enterprises submit a tender in joint venture partnership to the South African National Parks in respect of the following project:

_____

_____

(*Project description as per Tender Document)*

Tender Number: _____(*Tender Number as per Tender Document)*

B. Mr/Mrs/Ms: _____

in *his/her Capacity as: _____*(Position in the Enterprise)*

and who will sign as follows: _____
be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprises in joint venture mentioned above.

C. The Enterprises constituting the Joint Venture, notwithstanding its composition, shall conduct all business under the

name and style of: _____

D. The Enterprises to the Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Joint Venture deriving from, and in any way connected with, the contract entered into with the South African National Parks in respect of the project described under item A above.

E. Any of the Enterprises to the Joint Venture intending to terminate the Joint Venture agreement, for whatever reason, shall give the South African National Parks 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the South African National Parks for the due fulfilment of the obligations of the Joint Venture as mentioned under item D above.

F. No Enterprise to the Joint Venture shall, without the prior written consent of the other Enterprises to the Joint Venture and of the South African National Parks, cede any of its rights or assign any of its obligations under the Joint Venture agreement in relation to the contract with the South African National Parks referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Joint Venture for all purposes arising from the Joint Venture agreement and the contract with the South African National Parks in respect of the project under item A above:

Physical address: _____
_____
_____
_____ (code)

Postal Address: _____
_____
_____
_____ (code)

Telephone number: _____ (code)

Fax number: _____ (code)

No	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			

No	Name	Capacity	Signature
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. ** Delete which is not applicable*
2. ***NB**. This resolution must be signed by <u>all</u> the Duly Authorised Representatives of the Legal Entities to the Joint Venture submitting this Tender*
3. *Should the number of Duly Authorised Representatives of the Legal Entities joining forces in this Tender exceed the space available above, additional names and signatures must be supplied on a separate page*
4. *Resolutions, duly completed and signed, from the separate Enterprises who participate in this Joint venture must be attached to the Special Resolution*

T2.2.4 Compulsory Enterprise Questionnaire

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

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

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

Section 3: Cidb registration number: . . . . . .

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

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

Section 5: Particulars of companies and close corporations

Company registration number . . . .

Close corporation number . . . .

Tax reference number . . . .

Section 6: SBD1 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

Section 7: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

Section 8: SBD6.1 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

Section 9: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

☐ a member of any municipal council

☐ a member of any provincial legislature

☐ a member of the National Assembly or the National Council of Province

☐ a member of the board of directors of any municipal entity

☐ an official of any municipality or municipal entity

☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)

☐ a member of an accounting authority of any national or provincial public entity

☐ an employee of Parliament or a provincial legislature

☐ an employee, director or board member of or otherwise employed by or contracted to the South African National Parks or had or has any contractual relationships of any kind with the South African National Parks.

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (Tick appropriate column)	
		Current	Within last 12 months

* Insert separate page if necessary

Section 10: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

☐ a member of any municipal council

☐ a member of any provincial legislature

☐ a member of the National Assembly or the National Council of Province

☐ a member of the board of directors of any municipal entity

☐ an official of any municipality or municipal entity

☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)

☐ a member of an accounting authority of any national or provincial public entity

☐ an employee of Parliament or a provincial legislature

☐ an employee, director or board member of or otherwise employed by or contracted to the South African National Parks or had or has any contractual relationships of any kind with the South African National Parks.

If any of the above boxes are marked, disclose the following:

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (Tick appropriate column)	
		Current	Within last 12 months

*Insert separate page if necessary

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

i) Authorises the Employer to obtain a tax clearance certificate from the South African Revenue Services that it is in order.

ii) Confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.

iii) Confirms that no partner, member, director, or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption.

iv) Confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and

iv) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Name	Position	Signed

Enterprise name	Date

T.2.2.5 Record of Addenda to tender documents

I / We confirm that the following communications received from the South African National Parks before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Name	Position	Signed

Name of Tenderer	Date

T.2.2.6 Proposed Amendments and Qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule.

Page	Clause or item	Proposal

Name	Position	Signed

Name of Tenderer	Date

T.2.2.7 Capacity of Tenderer

1. **WORK CAPACITY: (***The Tenderer is requested to furnish the following full particulars, attach additional pages if more space is required. Failure to furnish the particulars may result in the Tender being disregarded.)* **Tenderers may use "own form" – the details of the of the Capacity information must be similar to the form details. Bidders must indicate and cross reference the documents if own forms are used.**

Skilled artisans employed				**Unskilled employees employed**			
Categories of artisans	**Name/s of employee**	**Number of employees**	**Permanent employed (Yes/No)**	**Categories of employees**	**Name of Employee/s**	**Number of employees**	**Permanent employed (Yes/No)**
Carpenter				General worker			
Bricklayer							
Plasterer							
Plumber							
Tiler							
Painter							
Thatcher							
Electrician							

Machinery	**Plant**	**Workshops**

Contractor	**Witness for Contractor**	**Employer**	**Witness for Employer**

2. QUALIFICATIONS AND EXPERIENCE OF PROPOSED SITE SUPERVISION TEAM FOR THE PROJECT

Tenderer to provide name(s), key qualifications and experience of site supervision team that will supervise the project on behalf of the Contractor. Attach additional documents as proof.

Item	Description
Project Manager (Provide copy of CV)	
Name of Person	
No of years' experience	
Field/s of experience	
Permanent employment (Yes/No)	
Site Agent (Provide copy of CV)	
Name of Person	
No of years' experience	
Field/s of experience	
Permanent employment (Yes/No)	
Artisan (Provide copy of CV)	
Name of Person	
No of years' experience	
Field/s of experience	
Permanent employment (Yes/No)	

3. PARTICULARS OF COMMITMENTS WHICH THE TENDERER HAS PREVIOUSLY COMPLETED AND ARE PRESENTLY ENGAGED WITH:

3.1. Current projects: (Attach additional documents as proof)

Project		Place (town)	Reference / Contact person	Contact Tel. No.	Contract amount	Contract period	Date of commencement	Scheduled date of completion
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Contractor	**Witness for Contractor**	**Employer**	**Witness for Employer**

3.2. Previous projects: (Attach additional documents as proof)

Project		Place (town)	Reference / Contact person	Contact Tel. No.	Contract amount	Contract period	Date of commencement	Scheduled date of completion	Actual date of completion
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Contractor	**Witness for Contractor**	**Employer**	**Witness for Employer**

GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS

CONTRACT NO: GNP-033-26

4. Locality – Contractors' Business Location (See page 12 – Specific goals)

Physical address	
Place (Suburb of Tshwane)	

To qualify, bidder must include a Municipal account in the name of the business or FICA approved proof of address in the name of the business older than two years and a Municipal account in the name of the business in the month of closing of tender or previous month.

Include Google Location Pin.

T.2.2.8 Tender Briefing Meeting Certificate

This is to certify that I,	
Representing Company	
Position	
Attended the tender briefing meeting on	

I have made myself familiar with all local conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the tender clarification meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

Name Tenderer's Representative	Position	Signed

Name of Tenderer	Date

Name of Employer's Representative	Signature	Date

GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS

CONTRACT NO: GNP-033-26

T.2.2.9 Acknowledgement of Health and Safety Specifications for the Project

Contractor's Acknowledgement:

I, _____ representing

_____ (Contractors), have satisfied myself with the content of this Health and Safety Specification and Baseline Risk Assessment and have made the relevant provision under my Preliminary & General Section C6 for any and all costs involved to ensure compliance of this Specification and shall we be the successful contractor, we shall ensure that our employees and contractors on site comply with the requirements of these documents, our safety documentation and health and safety legislation

.

_____ _____

Signature of Contractor Date

Comments:

_____

_____

_____

_____

_____

_____

T.2.2.10 Acknowledgement of Environmental Management Plan for the project

Contractor's Acknowledgement:

I,_____ representing

_____ (Contractor/s), have satisfied myself with the content of this Environmental Management Plan and have made the relevant provision under my Preliminary & General Section for any and all costs involved to ensure compliance of this Programme and shall we be the successful contractor, we shall ensure that our employees and contractors on site comply with the requirements of this document and the Code of Conduct when working in a national park.

.

_____ _____

Signature of Contractor Date

Comments:

_____

_____

_____

_____

_____

_____

T.2.2.11 SBD4: Bidders Disclosure

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

YES/NO

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

……

……

……

3 DECLARATION

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 consortium1 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

1 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.

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

Contractor	**Witness for Contractor**	**Employer**	**Witness for Employer**

T.2.2.12 SBD 6.1: 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

1.2 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).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 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 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 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 80/20 preference point system.

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

Note to tenderers: The service provider must indicate how they claim points for each preference point system. Points will be allocated according to the points claimed in the table below.

The specific goals allocated points in terms of this Tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the service provider)	Documentation to be submitted by tenderers to validate their claim
1) Percentage black ownership (Maximum of 10 points)			
Persons historically disadvantaged on the basis of race with 91% - 100% black ownership OR	10		Bidders to submit valid B-BBEE certificate or sworn affidavit clearly indicating the percentage Black ownership.
Persons historically disadvantaged on the basis of race with 81% - 90% black ownership OR	8		
Persons historically disadvantaged on the basis of race with 71% - 80% black ownership OR	6		
Persons historically disadvantaged on the basis of race with 61% - 70% black ownership OR	4		
Persons historically disadvantaged on the basis of race with 51% – 60% black ownership	2		
Persons historically disadvantaged on the basis of race with 0 – 50% black ownership	0		
2) Woman ownership (Maximum of 5 points)			
Preference to enterprises owned by women with 71% - 100% shareholding	5		Bidders to submit valid B-BBEE certificate or sworn affidavit clearly indicating the percentage Woman ownership.
Preference to enterprises owned by women with 61% - 70% shareholding	4		
Preference to enterprises owned by women with 51% - 60% shareholding	3		
Preference to enterprises owned by women with 41% - 50% shareholding	2		
Preference to enterprises owned by women with 30% - 40% shareholding	1		
Preference to enterprises owned by women with 0% - 29% shareholding	0		
3) Locality (Maximum of 5 points)			
Preference to Enterprises based and operating in the Tshwane municipal district.	5		To qualify, bidder must provide / include verifiable proof of business address in one of the criteria, older than 2 years: Rental/lease agreement in the name of the bidding company with proof of payment for the month prior to closing of the tender, OR Ownership of business premises - municipal account in the name of the bidding company to confirm 2-year business address.
TOTAL MAXIMUM POINTS CLAIMED BY THE SERVICE PROVIDER	**20**		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……..

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

T.2.2.13 Standard Bidding Documents Declaration

The following documents are deemed to form and be read and construed as part of this agreement even where integrated in this document:

Tender Notice and Invitation to Tender (SBD1)
Declaration of Interest (SBD4)
Preference points claimed (SBD6.1) – Original or certified copy of B-BBEE certificate or Sworn Affidavit

The obligation to complete, duly sign and submit these declarations included in this SBD declaration pack cannot be transferred to an external authorised representative, auditor or any other third party acting on behalf of the legal entity.

I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other procurement. I certify that the information furnished in these declarations (SBD4, SBD6.1) is correct and I accept that SANParks may reject the Offer or act against me should these declarations prove to be false. I confirm that I am duly authorised to sign this SBD declaration pack nominated in writing by the Chief Executive Officer or Senior Member/Person with management responsibility (Close Corporation, Partnership or Individual).

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

WITNESSES:

1 _____

2 _____

Date _____

C: The Contract

Part C1: Agreement and Contract Data

C1.1 FORM OF OFFER AND ACCEPTANCE

OFFER

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

GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS

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

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

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

. . . . . .Rand

(in words);

R . . . . . (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning a copy of this acceptance form to the tenderer, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s)		Date	
Name(s)			
Capacity			
For the Tenderer			
Name of tenderer (Company)			
Address of tenderer			
Name of witness			
Signature of witness		Date	

ACCEPTANCE (NB: TO BE COMPLETED BY SANParks NOT THE TENDERER)

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

The terms of the contract, are contained in:

Part C1: Agreements and contract data, (which includes this agreement)
Part C2: Pricing data
Part C3: Scope of work.
Part C4: Site information and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

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

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed signed acceptance form, including the schedule of deviations (if any). Unless the tenderer (now contractor**)** within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s)		**Date**	
Name(s)			
Capacity			
For the Employer			
Name of Employer	South African National Parks		
Address of employer	643 Leyds Street Muckleneuk 0002 P O Box 787 Pretoria 0001		
Name of witness			
Signature of witness		Date	

Schedule of Deviations

1 Subject ....
Details ....
....
....
....

2 Subject ....
Details ....
....
....
....

3 Subject ....
Details ....
....
....
....

4 Subject ....
Details ....
....
....
....

5 Subject ....
Details ....
....
....
....

By the duly authorised representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

For the Tenderer:

Signature(s): ....

Name(s): ....

Capacity: ....

Name of organization / tenderer: ....

Address of organization / tenderer: . . . .

. . . .

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

For the Employer:

Signature(s): . . . .

Name(s): . . . .

Capacity: . . . .

Name and address of organization: The South African National Parks

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

Confirmation of Receipt

The Tenderer, (now Contractor), identified in the Offer part of this Agreement hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this agreement, including the Schedule of Deviations (if any) today:

the.. (day)

of .... (month)

20.................... (year)

at .... (place)

For the Contractor:

Signature(s): . . . .

Name(s): . . . .

Capacity: . . . .

Signature and name of witness:

Signature: . . . .

Name: . . . .

Contractor	Witness for Contractor	Employer	Witness for Employer

C1.2 Contract Data

The Conditions of Contract are in terms of the JBCC Principal Building Agreement for Organs of State Contract Data (Edition 6.2 – May 2018) published by the Joint Building Contracts Committee**.**

The Conditions of Contract are clauses 1 to 30 of the JBCC Principal Building Agreement for Organs of State (Edition 6.2) of May 2018 published by the Joint Building Contracts Committee.

Copies of these conditions of contract may be obtained from the Association of South African Quantity Surveyors (011-3154140), Master Builders Association (011-205-9000; 057-3526269) South African Association of Consulting Engineers (011-4632022) or South African Institute of Architects (051-4474909; 011-4860684; 053-8312003;)

The JBCC Principal Building Agreement makes several references to the Contract Data for specific data, which together with these conditions collectively describe the risks, liabilities and obligations of the contracting parties and the procedures for the administration of the Contract. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the JBCC Principal Building Agreement with Organs of State Contract Data.

Each item of data given below is cross-referenced to the clause in the JBCC Principal Building Agreement with Organs of State to which it mainly applies.

The variations to the JBCC Principal Building Agreement with Organs of State Contract Data are:

Clause	Variation
1.1	Replace the following definitions in **DEFINITIONS AND INTERPRETATIONS** with the following wording: **AGREEMENT** means the agreement arising from the signing of the Form of Offer and Acceptance by the parties, to be read in conjunction with the JBCC PBA. **BILLS OF QUANTITIES** means the document drawn up in accordance with the Pricing Instructions contained in the Pricing Data. **CONSTRUCTION PERIOD** means the period commencing on the date that the **agreement** made in terms of the Offer and Acceptance comes into effect and ending on the date of practical completion. **CONTRACT DOCUMENTS** means the **agreement** and all documents referenced therein. **CONTRACT DRAWINGS** means the drawings listed in the Scope of Work. **CONTRACT SUM** means the total of prices in the Form of Offer and Acceptance. **SCHEDULE** means the variables listed in the Contract Data. **INTEREST** means the interest rate applicable on overdraft facilities as charged by First National Bank to SANParks on the first calendar day of each month shall be used in calculating the interest due for such month.
5.2	Clause 5.2 is amended by the addition of the following to the end thereof:- "The parties shall sign the original agreement and shall each be issued with a copy thereof by the employer's agent. The original signed agreement shall be held by the **employer.**
6.0 6.7	Clause 6.0 is amended by adding Clause 6.7 as follows :- 6.7 The authority of the **principal agent** to issue **contract instructions** or to perform duties as may be required for the relevant aspects of the **works** is delegated to the other agents as follows:- **6.7.1 Architects** The Architects is responsible for the architectural design, functional design and quality control. Without derogating from the generality thereof the Architects shall perform the following specific functions and duties:- 6.7.1.1 Give opinion on aspects of the **works** which are not in accordance with the **agreement**. 6.7.1.2 Supply the specified number of drawings. 6.7.1.3 Be responsible for the design of the **works**. 6.7.1.4 Be responsible for primary coordination of design elements 6.7.1.5 Receive and accept design documentation undertaken by **nominated** or **selected subcontractors**.

Clause	Variation
	6.7.1.6 Issue **contract instructions** to the **contractor** regarding: 6.7.1.6.1 Alteration to design, quality or quantity of the **works** provided that such contract instruction shall not substantially change the scope of the **works**. 6.7.1.6.2 Removal of any **materials and goods** from the **site** and the substitution of any other **materials and goods**. 6.7.1.6.3 Removal or re-execution of any work. 6.7.1.6.4 Opening up of work for inspection. 6.7.1.6.5 Testing of work and **materials and goods**. 6.7.1.6.6 Protection of the **works**. 6.7.1.6.7 Making good physical loss and repairing damage to the **works**. 6.7.1.6.8 The lists for **practical completion**, **works completion**, **final completion** and defects. 6.7.1.6.9 Compliance with acts of parliament, regulations and bylaws. 6.7.1.7 Witness the handing over to the **contractor** of pegs, beacons and datum level. 6.7.1.8 Define levels and provide the **contractor** with the necessary information to set out the **works**. 6.7.1.9 Inspect the work from time to time and give the **contractor** interpretation and guidance on the standard and state of completion required for **practical completion**. 6.7.1.10 Inspect the **works** for **practical completion**. 6.7.1.11 Issue **practical completion** list and re-inspect upon request of **contractor**. 6.7.1.12 Issue **works completion list**. 6.7.1.13 Inspect the **works** for **works completion** upon request of **contractor**. 6.7.1.14 Inspect the **works** at the end of the **defects liability period**. 6.7.1.15 Issue a defects list and re-inspect upon request of **contractor**. Acceptance in principle of design by **nominated** or **selected subcontractors**. **6.7.2 Quantity Surveying Service Provider (QSSP)** The **QSSP** is responsible for all measurements, valuations, financial assessments and all other Quantity Surveying and cost control functions. Without derogating from the generality thereof, the **QSSP** shall perform the following specific functions and duties: 6.7.2.1 Consult with the **contractor** in correction of rates for errors and discrepancies. 6.7.2.2 Prepare the **final account**. 6.7.2.3 Prepare the monthly recovery statement. 6.7.2.4 Complete the contract document and arrange for the signing thereof. 6.7.2.5 Hold a signed set of the agreement and all the documents referred therein. 6.7.2.6 Identify any changes to the Standard JBCC Documentation in the Contract Data and determine any loss and expense caused to the **contractor** caused by non-disclosure thereof. 6.7.2.7 Deal with amounts paid by the **contractor** to authorities having jurisdiction over the **works**. 6.7.2.8 Measure and value the making good of physical loss or damage. 6.7.2.9 Issue **contract instructions** to the **contractor** regarding: 6.7.2.9.1 Rectification of discrepancies, errors in description or omissions in the agreement and the documents referred to therein. 6.7.2.10 Furnishing proof of payment to **nominated** and **selected subcontractors**. 6.7.2.11 Budgetary Allowances and work executed by the **contractor** there under. 6.7.2.12 Contingency and other monetary provisions included in the Bills Of Quantities. 6.7.2.13 Prepare **nominated** and **selected subcontract** tender documents.

Clause	Variation
	6.7.2.14 Receive proof from the **contractor** that the **contractor's** payment obligations have been met in respect of **nominated** and **selected subcontractors**. 6.7.2.15 Act on **employers** instructions to pay **nominated** and **selected subcontractors** directly. 6.7.2.16 Adjustment of the contract value in respect of a revision to the date of **practical completion**. 6.7.2.17 Calculate penalties for non-completion. 6.7.2.18 Valuation of payment claims for payment certificates. 6.7.2.19 Authorise or otherwise the removal of materials or goods from site by the **contractor** where these have been paid for. 6.7.2.20 Calculate compensatory and penalty Interest due to the parties. 6.7.2.21 With each payment certificate issue :- 6.7.2.21.1 Details of amounts certified for each **nominated** or Selected Subcontractor 6.7.2.21.2 Notification to each **nominated** and **selected subcontractors** showing the formulation of sub-contract amount included in payment certificates. 6.7.2.21.3 A statement to the **employer** and **contractor** showing the total amount certified and all adjustment amounts. 6.7.2.21.4 Determine the value of adjustments to the contract value. 6.7.2.21.5 Receive from the **contractor** details of expense and loss claims and assess such claims. 6.7.2.21.6 Issue recovery statement with payment certificate. 6.7.2.22 Prepare the **final account** and submit to **contractor**. **6.7.3 Employer's appointed consulting engineers** The **appointed consulting engineers** is responsible for all aspects of engineering design and quality control. Without derogating from the generality thereof, the engineers will perform the following specific functions and duties in respect of all aspects of the **works**:- 6.7.3.1 Give opinion of aspects of the **works** which are not in accordance with the **agreement**. 6.7.3.2 Supply the specified number of drawings. 6.7.3.3 Issue instructions 6.7.3.4 Be responsible for the design of the **works**. 6.7.3.5 Receive and accept design and design documentation undertaken by **nominated** or **selected** 6.7.3.6 **subcontractors**. 6.7.3.7 Issue **contract instruction** to the **contractor** regarding: 6.7.3.7.1 Alteration to design, quality or quantity of the **works** provided that such **contract instruction** shall not substantially change the scope of the **works**. 6.7.3.7.2 Removal of any **materials and goods** from the site and the substitution of any **materials and goods** therefore. 6.7.3.7.3 Removal or re-execution of any work. 6.7.3.7.4 Opening up of work for inspection 6.7.3.7.5 Testing of work and **materials and goods**. 6.7.3.7.6 Protection of **works**. 6.7.3.7.7 Making good physical loss and repairing damage to the **works**. 6.7.3.8 Compliance with acts of parliament, regulations and bylaws. 6.7.3.9 Define levels and provide the **contractor** with the necessary information to set out the **works**. 6.7.3.10 Inspect the work from time to time and give the **contractor** interpretation and guidance on the standard and state of completion required for **practical completion**.

Clause	Variation
	6.7.3.11 Inspect the **works** for **practical completion**. 6.7.3.12 Inspect the **works** for **works completion** upon request of **contractor**. 6.7.3.13 Inspect the **works** at the end of the defect liability period. 6.7.3.14 Acceptance in principle of design by **nominated** or **selected subcontractors**."
9.0	Clause 9.0 is amended by adding Clause 9.1.4. "9.1.4 The **contractor** indemnifies and holds harmless the **employer** against all liability, losses, claims, damages, penalties, actions, proceedings or judgments (collectively referred to as "Losses") arising from any infringement of letters, patent design, trademark, name, copyright or other protected rights in respect of any machine, plant, work, materials, thing, system or method of using, fixing, working or arrangement used or fixed or supplied by the **contractor**, but such indemnity shall not cover any use of the equipment or part thereof otherwise than in accordance with the provisions of the specification. All payments and royalties payable in one sum or by instalments or otherwise shall be included by the **contractor** in the price and shall be paid by him to those to whom they may be due or payable. The **contractor** shall reimburse the **employer** for all legal and other costs and expenses, including without limitation attorney's fees on attorney-client scale incurred by the **employer** in connection with investigation, defending or settling any Losses in connection with pending or threatened litigation in which the **employer** is a party."
16.0	Clause 16.0 is amended by adding Clause 16.4 and 16.5 16.4 The **employer** reserves the right to pay direct (i.e. not through the **contractor**) all or any permanent connections to local or other authority services. In the event of the **employer** paying direct for these charges the **contractor** will not be entitled to a ten percent (10%) mark-up in terms of Clause 32.4. All such provisional amounts included in the Total of prices in the Form of Offer and Acceptance will be omitted. 16.5 The **contractor** shall not be entitled to any percentage, profit or discount on the value of any work executed by "direct contractors" but shall nevertheless allow these direct contractors and the **employer's** employees to have access to the works, allocate reasonable space in the building for the storage of their materials, tools and equipment and coordinate via the **principal agent** the work of such direct contractors as necessary, all to the satisfaction of the **principal agent**. The **contractor** shall allow the direct contractors, etc., to use, free of charge, the latrine accommodation and water and power supply on the site and shall not in any way hinder or prevent the execution of their work.
19.0	Clause 19.0 is amended by adding the following clauses: 19.8 Acceleration 19.8.1 To accelerate the works in order to mitigate the need for a revision to the date of practical completion, where caused by a delay will be adjudicated by the Principle Agent under the provisions of [23.1 to 23.2] 19.8.2 Upon receipt of such instruction, the **contractor** shall take all necessary steps to ensure that the **works** are completed timeously including reprogramming and possibly the provision, by him of additional resources, plant, manpower, etc. and the working overtime or additional overtime beyond that contemplated at the time of tender (at all times adhering to the regulations and requirements of all authorities) and by all other adequate and proper means and methods. The **contractor** shall prove that such steps are being taken if called upon to do so.
23.1.1	Delay caused by adverse weather conditions will be regarded as a delay only if, in the opinion of the Employer's Agent, all progress on an item or items of work on the critical path of the working programme of the contractor has been brought to a halt. Delays on working days only (based on a five-day working week) will be taken into account for the extension of time, but the Contractor shall make provision in his programme of work for an expected delay of "n" working days caused by normal rainy weather, for which he will not receive any extension of time, where "n" equals days per month.

Month	**"n" Working days**
January	2 days
February	2 days
March	2 days
April	2 days

Clause	Variation

May	3 days
June	4 days
July	4 days
August	3 days
September	3 days
October	2 days
November	2 days
December	2 days

Extension of time during working days will be granted to the degree to which actual delays, as defined above, exceed the number of "n" working days.

It shall be further noted that where the critical path is not affected, no extension of time for abnormal climatic conditions or for any other reason will be entertained.

26.9.4 Delete sub-clause 26.9.4

30 Replace clause 30 with the following:

30.0 DISPUTE RESOLUTION

30.1 **Settlement by the parties**
Should any disagreement arise between the employer (or the principal agent or an agent) and the contractor arising out of or concerning the action or inaction of the employer (or the principal agent or an agent) or the contractor, or any other matter concerning this agreement (including the validity thereof), either party may give notice of disagreement to the other. The parties shall attempt to resolve such disagreement between them and record resolution in writing signed by them.

30.2 Where the disagreement is not resolved within ten (10) working days of receipt of the notice of disagreement, the disagreement shall be deemed to be a dispute.

30.3 The dispute shall be referred to mediation within ten (10) working days of the expiry period [30.2] by means of a notice of adjudication by the party (the referring party) which gave the notice of disagreement.

30.4 The notice of adjudication shall clearly define the scope of the dispute and the relief sought by adjudication

30.5 Failure to comply with the procedure described [30.3-4] shall cause the dispute to be resolved by arbitration and not by adjudication.

Adjudication

30.6 Where a dispute is referred to adjudication:

30.6.1 The adjudicator shall be nominated and appointed by the Association of Arbitrators Southern Africa

30.6.2 The JBCC Rules of Adjudication, current at the time the dispute is declared, shall apply to the adjudication proceeding, failing which the rules shall be determined by the adjudicator. Neither party shall be entitled to legal representation, unless otherwise agreed in writing by the parties.

30.6.3 A determination given by the adjudicator shall be immediately binding upon and implemented by the parties notwithstanding that either party may give notice to refer the dispute to arbitration

30.6.4 Where the adjudicator has given a determination, either party may give notice of dissatisfaction to the other party and to the adjudicator within ten (10) working days of receipt of the determination, or an extended time period provided in the applicable rules for adjudication, whereafter such dispute shall be referred to arbitration.

30.6.5 Where the adjudicator has not given a determination within the time period allowed or extended time period provided in the applicable rules for adjudication either party may give notice to the

Contractor | Witness for Contractor | Employer | Witness for Employer

Clause	Variation	
		other party and to the adjudicator that if such determination is not received within ten (10) working days of receipt of this notice his appointment is thereupon automatically terminated and such dispute shall be referred to further adjudication or arbitration, at the option of the referring party
	30.6.6	The adjudicator shall not be eligible for subsequent appointment as the arbitrator
		Arbitration
	30.7	Where the dispute is referred to arbitration:
	30.7.1	Arbitration shall not be construed as a review or appeal of an adjudicator's determination. Any determination by the adjudicator shall remain in force and continue to be implemented unless and until overturned by the arbitration award.
	30.7.2	The resolution of the dispute shall commence now.
	30.7.3	The referring party in the adjudication shall be the claimant in the arbitration.
	30.7.4	The arbitrator shall be nominated and appointed by the Association of Arbitrators Southern Africa.
	30.7.5	The Restricted Representation Arbitration Rules (formerly the Summary Procedure Rules), as incorporated in the Rules for the Conduct of Arbitrators: 2021 Edition (November 2021), shall apply to arbitration proceedings.
	30.7.6	The arbitrator shall have the authority to finally determine the dispute including the authority to make, open up and revise and certificates, opinion, decision, determination, requisition or notice relating to the dispute as if no such certificate, opinion, decision, determination, requisition or notice had been issued or given.
	30.7.7	The arbitrator's award shall be final and binding on the parties.
	30.7	The employer consents to the joining of any subcontractor with the contractor as a party to any proceedings.
		Mediation
	30.8	Notwithstanding the provisions relating to adjudication and arbitration the parties may, by agreement and at any time, refer a dispute to mediation, in which event:
	30.8.1	The provisions relating to adjudication and/or arbitration shall be deemed to be suspended from the time of such agreement until notice by either party that they be resumed.
	30.8.2	The appointment of a mediator, the procedure, and the status of the outcome shall be agreed between the parties.
	30.8.3	Regardless of the outcome of a mediation the parties shall bear their own costs concerning the mediation and equally share the costs of the mediator and related expenses.
		General
	30.9	The employer consents to the joining of any subcontractor with the contractor as a party to any proceedings.
	30.10	Where the parties fail to specify a body to nominate the adjudicator [30.6.1] or the arbitrator [30.7.4] the referring party shall have the right to choose a local recognised body to suggest one or more persons with appropriate skills to be appointed as an adjudicator or an arbitrator. Such nomination shall be binding on the parties.
	30.11	The parties shall continue to perform their obligations in terms of this agreement, notwithstanding any disagreement or dispute that exists between them.
	30.12	This clause shall, to the extent necessary to fulfil its purpose, exist independently of this agreement.

Part 1: Contract Data completed by the Employer

Clause	Item and data
	A. PROJECT INFORMATION
1.1	**Project Name: GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS. CONTRACT NO: GNP-033-26**
1.1	**Site Address:** The **site is at Groenkloof National Park, 643 Leyds Street, Muckleneuk, Pretoria, Gauteng.**
1.1	**Particulars of Employer** Name: South African National Parks Physical Address: 643 Leyds Street, Muckleneuk, Pretoria, 0002 Postal address: PO Box 787, PRETORIA, 0001 Telephone: (012) 426 5126
1.1	**Particulars of Principal Agent** Name: Facilities Management – Groenkloof National Park (Suveer Mewalal) Physical Address: 643 Leyds Street, Muckleneuk, Pretoria, 0002 Postal address: PO Box 787, PRETORIA, 0001 Telephone: (012) 426 5196 Email: suveer.mewalal@sanparks.org
	B. CONTRACT INFORMATION
1.1	**Bills of Quantity System/Method of Measurement will be** Standard System for Measuring Building Work (7th Edition)
1.1	The interest rate applicable is the interest rate on overdraft facilities as charged by First National Bank to SANParks.
2.1	The **law applicable** to the agreement shall be that of the **Republic of South Africa.**
3.2	The currency applicable to this agreement is South African Rands.
5.2	The original agreement will be held by the Employer, South African National Parks.
5.6	**One copy** of the construction document and one copy of the construction drawings are to be supplied to the **contractor** free of charge
6.2	Authority is delegated to the **Principal Agent and any other** agents as instructed by Principal Agent to issue contract instructions and perform certain duties for specific aspects of the work.
6.3	No other interests or involvement other than professional interest are recorded for the Principal Agent and/or other agents.
10	Insurances by Employer - None
10.1.1	Contract insurance is to be affected by the **contractor.**
10.1.1	Contract works insurance is to be affected by the **contractor** for a sum not less than the total of prices in the Form of Offer and Acceptance with a deductible in an amount that the **contractor** deems appropriate.
10.1.2	The following supplementary insurance is required: **SASRIA insurance** to be affected by the **contractor** For an amount equal to the gross tendered value inclusive of VAT plus 30% for fees and escalation. Full Final estimated value of the works including fees and escalation. With a deductible equal to the amount as determined by the contractor's insurance company.
10.1.3	**Public liability insurance** to be affected by the **contractor** The contractor will be required to have public liability insurance cover in place for an amount equal to the

Clause	Item and data
	gross tendered value inclusive of VAT plus 30%. However, liability will not be limited to this amount. it remains the responsibility of the contractor to ensure sufficient insurance cover is available based on their assessment of their risk exposure.
10.1.4	Lateral support insurance is to be affected by the **contractor**.
10.1.5	Support insurance to be affected by the **contractor.**
11.1.1, 11.1.2, 11.2.2, 11.3	Securities: The Contractor shall provide to the employer a guarantee of construction within fifteen (15) working days of acceptance of the contractor's tender and choose: The security to be provided by the contractor is a **Variable Construction Guarantee** initially equal to ten per cent (10%) of the contract cum and keep such security valid and enforceable until the final payment certificate has been issued to the contractor. The security to be provided by the contractor is a **Fixed Construction Guarantee** equal to ten per cent (10%) of the **contract sum.**
11.10, 19.5	A waiver of the **contractor's** lien or right of continuing possession is required.
12.1.2	Restriction of working hours: Monday to Friday 7h00 – 17h00. Saturday 7h00 – 13h00 Any work outside of the above hours to be agreed with Park Management.
12.1.3	Natural features and known services to be preserved by the **contractor: Yes or No** **If yes, description:**
12.1.4	Restrictions to the **site** or areas that the **contractor** may not occupy: Yes or No If yes, description: The Park is a protected area and the Contractor to ensure that all existing features outside of site are not to be disturbed. Refer to SANParks Environmental Management Programme as provided in the Tender Contract.
12.1.5 12.2.22	Possession of the **site** to the **contractor** shall be within five (5) **working days** of the **contractor** complying with providing the **employer** with **construction guarantees** in accordance with the provisions of 11.1.2 Within fifteen (15) **working days** of the date of the **agreement,** submit to the **principal agent** an acceptable health and safety plan, required in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993), including a works programme.
12.1.5. 19.0, 24.0	The period for the commencement of the **works** after the **contractor** takes possession of the site is: Seven (7) **working days**. For the **works** as a whole: The contract period will be **5 Years (60 months).** The park and contractor shall agree on an agreed basis on the scope of work per annum, the timeframes for completion of the annual allocated work and completion dates of each project. The **penalty** per **calendar day** is **R 1,500 (VAT exclusive) /day** for not completing work as per agreed project programme.
21.1.1	Extended **defects** liability period will apply to the following elements: n/a
25.0	Payment of preliminaries Contractors Section Select Option A or B A | B Option A: The **preliminaries** shall be paid in accordance with an amount prorated to the value of the **works** executed in the same ratio as the amount of the **preliminaries** to the **contract sum**, which **contract sum** shall exclude the amount of **preliminaries**. Contingency sum(s) and any provision for cost fluctuations shall be excluded for the calculation of the aforesaid ratio.

<table>
<tr><th>Clause</th><th>Item and data</th></tr>
<tr><td></td><td>
<table>
<tr><td>Option B</td><td>The preliminaries shall be paid in accordance with an amount agreed by the principal agent and the contractor in terms of the priced document to identify an initial establishment charge, a time-related charge and a final dis-establishment charge. Payment of the time-related charge shall be assessed by the principal agent and adjusted from time to time as may be necessary to take into account the rate of progress of the works.</td></tr>
</table>
Lump sum contract

Where the amount of preliminaries is not provided it shall be taken as 7.5% (seven and a half per cent) of the contract sum, excluding contingency sum(s) and any provision for cost fluctuations.</td></tr>
<tr><td>25.2</td><td>Contractor's Monthly claims for payment shall be submitted to the QSSP on the 21st day of each month (contractor to ensure that applications for payment from subcontractors are received on the 20th day of each month), following which the QSSP shall submit his valuation to the principal agent within 14 days. The payment shall be made by the employer to the contractor within 21 calendar days. Payment shall only be made following receipt by the employer of both the original payment certificate and the contractor's tax invoice.</td></tr>
<tr><td>25.3.4, 26.0</td><td>No provision is made for cost fluctuations nor is the contract value to be adjusted.</td></tr>
<tr><td>26.9.4</td><td>Adjustment of preliminaries
Contractors Section
Select Option A or B
<table>
<tr><td>A</td><td>B</td></tr>
</table>
Where the contractor does not select an option, Option A shall apply.
Provision of particulars

The contractor shall provide the particulars for the purpose of the adjustment of preliminaries in terms of his selection. Where completion in sections is required, the contractor shall provide an apportionment of preliminaries per section.
<table>
<tr><td>Option A</td><td>An allocation of the preliminaries amounts into Fixed, Value-related and Time-related amounts as defined for adjustment method Option A below, within fifteen (15) working days of the date of acceptance of the tender.</td></tr>
</table>
<table>
<tr><td>Option B</td><td>A detailed breakdown of the preliminaries amounts within fifteen (15) working days of possession of the site. Such breakdown shall include, inter alia, the administrative and supervisory staff, the use of construction equipment, establishment and dis-establishment charges, insurances and guarantees, all in terms of the programme</td></tr>
</table>
Adjustment methods

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

Clause	Item and data

Option A	The **preliminaries** shall be adjusted in accordance with the allocation of **preliminaries** amounts provided by the **contractor,** apportioned to **sections** where completion in **sections** is required Fixed - An amount which shall not be varied Value-related - An amount varied in proportion to the **contract value** as compared to t he **contract sum**. Both the **contract sum** and the **contract value** shall exclude the amount of **preliminaries**, contingency sum(s) and any provision for cost fluctuations Time-related - An amount varied in proportion to the number of **calendar days** extension to the date of **practical completion** to which the **contractor** is entitled with an adjustment of the **contract value** [23.2; 23.3] as compared to the number of **calendar days** in the initial **construction period** [26.9.4].

Option B	The adjustment of **preliminaries** shall be based on the number of **calendar days** extension to the date of **practical completion** to which the **contractor** is entitled with an adjustment of the **contract value** [23.2; 23.3] as compared to the number of **calendar days** in the initial **construction period** [26.9.4] The adjustment shall take into account the resources as set out in the detailed breakdown of the **preliminaries** for the period of construction during which the delay occurred.

Failure to provide particulars within the period stated:

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

Option B	Where the detailed breakdown of **preliminaries** amounts for Option B is not provided, Option A shall apply

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

30.0	Default dispute resolution process shall be by mediation, then adjudication and if required, arbitration. The latest JBCC Adjudication Rules (current at the time of dispute) will apply. In the event that the parties cannot agree on the appointment of a mediator and/or adjudicator, the nominating body will be the Association of Arbitrators South Africa (AoArb SA). Applicable rule for arbitration will be the Standard Procedure Rules as per the AoArb SA.

Part 2: Contract Data completed by the Contractor (COMPULSORY COMPLETION)

Clause	Item and data
1.2	The name of the **Contractor** is. . . . . . The address of the **Contractor** is: Telephone: . . . . . . Facsimile: . . . . . . Cell phone: . . . . . . Address (physical): . . . . Address (postal): . . . . Email: . . . . .

C1.3 Construction Guarantee (Serve as example of what will be required if tender is successful)

[Use for JBCC Principal Building Agreement for Organs of State (Edition 6.2) May 2018]

GUARANTOR DETAILS AND DEFINITIONS

Guarantor means . . . . . .

Physical address . . . . . .

. . . . . .

Guarantor's signatory 1 . . . . . Capacity . . . . . .

Guarantor's signatory 1 . . . . . Capacity . . . . . .

Employer means The South African National Parks

Contractor means . . . .

Agent means

Works means

Site means

Agreement means the JBCC Principal Building Agreement for Organs of State (Edition 6.2) May 2018

Contract Sum means the total of prices in the Form of Offer and Acceptance inclusive of VAT

Amount in figures R . . . . . .

Amount in words . . . . . (Rand)

Guaranteed Sum means the maximum aggregate amount of R . . . . . .

Amount in words . . . . . (Rand)

The Construction Guarantee required is of the type variable and the expiry date for the guarantee is Practical Completion.

AGREEMENT DETAILS

Sections: Total Sections _____ Last Section _____

Principal Agents issues: Interim payment certificates, Final payment certificates, Practical completion certificates/ and Final completion certificates

1. FIXED CONSTRUCTION GUARANTEE

1.1 Where a Guarantee for Construction (Fixed) in terms of the Agreement has been selected this 1.0 with 2.0 to 12.0 shall apply. The Guarantor's liability shall be limited to the diminishing amounts of the Guaranteed Sum as follows:

GUARANTOR'S LIABILITY	PERIOD OF LIABILITY
Maximum Guaranteed Sum (not exceeding 5% of the contract sum) in the amount of: _____ _____	From and including the date of issue of this Guarantee for Construction and up to and including the date of the only Certificate of Practical Completion or the last Certificate of Practical Completion where there are sections, where after this Guarantee for Construction shall expire

Amount in words:_____

Contractor	Witness for Contractor	Employer	Witness for Employer

2. The Guarantor hereby acknowledges that:

2.1 Any reference in this Guarantee to the Agreement is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a surety ship.

2.2 Its obligation under this Guarantee is restricted to the payment of money.

2.3 Reference to a recovery statement or an Interim or Final Payment Certificate, or a Certificate(s) of Practical or Final Completion shall mean such certificate issued by the Principal Agent

3. Subject to the Guarantor's maximum liability referred to in clause 1.0, the Guarantor hereby undertakes to pay the Employer the sum certified upon receipt of the documents identified in 3.1 to 3.3:

3.1 A copy of a first written demand issued by the Employer to the Contractor stating that payment of a sum certified by the Principal Agent in an interim or final payment certificate has not been made in terms of the Agreement and failing such payment within seven (7) calendar days, the Employer intends to call upon the Guarantor to make payment in terms of 3.2.

3.2 A first written demand issued by the Employer to the Guarantor at the Guarantor's physical address with a copy to the Contractor stating that a period of seven (7) calendar days has elapsed since the first written demand in terms of sub-clause 3.1 and that the sum certified has still not been paid therefore the Employer calls up this Construction Guarantee and demands payment of the sum certified from the Guarantor.

3.3 A copy of the said payment certificate which entitles the Employer to receive payment in terms of the Agreement of the sum certified in clause 3.0.

4. Subject to the Guarantor's maximum liability referred to in clause 1.0, the Guarantor undertakes to pay the Employer the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the Employer to the Guarantor at the Guarantor's physical address calling up this Construction Guarantee stating that:

4.1 Agreement has been cancelled due to the Contractor's default and that the Construction Guarantee is called up in terms of clause 4.0. The demand shall enclose a copy of the notice of cancellation; or

4.2 A provisional sequestration or liquidation court order has been granted against the Contractor and that the Construction Guarantee is called up in terms of clause 4.0. The demand shall enclose a copy of the court order.

5. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of clauses 3.0 and 4.0 shall not exceed the Guarantor's maximum liability in terms of clause 1.0.

6. Where the Guarantor is a registered insurer and has made payment in terms of clause 4.0, the Employer shall upon the date of issue of the final payment certificate submit an expense account to the Guarantor showing how all monies received in terms of the Guarantee have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Construction Guarantee shall bear interest at the prime overdraft rate of the Employer's bank compounded monthly and calculated from the date payment was made by the Guarantor to the Employer until the date of refund.

7. Payment by the Guarantor in terms of clause 3.0 or 4.0 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.

8. The Employer shall have the absolute right to arrange his affairs with the Contractor in any manner which the Employer deems fit and the Guarantor shall not have the right to claim his release from this Construction Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.

9. The Guarantor chooses the physical address as stated above for all purposes in connection herewith.

10. This Guarantee is neither negotiable nor transferable and shall expire in terms of 1.1, or payment in full of the Guaranteed Sum or on the Guarantee expiry date, whichever is the earlier, where after no claims will be considered by the Guarantor. The original of this Construction Guarantee shall be returned to the Guarantor after it has expired.

11. This Guarantee, with the required demand notices in terms of clauses 3.0 or 4.0, shall be regarded as a liquid document for the purpose of obtaining a court order.

Contractor	**Witness for Contractor**		**Employer**	**Witness for Employer**

12. Where this Guarantee is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at …… Date ……

Guarantor's Signatory 1 …… Guarantor's Signatory 2 ……

Witness 1 …….. Witness 2 ……

Guarantor's seal or stamp

C1.4 Adjudicator's Contract (Serve as example of what will be required if tender is successful)

[Use for JBCC Principal Building Agreement for Organs of State (edition 6.2) May 2018]

This agreement is made on the . . . . . day of . . . . between:

. . . . . (name of company / organisation)

of . . . .

. . . . . (address) and

. . . .(name of company / organisation)

of . . . . . .

. . . . (address)

(the Parties) and

. . . . . (name)

of . . . .

. . . .,(address)

(the Adjudicator).

Disputes or differences may arise/have arisen* between the Parties under a Contract dated . . . . . and known as. . . . . .

and these disputes or differences shall be/have been* referred to adjudication in accordance with the JBCC Adjudication Rules, (hereinafter called "the Procedure") and the Adjudicator may be or has been requested to act.

*** Delete as necessary**

IT IS NOW AGREED as follows:

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

SIGNED by:	SIGNED by:	SIGNED by:
Name:	Name:	Name:
who warrants that he / she is duly authorised to sign for and on behalf of the first Party in the presence of	who warrants that he / she is duly authorised to sign for and on behalf of the first Party in the presence of	the Adjudicator in the presence of
Witness:	Witness:	Witness:
Name:	Name:	Name:
Address:	Address:	Address:
Date:	Date:	Date:

Contract Data

1	The Adjudicator shall be paid at the hourly rate of R. . . . . in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
2	The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to: (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs. (b) Telegrams, telex, faxes, and telephone calls. (c) Postage and similar delivery charges. (d) Travelling, hotel expenses and other similar disbursements. (e) Room charges. (f) Charges for legal or technical advice obtained in accordance with the Procedure.
3	The Adjudicator shall be paid an appointment fee of R . . . . . This fee shall become payable in equal amounts by each Party within 14 days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties.
4	The Adjudicator is/is not* currently registered for VAT.
5	Where the Adjudicator is registered for VAT it shall be charged additionally in accordance with the rates current at the date of invoice.
6	All payments, other than the appointment fee (item 3) shall become due 7 days after receipt of invoice, thereafter interest shall be payable at 5% per annum above the Reserve Bank base rate for every day the amount remains outstanding.

*** Delete as necessary**

Part C2: Pricing data

C2.1 Pricing Instructions

[Use for JBCC Principal Building Agreement for Organs of State (Edition 6.2) May 2018]

1. The Bills of Quantities have been drawn up in accordance with the Standard System of Measuring Building Work published and issued by the Association of South African Quantity Surveyors (Seventh Edition (Revised)), 2015. Where applicable the:
    a. Civil engineering work has been drawn up in accordance with the provisions of the latest edition of SANS 1200 Standardized Specifications for Civil Engineering Works.
    b. Mechanical work has been drawn up in accordance with the provisions of the Model Bills of Quantities for Mechanical Work, published by the South African Association of Quantity Surveyors, July 2005).
    c. Electrical work has been drawn up in accordance with the provisions of the Model Bills of Quantities or Electrical Work, published by the South African Association of Quantity Surveyors, (July, 2005).
2. The agreement is based on the JBCC Principal Building Agreement for Organs of State, prepared by the Joint Building Contracts Committee, Edition 6.2, May 2018. The additions, deletions and alterations to the JBCC Principal Building Agreement for Organs of State as well as the contract specific variables are as stated in the Contract Data. Only the headings and clause numbers for which allowance must be made in the Bills of Quantities are recited.
3. Preliminary and general requirements are based on the various parts of SANS 1921, Construction and management requirements for works contracts. The additions, deletions and alterations to the various parts of SANS 1921 as well as the contract specific variables are as stated in the Specification Data in the Scope of Work. Only the headings and clause numbers for which allowance must be made in the Bills of Quantities are recited.
4. **It will be assumed that prices included in the Bills of Quantities are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders. (Refer to www.stanza.org.za or www.iso.org for information on standards).**
5. The prices and rates in these Bills of Quantities are fully inclusive prices for the work described under the items. Such prices and rates cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit. These prices will be used as a basis for assessment of payment for additional work that may have to be carried out.
6. The drawings listed in the Scope of Works used for the setting up of these Bills of Quantities are kept by the Principal Agent or Engineer and can be viewed at any time during office hours up until the completion of the works.
7. Reference to any particular trademark, name, patent, design, type, specific origin or producer is purely to establish a standard for requirements. Products or articles of an equivalent standard may be substituted with approval.
   See Addendum C2.1.1 – Material specifications.
8. The rates contained in the Bill of Quantities will apply irrespective of the final quantities of the different classes and kinds of work actually executed.
9. Rates for work of similar description occurring in different sections of the Bill of Quantity shall be identical.
10. An item against which no price is entered will be considered to be covered by the other prices or rates in the Bills of Quantities. A single lump sum will apply should a number of items be grouped together for pricing purposes.
11. Where any item is not relevant to this specific contract, such item is marked N/A (signifying “not applicable”)

12. The Contract Data and the standard form of contract referenced therein must be studied for the full extent and meaning of each and every clause set out in Section 1 (Preliminaries) of the Bills of Quantities.

13. The Bills of Quantities is not intended for the ordering of materials. Any ordering of materials, based on the Bills of Quantities, is at the Contractor's risk.

14. The amount of the Preliminaries to be included in each monthly payment certificate shall be assessed as an amount prorated to the value of the work duly executed in the same ratio as the preliminaries bears to the total of prices excluding any contingency sum, the amount for the Preliminaries and any amount in respect of contract price adjustment provided for in the contract

15. Where the initial contract period is extended, the monthly charge shall be calculated on the basis as set out in 10 but taking into account the revised period for completing the works.

16. The amount or items of the Preliminaries shall be adjusted to take account of the theoretical financial effect which changes in time or value (or both) have on this section. Such adjustments shall be based on adjustments in the following categories as recorded in the Bills of Quantities:

    a. an amount which is not to be varied, namely Fixed (F)

    b. an amount which is to be varied in proportion to the contract value, namely Value Related (V); and

    c. an amount which is to be varied in proportion to the contract period as compared to the initial construction period excluding revisions to the construction period for which no adjustment to the contractor is not entitled to in terms of the contract, namely Time Related (T).

17. Where no provision is made in the Bills of Quantities to indicate which of the three categories in 12 apply or where no selection is made, the adjustments shall be based on the following breakdown:

    a. 10 percent is Fixed;

    b. 15 percent is Value Related

    c. 75 percent is Time Related.

18. The adjustment of the Preliminaries shall apply notwithstanding the actual employment of resources in the execution of the works. The contract value used for the adjustment of the Preliminaries shall exclude any contingency sum, the amount for the Preliminaries and any amount in respect of contract price adjustment provided for in the contract. Adjustments in respect of any staged or sectional completion shall be prorated to the value of each section.

C2.2 Bill of Quantities

IMPORTANT NOTE:

i) THE BOQ IS A **PROVISIONAL** BILL.
ii) IN OTHER WORDS, IT IS AN APPROXIMATE **BILL OF QUANTITIES**. AN APPROXIMATE **BILL OF QUANTITIES** CAN BE USED ON PROJECTS WHERE IT IS NOT POSSIBLE TO PREPARE A **FIRM BILL OF QUANTITIES** AT THE TIME OF TENDERING.
iii) THE TENDER BOQ DOES NOT CONSIST OF A COMPREHENSIVE COMPLEMENT OF ALL POSSIBLE WORKS AND ITEMS THAT MIGHT ARISE DURING THE CONTRACT PERIOD. THOSE ITEMS NOT INCLUDED WILL BE NEGOTIATED WITH THE SUCCESSFUL CONTRACTOR.
iv) THE TENDER BOQ **WILL** DETERMINE THE CONTRACT PRICE WITH CPI% INCREASE PER YEAR COMMENCING FROM THE SECOND YEAR OF THE CONTRACT.
v) THE PRICES IN THE TENDER BOQ WILL BE USED AS GUIDE FOR FUTURE QUOTATIONS ON SMALL PROJECTS OR WORKS. ESCALATIONS AND PRICE INCREASES WILL BE NEGOTIATED.
vi) EACH PROJECT TO BE PRICED ON ITS OWN WITH THE SPECIFIC WORK METHODS AND ITEMS DESCRIBED ON A WORK LIST FOR THAT PROJECT, AS ISSUED BY THE PRINCIPAL AGENT.
vii) THE BOQ WILL NOT BE USED AS SPECIFICATION FOR MATERIALS, GOODS OR WORKING METHODS.

Item No	Description	Unit	Quantity	Rate	Amount
	SECTION NO.: 1 **PART A: PRINCIPAL BUILDING AGREEMENT** **BILL NO. 1** **PRELIMINARIES AND GENERAL** **BUILDING AGREEMENT AND PRELIMINARIES** **The JBCC Principal Building Agreement (Edition 6.2 - May 2018) prepared by the Joint Building Contracts Committee shall be the applicable building agreement, amended as hereinafter described** **The JBCC Principal Building Agreement contract data form an integral part of this agreement** **The JBCC General Preliminaries (May 2018) published by the Joint Building Contracts Committee for use with the JBCC Principal Building Agreement (Edition 6.2 - May 2018) shall be deemed to be incorporated in these bills of quantities, amended as hereinafter described** **The contractor is deemed to have referred to the above mentioned documents for the full intent and meaning of each clause** **The clauses in the above mentioned documents are hereinafter referred to by clause number and heading only** **Where any item is not relevant to this agreement such item is marked N/A signifying "not applicable"** **Where standard clauses or alternatives are not entirely applicable to this agreement such amendments, modifications, corrections or supplements as will apply are given under each relevant clause heading and such amendments, modifications, corrections or supplements shall take precedence notwithstanding anything to the contrary contained in the above mentioned documents** **PREAMBLES FOR TRADES** **The General Preambles for Trades 2017 published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in these bills of quantities and no claims arising from brevity of description of items fully described in the said General Preambles will be entertained** **Supplementary preambles and/or specifications are incorporated in these bills of quantities to satisfy the requirements of this project. Such supplementary preambles and/or specifications shall take precedence over the provisions of the General Preambles** **The contractor's prices for all items throughout these bills of quantities shall take account of and include where applicable for all of the obligations, requirements and specifications given in the General Preambles and in any supplementary preambles and/or specifications**				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	SUPPLEMENTARY PREAMBLES				
	Site Inspection				
	Before submitting their tender the tenderer shall visit the site and satisfy himself as to the nature and extent of the work to be done and the value of the materials salvageable from the alterations. No claim for any variations of the contract sum in respect of the nature and extent of the work or of inferior or damaged materials will be entertained.				
	STRUCTURE OF THIS PRELIMINARIES BILL				
	Section A : A recital of the headings of the individual clauses in the aforementioned JBCC Principal Building Agreement				
	Section B : A recital of the headings of the individual clauses in the aforementioned JBCC General Preliminaries				
	Section C : Any special clauses to meet the particular circumstances of the project				
	PRICING OF PRELIMINARIES				
	Should the contractor select Option A in the contract data for the adjustment of preliminaries, the amounts entered against the relevant items in these preliminaries are to be divided into one or more of the three categories provided namely fixed (F), value related (V) and time related (T)				
	SECTION A: PRINCIPAL BUILDING AGREEMENT				
	Interpretation (A1-A7)				
1	Clause 1.0 - Definitions and interpretation				
2	Pricing of bills of quantities				
3	The contractor is to allow opposite each item for all costs in connection therewith. All prices to include, unless otherwise stated, for all materials, fabrication, conveyance and delivery, unloading, storing, unpacking, hoisting, labour, setting, fitting and fixing in position, cutting and waste (except where to be measured in accordance with the standard system of measurement), patterns, models and templates, plant, temporary works, returning of packaging, duties, taxes (other than Value Added Tax), imposts, establishment charges, overheads, profit and all other obligations arising out of this agreement. Value Added Tax (VAT) is to be separately stated on the summary page of these bills of quantities				
4	Items left unpriced will be deemed to be covered in prices against other items throughout these bills of quantities and no claim for any extras arising out of the contractor's omission to price any item will be entertained				
5	Prices for all construction equipment, temporary works, services and other items shall include for the supply, maintenance, operating cost and subsequent removal and making good as necessary				
6	Abbreviated descriptions				

Item No	Description	Unit	Quantity	Rate	Amount
7	The items in these bills of quantities utilise abbreviated descriptions. It is the intention that the abbreviated descriptions be fully described when read with the applicable measuring system and the relevant preambles and/or specifications. However, should the full intent and meaning of any description not be clear, the contractor shall, before submission of his tender, call for a written directive from the principal agent, failing which it shall be assumed that the contractor has allowed in his pricing for materials and workmanship in terms of international best practice				
8	Legal status of contractor				
9	If the contractor constitutes a joint venture, consortium or other unincorporated grouping of two or more persons then:				
10	1. These persons are deemed to be jointly and severally liable to the employer for the performance of this agreement				
11	2. These persons shall notify the employer of their leader who has assigned authority to bind the contractor and each of these persons				
12	3. The contractor shall not alter its composition or legal status without the prior written consent of the employer				
13	F:..... V:.....T:.....	Item	1		
14	Clause 2.0 - Law, regulations and notices				
15	F:..... V:.....T:.....	Item	1		
16	Clause 3.0 - Offer and acceptance F:..... V:.....T:.....	Item	1		
17	Clause 4.0 - Cession and assignment F:..... V:.....T:.....	Item	1		
18	Clause 5.0 - Documents				
19	Value Added Tax				
20	Provision is made in the summary page of these bills of quantities for the inclusion of Value Added Tax (VAT)				
21	The principal agent shall decide which portion of the priced document may be used as a specification of materials and goods or methods, if any				
22	Electronic issue of drawings All drawings for this project will be issued electronically and the contractor shall be deemed to have received such drawings on the date that such drawings have been dispatched electronically [5.6]				
23	F:..... V:.....T:.....	Item	1		
24	Clause 6.0 - Employer's agents				
25	F:..... V:.....T:.....	Item	1		
26	Clause 7.0 - Design responsibility F:..... V:.....T:.....	Item	1		

Item No	Description	Unit	Quantity	Rate	Amount
	Insurances and securities (A8-A11)				
27	Clause 8.0 - Works risk F:..... V:.....T:.....	Item	1		
28	Clause 9.0 - Indemnities F:..... V:.....T:.....	Item	1		
29	Clause 10.0 - Insurances Clause 10.2 is amended by replacing the word employer with the word contractor. The Contractor will be liable for all insurances. All risk insurance must be for contract value plus 20% F:..... V:.....T:.....	Item	1		
30	Clause 11.0 - Securities				
31	F:..... V:.....T:.....	Item	1		
	Execution (A12 - A17)				
32	Clause 12.0 - Obligations of the parties				
33	Statutory and other notices				
34	The contractor shall submit and/or comply with all statutory and other notices that may be required by any local or other authority in order not to cause any delay to the commencement of the works by the contractor. The contractor shall pay all deposits or fees in this regard				
35	It is, however, specifically recorded that the employer shall be responsible for the timeous approval of building plans by any local or other authorities and the payment of any fees or charges related thereto				
36	F:..... V:.....T:.....	Item	1		
37	Clause 13.0 - Setting out F:..... V:.....T:.....	Item	1		
38	Clause 14.0 - Nominated subcontractors				
39	F:..... V:.....T:.....	Item	1		
40	Clause 15.0 - Selected subcontractors				
41	F:..... V:.....T:.....	Item	1		
42	Clause 16.0 - Direct contractors Attendance on direct contractors In respect of direct contractors the contractor shall:				
43	F:..... V:.....T:.....	Item	1		
44	Clause 17.0 - Contract instructions Site instructions Instructions issued on site are to be recorded in a site instruction book which is to be supplied and maintained on site by the contractor				
45	F:..... V:.....T:.....	Item	1		
	Completion (A18 - A24)				
46	Clause 18.0 - Interim completion	N/A			

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	Clause 19.0 - Practical completion				
47	F:..... V:.....T:.....	Item	1		
48	Clause 20.0 - Completion in sections				
49	F:..... V:.....T:.....	Item	1		
50	Clause 21.0 - Defects liability period and final completion				
51	F:..... V:.....T:.....	Item	1		
	Clause 22.0 - Latent defects liability period				
52	F:..... V:.....T:.....	Item	1		
53	Clause 23.0 - Revision of the date for practical completion Substitution of materials and goods The removal or substitution of any materials and goods which do not conform to the specification or the contract drawings shall not constitute grounds for the extension of the construction period nor for the adjustment of the contract value [17.1.8; 23.1 & 2]				
54	F:..... V:.....T:.....	Item	1		
	Clause 24.0 - Penalty for late or non-completion				
55	F:..... V:.....T:.....	Item	1		
	Payment (A25 - A27)				
56	Clause 25.0 - Payment				
57	Prices submitted Where prices are submitted by the contractor or subcontractor during the progress of the works in respect of contract instructions or in regard to a claim under the terms of this agreement and notwithstanding the fact that such prices may be used in an interim payment certificate, there is to be no presumption of acceptance. Should the principal agent wish to accept any such prices prior to the issue of the certificate of final completion, it shall be in writing Material and goods stored off site The inclusion of materials and goods stored off site in the amount authorized for payment in terms of clause 25.3.2 shall be at the sole discretion of the principal agent and such inclusion shall only be considered upon the provision, by the contractor, of an approved guarantee issued by a registered commercial bank. Clause 25.4 is therefore not applicable.				
	Payment will be done within 21 days after certification of interim payment certificates.				
58	F:..... V:.....T:.....	Item	1		
59	Clause 26.0 - Adjustment of the contract value and final account				
60	Fluctuations in costs All fluctuations in costs, with the exception of fluctuations in the rate of Value Added Tax, shall be for the account of the contractor [26.9.5]				
61	Tenant installation/user requirements delayed There is a possibility that certain works related to tenant installation/user requirements may have to be delayed and may consequently not be executed prior to practical completion				

Item No	Description	Unit	Quantity	Rate	Amount
62	Should the contractor be instructed to do so he shall execute this work under the conditions pertaining to this agreement on the basis that a separate amount for preliminaries appurtenant to this work (if applicable) is agreed to between the contractor and the principal agent and on condition that instruction to proceed with such work is given to him within a period of three (3) calendar months after the date of practical completion of the works				
63	The employer reserves the right to omit such work without compensation to the contractor for loss of profit or any other loss which the contractor may suffer as a result of such omission				
64	Cost of claims All costs incurred by the contractor in the preparation of claims shall be borne by the contractor. This provision shall not preclude an adjudicator or an arbitrator appointed in terms of this agreement [30.6 & 7] from making a determination on costs				
65	Claims from subcontractors The contractor shall review, assess and adjudicate any claims received by him from any subcontractor and thereafter submit same to the principal agent with a recommendation in order to assist the principal agent in adjudicating the claim [26.6]				
66	F:..... V:.....T:.....	Item	1		
67	Clause 27.0 - Recovery of expense and/or loss F:..... V:.....T:.....	Item	1		
	Suspension and termination (A28 - A29)				
68	Clause 28.0 - Suspension by the contractor				
69	F:..... V:.....T:.....	Item	1		
70	Clause 29.0 - Termination				
71	F:..... V:.....T:.....	Item	1		
	Dispute resolution (A30)				
72	Clause 30.0 - Dispute resolution F:..... V:.....T:.....	Item	1		
73	Agreement				
74	The required information of the parties and the amount of the contract sum shall be inserted in the agreement for signature of the agreement by the parties F:..... V:.....T:.....	Item	1		
75	Contract data				
76	Tenderer's selections				
77	Before submission of his tender the contractor is to complete the tenderer's selections in the contract data				
78	F:..... V:.....T:.....	Item	1		

Item No	Description	Unit	Quantity	Rate	Amount
	SECTION B: GENERAL PRELIMINARIES				
	Definitions and interpretation (B1)				
79	Clause 1.1 - Definitions F:..... V:.....T:.....	Item	1		
80	Clause 1.2 - Interpretation F:..... V:.....T:.....	Item	1		
	Documents (B2)				
81	Clause 2.1 - Checking of documents F:..... V:.....T:.....	Item	1		
82	Clause 2.2 - Provisional bills of quantities				
83	F:..... V:.....T:.....	Item	1		
84	Clause 2.3 - Availability of construction information				
85	F:..... V:.....T:.....	Item	1		
86	Clause 2.4 - Ordering of materials and goods F:..... V:.....T:.....	Item	1		
	Previous work and adjoining properties (B3)				
87	Clause 3.1 - Previous work - dimensional accuracy F:..... V:.....T:.....	Item	1		
88	Clause 3.2 - Previous work - defects F:..... V:.....T:.....	Item	1		
89	Clause 3.3 - Inspection of adjoining properties F:..... V:.....T:.....	Item	1		
	The site (B4)				
90	Clause 4.1 - Handover of site in stages F:..... V:.....T:.....	Item	1		
91	Clause 4.2 - Enclosure of the works	Item	1		
92	The Contractor will be responsible to safely enclose and separate his working area as well as any lay down areas to prevent unauthorised access from the public or Client's employees at all times.				
93	F:..... V:.....T:.....				
94	Clause 4.3 - Geotechnical and other investigations F:..... V:.....T:.....	Item	1		
95	Clause 4.4 - Encroachments F:..... V:.....T:.....	Item	1		
96	Clause 4.5 - Existing premises occupied F:..... V:.....T:.....	Item	1		

Item No	Description	Unit	Quantity	Rate	Amount
97	Clause 4.6 - Services - known F:..... V:.....T:.....	Item	1		
	Management of contract (B5)				
98	Clause 5.1 - Management of the works F:..... V:.....T:.....	Item	1		
99	Clause 5.2 - Progress meetings F:..... V:.....T:.....	Item	1		
100	Clause 5.3 - Technical meetings F:..... V:.....T:.....	Item	1		
	Samples, shop drawings and manufacturer's instructions (B6)				
101	Clause 6.1 - Samples of materials F:..... V:..... T:.....	Item	1		
102	Clause 6.2 - Workmanship samples F:..... V:.....T:.....	Item	1		
103	Clause 6.3 - Shop drawings F:..... V:.....T:.....	Item	1		
104	Clause 6.4 - Compliance with manufacturer's instructions F:..... V:.....T:.....	Item	1		
	Deposits and fees (B7)				
105	Clause 7.1 - Deposits and fees F:..... V:..... T:.....	Item	1		
	Temporary services (B8)				
106	Clause 8.1 - Water (Option C) F:..... V:.....T:.....	Item	1		
107	Clause 8.2 - Electricity F:..... V:.....T:.....	Item	1		
108	Clause 8.3 - Ablution and welfare facilities F:..... V:.....T:.....	Item	1		
109	Clause 8.4 - Communication facilities F:..... V:.....T:.....	Item	1		
	Prime cost amounts (B9)				
110	Clause 9.1 - Responsibility for prime cost amounts				
111	F:..... V:.....T:.....	Item	1		
	Attendance on subcontractors (B10)				
112	Clause 10.1 - General attendance F:..... V:.....T:.....	Item	1		

Item No	Description	Unit	Quantity	Rate	Amount
113	Clause 10.2 - Special attendance				
114	F:..... V:.....T:.....	Item	1		
	General (B11)				
115	Clause 11.1 - Protection of the works F:..... V:.....T:.....	Item	1		
116	Clause 11.2 - Protection/isolation of existing works and works occupied in sections F:..... V:.....T:.....	Item	1		
117	Clause 11.3 - Security of the works F:..... V:.....T:.....	Item	1		
118	Clause 11.4 - Notice before covering work F:..... V:.....T:.....	Item	1		
119	Clause 11.5 - Disturbance				
120	Disturbance All work is to be carried out in such a manner as to cause no unacceptable or unreasonable dust, noise, vibrations, nuisance, inconvenience, annoyance and the like to the public, others, other properties and traffic in so far as they exceed the permissible limitations set by government legislation or by the local authority. Any delays, stoppages and the like arising from or in order to comply with the above will not constitute grounds for an adjustment to the construction period or contract value whatsoever F:..... V:.....T:.....	Item	1		
121	Clause 11.6 - Environmental disturbance				
122	Controlling all forms of pollution The contractor shall be responsible for and take all precautions in controlling by whatever means necessary all forms of pollution emanating from the site during the construction period due inter alia to noise, artificial light, wind-blown sand, dust, deposits of mud, etc				
123	The contractor is to ensure that all roads which border the site and are used by the contractor during the execution of the works are kept clean and free of any dirt or debris caused by the execution of the works				
124	Clause 11.7 - Works cleaning and clearing F:..... V:.....T:.....	Item	1		
125	Clause 11.8 - Vermin F:..... V:.....T:.....	Item	1		
126	Clause 11.9 - Overhand work F:..... V:.....T:.....	Item	1		
127	Clause 11.10 - Tenant installations F:..... V:.....T:.....	Item	1		
128	Clause 11.11 - Advertising F:..... V:.....T:.....	Item	1		

Item No	Description	Unit	Quantity	Rate	Amount
	SECTION C: SPECIFIC PRELIMINARIES				
	C1: WARRANTIES AND WORKMANSHIP				
129	Warranties for materials and workmanship Where warranties for materials and/or workmanship are called for, the contractor shall obtain a written warranty, addressed to the employer, from the entity supplying the materials and/or executing the work and shall deliver same to the principal agent on final completion of the contract				
130	The warranty shall state that workmanship, materials and installation are warranted for a specific period from the date of practical completion and that any defects that may arise during the specified period shall be made good at the expense of the entity supplying the materials and/or doing the work, upon written notice to do so				
131	The warranty will not be enforced if the work is damaged by defects in the execution of the works, in which case the responsibility for replacement shall rest entirely with the contractor F:..... V:.....T:.....	Item	1		
132	Overtime Should overtime be required to be worked for any reason whatsoever, the cost of such overtime is to be borne by the contractor unless the principal agent has specifically authorised, prior to execution thereof, that costs for such overtime are to be borne by the employer F:..... V:.....T:.....	Item	1		
	C2: CO-OPERATION OF CONTRACTOR FOR COST MANAGEMENT				
133	Cooperation of the contractor for cost management 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 contract value does not exceed the budget F:..... V:.....T:.....	Item	1		
134	Overloading The contractor shall take all necessary steps to ensure that no damage occurs due to overloading of any portion of the works or temporary works eg scaffolding, etc. The contractor shall submit details of his proposed loading, storage, plant erection, etc to the principal agent for approval prior to proceeding with such loading, storing or erecting and shall comply with and pay for the principal agent's requirements in connection with the provision of temporary support work, etc. Any damage caused to the works by overloading shall be made good by the contractor at his sole expense F:..... V:.....T:.....	Item	1		
	C3: ASBESTOS REMOVAL				
135	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	Item	1		

Item No	Description	Unit	Quantity	Rate	Amount
	C3: CONTINGENCY				
136	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 e utilised, it will be deducted from the contract amount at completion of the contract F:..... V:..... T:.....	Item	1		
	C5: HEALTH AND SAFETY				
	Clause 2.0 - Law, regulations and notices. Without limiting the generality of the provisions of clause 2.0, the contractor's attention is drawn to the provisions of the latest Construction Regulations, issued in terms of the Occupational Health and Safety Act, 1993. It is specifically stated that the employer shall prepare a documented health and safety specification for the works (refer to Document 11 for a copy of the relevant specification) and that the employer shall ensure that the contractor has made provision for the cost of health and safety measures during the execution of the works. The contractor shall price opposite this item for compliance with the act and the regulations and the provisions of the aforementioned health and safety specification [7.1] A formal Risk Analysis as well as Health and Safety Plan must be submitted as soon as possible, but not later than seven (7) days after appointment. Should the contractors identify any other items that they need to price to comply, they should allow for such items in the space allowed for below. The Employer will not accommodate any additional claims due to this.				
137	Requirements regarding the Health and Safety Plan/file as per clause F:..... V:.....T:.....	Item	1		
138	Requirements regarding internal OHS audits and recovery plans as per clause F:..... V:.....T:.....	Item	1		
139	Requirements regarding Health and Safety Training as per clause F:..... V:.....T:.....	Item	1		
140	Requirements regarding Health and Safety Site requirements including the appointment of a Health and Safety Officer as per Page 198 'Competency for Contractors Responsible Persons' F:..... V:.....T:.....	Item	1		
141	Administration clause F:..... V:.....T:.....	Item	1		
142	Health and Safety programme clause F:..... V:.....T:.....	Item	1		
143	Personal protective equipment for employees and visitors clause F:..... V:.....T:.....	Item	1		
144	Provision of employees site facilities clause F:..... V:.....T:.....	Item	1		
145	OHS signage clause F:..... V:.....T:.....	Item	1		
146	OHS notice board clause F:..... V:.....T:.....	Item	1		
147	OHS training clause F:..... V:.....T:.....	Item	1		
148	First aid station and fire-fighting equipment clause F:..... V:.....T:.....	Item	1		

Item No	Description	Unit	Quantity	Rate	Amount
149	Medical certificates of fitness clause F:..... V:.....T:.....	Item	1		
150	Requirements regarding Project Risk Assessment and management clause F:..... V:.....T:.....	Item	1		
151	Requirements on site listed hazards baseline risk assessment as clause F:..... V:.....T:.....	Item	1		
152	Other items identified by the contractor. Additional financial provision, if any, for the requirements of the Occupational Health and Safety not covered in the above - please specify per line Describe: F:..... V:.....T:.....	Item	1		
	SUMMARY OF CATEGORIES				
153	Category : Fixed R.....	Item	1		
154	Category : Value R.....	Item	1		
155	Category : Time R.....	Item	1		
	Carried to Final Summary			**R**	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	SECTION NO.: 1 PRINCIPAL BUILDING AGREEMENT Preliminaries and General Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	SECTION NO.: 2				
	PART A: GENERAL RENOVATIONS & MAINTENANCE				
	BILL NO. 1				
	ALTERATIONS				
	TEMPORARY BARRIERS,SCREENS, ETC				
	Temporary barriers, screens, etc including removal				
1	Temporary barrier formed of gum poles and shade netting 1.8m high around work areas	m	180		
	DEMOLITIONS ETC				
	Demolishing and removing				
2	Single storey building with pitched roof 5 x 5m on plan and 3.5m height at eaves comprising concrete surface bed, one brick external walls, half brick internal walls and and corrugated iron roof sheeting on rafters	No	2		
	REMOVAL OF EXISTING WORK				
	Breaking up and removing mass concrete				
3	Surface beds, slabs, etc	m²	80		
	Breaking up and removing reinforced concrete including cutting off and removing reinforcement				
4	Surface beds, slabs, etc	m²	50		
	Breaking down and removing brickwork etc				
5	Half brick wall	m²	135		
6	One brick wall	m²	76		
	Taking up and removing paving, etc				
7	60mm Thick brick or concrete paving	m²	420		
	Taking out and removing doors from frames (frames to remain)				
8	Timber single door from steel / wood frame 813 x 2032mm high	No	2		
9	Timber double door from steel / wood frame 1511 x 2032mm high	No	2		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 1 Alterations Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	Taking out and removing doors, windows, etc from brickwork to be demolished				
10	Timber single door and steel / wood frame 813 x 2032mm high	No	5		
11	Timber double door and steel / wood frame 1511 x 2032mm high	No	5		
12	Steel window not exceeding 25m²	No	8		
13	Steel window exceeding 2,5m² and not exceeding 5m²	No	6		
	Taking out and removing doors, windows, etc including thresholds, sills, etc				
14	Timber single door and steel/wood frame 813 x 2032mm high	No	3		
15	Timber double door and steel.wood frame 1511 x 2032mm high	No	2		
16	Steel window not exceeding 2,5m²	No	4		
17	Steel window exceeding 2,5m² and not exceeding 5m²	No	5		
	Taking out and removing doors from frames (frames to remain)				
18	Taking out and set aside heavy duty aluminium passage doors	No	10		
	Re fixing of existing frames, doors, windows, etc				
19	Take from store and build in single steel / wood door frame	No	10		
20	Take from store and build in double steel / wood door frame	No	12		
21	Take from store and build in steel / wood window	No	3		
22	Take from store and re fix single door to existing steel / wood door frame	No	2		
	Taking down and removing roofs, floors, panelling, ceilings, partitions, etc				
23	Metal / fibre cement sheeting roof covering (purlins and roof structure remains)	m²	80		
24	Thatch roof covering (battens and roof structure remains)	m²	210		
25	Metal / fibre cement sheeting roof covering and purlins (roof structure remains)	No	118		
26	Thatch roof covering and battens (roof structure remains)	m²	256		
27	Roof trusses for sheeting with trusses spaced at maximum 1200mm centres and measured per sloping roof area	m²	154		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 1 Alterations Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
28	Poles for thatch with trusses spaced at maximum 750mm centres and measured per sloping roof area	m²	88		
29	50 x 75mm Structural roof timbers	m	112		
30	38 x 114mm Structural roof timbers	m	362		
31	15 x 225mm Fibre cement fascias and barge boards	m	154		
32	Fibre cement / gypsum board ceilings (brandering remains)	m²	248		
33	Fibre cement / gypsum board ceilings and brandering	m²	84		
34	Fibre cement / gypsum board partitioning, studs etc.	m²	286		
	Taking out and removing sundry joinery work				
35	15 x 75mm Timber skirtings / cornices from brickwork	m	226		
	Taking out and removing joinery fittings etc				
36	Built-in cupboards including doors, frames, etc	m²	45		
37	Worktops with legs and bearers	m²	18		
38	Shelving not exceeding 300mm wide with brackets and bearers	m	55		
39	Kitchen wall cupboards	m	28		
40	Kitchen floor cupboards	m	54		
	Taking up and removing vinyl floor coverings, carpeting, etc				
41	Vinyl tile floor covering including preparing screed for new vinyl tile flooring	m²	55		
42	Carpets including preparing screed for new carpets	m²	387		
	Taking out and removing ironmongery				
43	Butt hinges	No	5		
44	Flush bolts	No	5		
45	Mortice locks	No	8		
46	Curtain tracks or steel pelmets	m	24		
47	Hat and coat hooks	No	2		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 1 Alterations Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
48	Toilet paper holders	No	5		
49	Toilet rails / rings	No	7		
	Hacking up/off and removing granolithic, screeds, plaster, etc from concrete or brickwork and preparing surfaces for new screeds,plasters etc				
50	25mm Granolithic or screeds from floors	m²	75		
51	Granolithic skirting 75mm high	m	22		
52	Plaster from walls and columns	m²	286		
53	Plaster from ceilings and beams	m²	18		
	Hacking up/off and removing ceramic tile floor and wall finishes including removing mortar bed or backing and preparing concrete or brick surfaces for new screed, plaster or tile finishes				
54	Cement / ceramic / quarry or slate tiles to floors	m²	84		
55	Cement / ceramic / quarry or slate tiles to walls	m²	38		
56	Cement / ceramic / quarry or slate tile skirting 75mm high	m	28		
	Taking out and removing piping, sanitary fittings, etc including disconnecting piping from fittings and making good floor and wall finishes (making good tilling and paint work elsewhere)				
57	100 x 100mm Gutters	m	124		
58	75 x 75mm Down pipes	m	42		
59	12-28mm Galvanized / copper steel piping including fittings and brackets	m	88		
60	32-50mm Galvanized / copper steel piping including fittings and brackets	m	38		
61	50mm uPVC piping including fittings and brackets	m	14		
62	110mm uPVC piping including fittings and brackets	m	134		
63	100mm Earthenware piping including fittings from ground not exceeding 1m deep	m	156		
64	Vitreous clay gulley not exceeding 1m deep including precast concrete catch pit	No	6		
65	Vitreous china wash hand basin including taps	No	8		
66	Vitreous china water closet including cistern / flush pipe and angle regulating valve	No	12		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 1 Alterations Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
67	Vitreous china urinal including cistern / flush pipe and angle regulating valve	No	4		
68	Vitreous china bath including taps	No	1		
69	Stainless steel sink including taps	No	6		
70	200 Litre geyser including vacuum breakers, etc	No	4		
	Taking out and removing electrical piping, fittings, etc including disconnecting				
71	Distribution board including circuit breaker, etc	No	6		
72	20mm Galvanized steel piping including fittings and brackets	m	56		
73	Light fittings and fans	No	4		
74	Plugs, shaver plugs and switches	No	18		
75	Remove existing electrical trunking and wiring	m	120		
	Taking out and removing glass and mirrors				
76	Take off glass and prepare rebates to receive new	m²	39		
77	Mirror 450 x 650mm high from wall	No	10		
	Taking down and remove fencing				
78	Mesh fencing 1800mm high including bases	m	112		
79	Removal of 55m + 2.4m concrete palisade fence with 2.7m poles	m	80		
	CUTTING THROUGH FLOORS AND CEILINGS				
	Cutting through 100mm thick concrete surface beds for wall footings including strip foundations and wall and making good on both sides of new wall				
80	For 750 x 230mm mass concrete foundation and one brick wall	m	18		
	MAKING GOOD OF FINISHES ETC				
	Making good brickwork				
81	Making good brickwork at end of half brick wall	m	86		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 1 Alterations Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
82	Making good brickwork at end of one brick wall	m	74		
83	Making good brickwork to face of wall where half brick cross wall removed	m	72		
84	Making good brickwork to face of wall where one brick cross wall removed	m	34		
	MAKING GOOD OF FINISHES ETC				
	Breaking out for and forming openings through brick walls for new doors and frames including necessary precast concrete lintels and making good plaster on both sides and into reveals and with steel trowelled screed (new doors and frames and making good paint work elsewhere)				
85	Opening 900 x 2100mm high through half brick wall	No	6		
86	Opening 900 x 2100mm high through one brick wall	No	8		
	Breaking out for and forming openings through brick walls for new windows including necessary precast concrete lintels and making good plaster on both sides and into reveals and with sloping fibre cement sill on outside and flat fibre cement sill on inside (new windows and making good paint work elsewhere)				
87	Opening for window 533 x 654mm high through half brick wall	No	6		
88	Opening for window 533 x 654mm high through one brick wall	No	8		
89	Opening for window 1022 x 949mm high through half brick wall	No	7		
90	Opening for window 1022 x 949mm high through one brick wall	No	5		
	Removal of the single/double leaf gate and the accessories				
91	Take off existing double leaf gate with accessories and set aside 3.4 x 2.8m	No	2		
	Decommissioning and removal of existing borehole and mechanical components				
92	RAP motor Omega 1.5 kw 380V with RAP wet end 4SR 3/21, Scotch cast 82-A1	No	2		
	Decommissioning and removal of existing airconditioner units				
93	12,000 BTU inverter - midwall unit	No	18		
94	18,000 BTU inverter - midwall unit	No	12		
95	24,000 BTU inverter - midwall unit	No	15		
96	36,000 BTU inverter - midwall unit	No	8		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 1 Alterations Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
97	24,000 BTU inverter - ceiling cassette unit	No	4		
98	18 000 BTU inverter - ceiling cassette unit	No	4		
99	85 000 BTU inverter - hideaway unit	No	2		
	Taking off and removing the existing torch on waterproofing membrane				
100	Take off existing torch on waterproofing and prepare surface to receive new waterproofing (elsewhere measured)	m^2	154		
	Decommissioning and removal of existing boom gates				
101	BG1000 series barrier gates adopt ZKTeco interactive LED chassis design, programmable control panel, and adopt high-efficiency Brushless DC motor and SCM421 material gear transmission structure	No	3		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 1 Alterations Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

ANNUAL RENOVATIONS AND MAINTENANCE OF FACILITIES

Bill No. 1

Alterations

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GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES

Bill No. 1

Alterations

Provisional

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 2 **FOUNDATIONS**				
	SUPPLEMENTARY PREAMBLES				
	EARTHWORKS				
	Nature of ground				
	The nature of ground is assumed to be loose, sandy material, therefore "earth", but possibly interspersed with "hard rock" or "soft rock" (Calcrete)				
	Carting away of excavated material (where necessary)				
	Descriptions of carting away of excavated material shall be deemed to include loading excavated material onto tracks directly from the excavated or, alternatively from stock piles situated on the building site to a dumping site approximately 5 km from the building site				
	MASONRY				
	Sizes in descriptions				
	Where sizes in descriptions are given in brick units, "one brick" shall represent the length and "half brick" the width of a brick				
	Samples				
	Samples of all masonry building units, except those for walls described as "load bearing", shall consist of a minimum of 6 units Samples of building units to be used in walls described as "load bearing" shall consist of 30 units from every 30 000 units delivered to site.				
	EARTHWORKS				
	SITE CLEARANCE ETC				
	Site Clearance				
1	Digging up and removing rubbish, debris, vegetation, hedges, shrubs and trees not exceeding 200mm girth, bush, etc	m²	82		
	REMOVAL OF TREES ETC				
	Cutting down and removing, grubbing up roots and filling in holes				
2	Tree exceeding 200mm and not exceeding 500mm girth	No	1		
3	Tree exceeding 500mm and not exceeding 1000mm girth	No	3		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 2 Foundations Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	EXCAVATION, FILLING, ETC OTHER THAN BULK				
	Excavation in earth not exceeding 2m deep				
4	Trenches	m³	35		
5	Bases / holes	m³	9		
	Extra over bulk excavations in earth for excavation in				
6	Soft rock	m³	15		
7	Hard rock	m³	2		
	Extra over all excavations for carting away				
8	Surplus material from excavations and/or stock piles on site to a dumping site to be located by the contractor	m³	15		
	Risk of collapse of excavations				
9	Sides of trench and hole excavations not exceeding 1,5m deep	m²	22		
	Keeping excavations free of water (if applicable)				
10	Keeping excavations free of all water other than subterranean water	Item	3		
	Earth filling obtained from the excavations and/or prescribed stock piles on site including haulage approximately 10km from perimeter of excavations or stock piles to 93% Mod AASHTO density				
11	Backfilling to trenches, holes, etc	m³	56		
12	Under floors, steps, pavings, etc	m³	52		
	Earth filling supplied by the contractor compacted to 93% Mod AASHTO density				
13	Under floors, steps, pavings, etc	m³	10		
	Prescribed density tests on filling				
14	"Modified AASHTO Density" test	No	7		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 2 Foundations Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	SOIL POISONING				
	Soil Insecticide				
15	Under floors etc including forming and poisoning shallow furrows against foundation	m²	124		
16	To bottoms and sides of trenches etc	m²	154		
	CONCRETE, FORMWORK & REINFORCEMENT				
	UNREINFORCED CONCRETE CAST AGAINST EXCAVATED SURFACES				
	20MPa/19mm concrete				
17	Strip footings	m³	12		
18	Bases	m³	7		
	MASONRY				
	FOUNDATION BRICKWORK				
	Brickwork of NFX bricks (14 Mpa nominal compressive strength) in class I mortar)				
19	Half brick wall	m²	112		
20	One brick wall	m²	243		
	Brickwork reinforcement				
21	75mm Wide reinforcement built in horizontally	m	112		
22	150mm Wide reinforcement built in horizontally	m	365		
	PLASTERING				
	Cement plaster on brickwork				
23	On external walls	m²	224		
	Apply one coat "Earthcote Basic Plaster Primer" and two coats "Earthcote Sand Paint" pigmented cement and acrylic blended textured finish in strict accordance with manufacturer's instruction on plastered brickwork or concrete				
24	On external walls	m²	54		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 2 Foundations Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

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Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 3 **CONCRETE, FORMWORK AND REINFORCEMENT**				
	SUPPLEMENTARY PREAMBLES				
	Cost of tests				
	The costs of making, storing and testing of concrete test cubes as required under clause 7 "test" of SABS 1200g shall include the cost of providing cube moulds necessary for the purpose, for testing costs and for submitting reports on the test to the project manager. The testing shall be taken to by an independent firm on instituation nominated by contractor to the approval of the project manager, (Test cubes are measured separately)				
	Formwork				
	Description of formwork shall be deemed to include use and waste only (except where described as "left in" or "permanent"), for fitting together in the required forms, wedging, plumbing and fixing to true angles and surfaces as necessary to ensure easy release during stripping and for reconditioning as necessary before re-use				
	The vertical strutting shall be carried down to such construction as is sufficiently strong to afford the required support without damage and shall remain in position until the newly constructed work is able to support itself.				
	Formworks to soffits of solid slabs, etc. shall be deemed to be slabs not exceeding 250mm thick unless otherwise described				
	Formwork to sides of bases, pile caps, ground beams, etc. will only be measured where it is prescribed by the engineer for design reasons.Formwork necessitated by irregularity or collapse of excavated faces will not be measured and the cost therefore shall be deemed to be included in the allowance for taking the risk of collapse of the sides of the excavations provision for which is made in "Earthworks"				
	UNREINFORCED CONCRETE				
	15MPa/19mm concrete				
1	Surface beds cast in panels on waterproofing	m³	28		
	REINFORCED CONCRETE				
	25MPa/19mm concrete				
2	Vanity slabs, cupboard slabs, cover slabs, etc	m³	6		
	TEST BLOCKS				
3	Making and testing 150 x 150 x 150mm concrete strength test cube (Provisional)	No	12		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 3 Concrete, formwork and reinforcement Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	CONCRETE SUNDRIES				
	Finishing top surfaces of concrete smooth with a wood float				
4	Paving to falls	m²	48		
	ROUGH FORMWORK (DEGREE OF ACCURACY II)				
	Rough formwork to sides				
5	Edges, risers, ends and reveals not exceeding 300mm high or wide	m	26		
	Rough formwork to soffits				
6	Vanity slabs, cupboard slabs, cover slabs, etc	m²	38		
	REINFORCEMENT				
	Fabric reinforcement				
7	Type 193 fabric reinforcement in concrete surface beds, slabs, etc.	m²	50		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 3				
	Concrete, formwork and reinforcement				
	Provisional				

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 3 Concrete, formwork and reinforcement **COLLECTION**		**Page No**		**Amount**
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Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 4 **MASONRY**				
	SUPPLEMENTARY PREAMBLES				
	BRICKWORK				
	Sizes in descriptions				
	Where sizes in descriptions are given in brick units, "one brick" shall represent the length and "half brick" the width of a brick				
	Samples				
	Samples of all masonry building units, except those for walls described as "load bearing" shall consist of a minimum of 6 units. Samples of building units to be used in walls described as "load bearing" shall consist of 30 units from every 30 000 units delivered to site.				
	SUPERSTRUCTURE BRICKWORK				
	Brickwork of NFP bricks in class I mortar				
1	Half brick walls	m²	135		
2	Half brick walls in beamfilling	m²	18		
3	One brick walls	m²	85		
	BRICKWORK SUNDRIES				
	Brickwork reinforcement				
4	75mm Wide reinforcement built in horizontally	m	240		
5	150mm Wide reinforcement built in horizontally	m	374		
	Prestressed fabricated lintels in accordance with SABS 1504 -1990				
6	110 x 75mm Lintels in lengths not exceeding 3m	m	28		
	Galvanised hoop iron clamps, ties, etc				
7	30 x 1,6mm Roof tie 1,5m long with one end fixed to timber and other end built into brickwork	No	120		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 4 Masonry Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
	NUTEC-CEMENT / FIBRE-CEMENT WINDOW SILLS				
	Natural grey sills in single lengths bedded in class I mortar including metal fixing lugs etc.				
8	15 x 175mm Wide sills set sloping and slightly projecting	m	18		
	STONEWORK				
	SUPPLEMENTARY PREAMBLES				
	Bedding and jointing				
	Where stonework is to be fixed with adhesive, the adhesive is to be "Ardurit X76" or other approved. The contractor will be liable for any defects to the slate, marble and granite arising from the use of the adhesive				
	Damaged work				
	All stonework damaged must be discarded and replaced at the contractor's expense. No touching up will be permitted except in exceptional cases with the project manager's consent				
	WALLS				
	Natural calcrete stone (Nuggets)				
	Where stonework on walls is to be fixed with cement, colour matching necessary to blend old and new stonework				
9	On walls	m²	155		
	SLATE FLOOR TILES, ETC				
	300 x 300mm "Mazista Rosa Stone" slate floor tiles with polished finish fixed with adhesive to concrete floor and with tinted cement mortar jointing compound				
10	On floors	m²	110		
	200 x 200mm "Mazista Rosa Stone" slate floor tiles with polished finish fixed with adhesive to concrete floor and with tinted cement mortar jointing compound				
11	On floors	m²	56		
	50 x 50mm "Mazista Rosa Stone" slate floor tiles with polished finish fixed with adhesive to concrete floor and with tinted cement mortar jointing compound				
12	On floors	m²	38		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 4 Masonry Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 4 Masonry **COLLECTION**		**Page No**		**Amount**
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Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 5 **WATERPROOFING**				
	SUPPLEMENTARY PREAMBLES				
	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				
	DAMP-PROOFING OF WALLS AND FLOORS				
	One layer of 375 micron "Consol Plastics Gunplas USB Green" embossed damp proof course				
1	In walls	m²	55		
	One layer of 250 micron "Consol Plastics Gunplas USB Green" waterproof sheeting sealed at laps with "Gunplas Pressure Sensitive Tape"				
2	Under surface beds	m²	178		
	JOINT SEALANTS ETC				
	"Bostik" silicone sealing compound including backing cord, bond breaker, primer, etc				
3	Between sanitary fittings and walls, slabs, etc	m	26		
	Two part grey polysulphide sealing compound including backing cord, bond breaker, primer, etc.				
4	10 x 10mm in horizontal expansion joints	m	22		
	Installation of torch on waterproofing				
	Prime with bitumen primer and "torch on" one layer of a.b.e Index Uniqum or equal approved membrane P 4mm thick, with a ten year guarantee, all in accordance with the manufacturers' instructions				
5	Balconies, terraces and roofs on concrete slabs	m²	152		
6	Turn up against walls 300mm high.	m	50		
	Two coats bituminous aluminium paint				
7	Balconies, terraces and roofs on concrete slabs	m²	66		
8	Turn up against walls 300mm high.	m	78		
	Carried Forward to Summary of Section No. 2			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 5 Waterproofing Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 6 **ROOF COVERINGS ETC**				
	PROFILED METAL SHEETING AND ACCESSORIES				
	0.5mm Corrugated iron spelter galvanised sheet steel fixed to timber/steel purlins or rails				
1	Roof covering with pitch not exceeding 25 degrees	m²	60		
2	Ridge capping 455mm girth	m	12		
	0.5mm Corrugated iron spelter galvanised sheet steel with "Chromadek" finish on one side fixed to timber/steel purlins or rails				
3	Roof covering with pitch not exceeding 25 degrees	m²	78		
4	Ridge capping 455mm girth	m	18		
	THATCH				
	SUPPLEMENTARY PREAMBLES				
	Prices for all battens to include for treatment to cut ends with two coats "Timberlife CuGuard 20"				
	150mm Thick thatch of hand cut grass of the hyparthenia species in lengths with a minimum of 1200mm laid in bundles of suitable size, compacted to a minimum density of 35kg/m/150mm thickness and fixed by means of suitable fixing rods interlaced through and over the bundles at not exceeding 600mm centres and secured with bitumen impregnated treated sisal rope or SABS approved nylon twine to and including eucalyptus battens CCA treated in accordance with SABS 457, varying in diameter from 30 to 40mm, spaced generally at maximum 250mm centres and at closer centres nearer to eaves nailed to roof structure and with and including 25mm thick spread layer to underside				
5	Covering to general roof slopes to 45 degrees pitch including spreadlayer to exposed soffit. Laid in accordance to SANS 10407:2016 Edition 2.1. - Annexure B	m²	345		
6	Ridge capping 1200mm girth formed of 75mm thick 25MPa concrete with construction joints at 1500mm reinforced with andincluding type 193 fabric reinforcement on 250 micron "USB" waterproof sheeting	m	56		
	ROOF AND WALL INSULATION				
	"Sisalation 410" housing grade glass fibre reinforced aluminium foil bonded insulation				
7	Insulation laid taut over rafters (at approximately 1200mm centres) and fixed concurrent with tiling battens, purlins, etc.	m²	74		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 6 Roof coverings, etc Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	SLATES, TILES AND SHINGLES				
	610 x 406mm "Everite" nutec slate roof tile, colour: (Charcoal) laid on existing underline waterproofing membrane, secured to existing 38 x 50mm timber battens at 250mm centres, accordance with the manufacturer's instructions.				
8	Roof covering with pitch exceeding 25 degrees	m^2	624		
	RAIN WATER DRAINAGE				
	Seamless gutters and downpipes				
9	150 x 150mm Deep rectangular seamless gutter with square beaded edge and on side, fixed to falls to rafter ends	m	115		
10	Extra over for stop end	m	20		
11	Extra over for 100mm outlet	m	20		
12	100 x 125mm rectangular seamless rainwater downpipe in accordance to the manufacturer's specification.	m	80		
13	Extra on rainwater pipe for bend	m	10		
14	Extra on rainwater pipe for shoe	m	10		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 6				
	Roof coverings, etc				
	Provisional				

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 6 Roof coverings, etc **COLLECTION**		**Page No**		**Amount**
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	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 6 Roof coverings, etc Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 7 **CARPENTRY AND JOINERY** **SUPPLEMENTARY PREAMBLES** **Particle board:** Particle board shall comply with the following specifications: a) SABS 1300 Particle board: exterior and flooring type b) SABS 1301 Particle board: interior type **Joinery:** Descriptions of frames shall be deemed to include frames, transoms, mullions, rails, etc. Descriptions of hardwood joinery shall be deemed to include pelleting of bolt holes **Fixing** Items described as "nailed" shall be deemed to be fixed with hardened steel nails or shot pins to brickwork or concrete **Decorative laminate finish:** Laminate finish shall be glued under pressure. Edge strips shall be butt jointed at junctions with adjacent similar finish **ROOFS ETC** **Roof truss construction for metal roof sheeting** The following is applicable in respect of the roof construction: Trusses to be prefabricated "Gangnail" trusses All trusses are to be fabricated in a factory by approved specialists and designed by a registered professional Engineer and shall be in accordance with SABS 0160 and 0163 The SA Pine roof trusses shall be fabricated in a properly equipped factory by an approved specialist firm of Truss Fabrications using metal plate connectors Rates are further to include for such site supervision as deemed necessary by the fabricator of the trusses to ensure that all the erection details have been complied with to his satisfaction and the issue of a certificate from the fabricator to that effect and include:				
1	Detailed shop drawings indicating truss sizes, truss positions, bracings, details, etc. to be submitted for approval prior the commencement of any fabrication Item.	Item	1		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 7 Carpentry and joinery Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
2	Design certificate indicating the licensed programme used, SABS specifications adhered to, general procedures and loadings adopted, sizes and grading of timber components, details, etc.	Item	1		
3	Erection guarantee certificate after the whole completed roof truss structure have been inspected, all defective work have been taken out and made good, etc. to the full satisfaction of the representative / agent	Item	1		
	The trusses are to be spread at average 1200mm centres and are to be designed for: (1) 0.6mm Corrugated sheet iron roof sheeting on 50 x 76mm purlins at 1200mm centres (2) 6mm Fibre cement ceilings The prices of the roof trusses are to include for the following: - All roof trusses complete with toothed connections, etc. - All bearers, hangers bracings, etc. - All shoes and hangers to support trusses as necessary - Detailed shop drawings as above - Design certificate as above - Erection guarantee certificate as above **Roof trusses with a pitch of approximately of 25 degrees**				
4	Complete roof construction including all trusses, ties, struts, connector and end plates, etc. (purlins elsewhere) (measured on slope) **Roof truss construction for thatch roof covering** The following is applicable in respect of the roof construction: Main rafters, etc. at approximately 750mm centres. Main rafters and ties, etc. to be 100-125mm diameter gum poles. Smaller ties to be 100mm diameter gum poles. Rafters, ties, etc. to be in accordance with SABS 457-1994 and SABS 753-1994. All connections to be bolted together with 10mm threaded galvanised rods. All pole ends to have rounded “Gang nail" end plates. All rafters, ties, etc. to be CCA treated in accordance with SABS 1288-1994 and SABS 05-1994 Prices for all rafters, ties, etc. to include for bevelled edges and treatment to cut ends with two coats "Timber life Cu Guard 20" Prices for all rafters, ties, etc. to include for sanding down and treatment with a 50/50 mixture of linseed oil and turpentine on all exposed surface after completion The dimensions in the descriptions of the trusses are nominal and actual measurements are to be obtained from the architect and/or the site before design or fabrication commences	m²	280		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 7 Carpentry and joinery Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	Prices for roof construction with a pitch of approximately of 45 degrees shall include the following:				
5	Detailed shop drawings indicating truss sizes, truss positions, bracings, details, etc. to be submitted for approval prior the commencement of any fabrication	Item	1		
6	Design certificate indicating the licensed programme used, SABS specifications adhered to, general procedures and loadings adopted, sizes and grading of timber components, details, etc.	Item	1		
7	Erection guarantee certificate after the whole completed roof truss structure have been inspected, all defective work have been taken out and made good, etc. to the full satisfaction of the representative / agent Item	Item	1		
	Roof trusses with a pitch of approximately of 45 degrees				
8	Complete roof construction including all rafters, ties, struts, ridge poles, rods, nuts, connector and end plates, etc. (measured on slope)	m²	126		
	Beams, etc supporting roof structure				
	The following is applicable in respect of bearers, beams, etc:				
	Beams to be gum poles in accordance with SABS 457-1994 and SABS 753-1994. All connections to be bolted together with 10mm threaded galvanised rods. All pole ends to have rounded "Gang nail" end plates. All rafters, ties, etc. to be CCA treated in accordance with SABS 1288-1994 and SABS 05-1994				
	Prices for all beams, etc. to include for treatment to cut ends with two coats "Timber life Cu Guard 20"				
	Prices for all beams, etc. to include for sanding down and treatment with a 50/50 mixture of linseed oil and turpentine on all exposed surfaces after completion				
9	75-100mm Diameter beams in lengths exceeding 2,4 and not exceeding 3,9m, bolted	m	54		
10	101-125mm Diameter beams in lengths exceeding 2,4 and not exceeding 3,9m, bolted	m	24		
11	126-150mm Diameter beams in lengths exceeding 2,4 and not exceeding 3,9m, bolted	m	8		
12	151-175mm Diameter beams in lengths exceeding 2,4 and not exceeding 3,9m, bolted	m	28		
	Sawn softwood				
13	38 x 114mm Wall plates	m	55		
14	38 x 114mm Rafters in lengths exceeding 2,4m and not exceeding 3,9m	m	18		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 7 Carpentry and joinery Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
15	50 x 75mm Purlins	m	115		
	Sundries				
16	Two coats Timberlife on sawn timbers	m²	24		
	EAVES, VERGES, ETC				
	"Everite Flexit" pressed nutec-cement				
17	10 x 225mm Fascias and barge boards including galvanised steel H-profile jointing strips (Fascias to be fixed with corner brackets - [100 x 100mm / 5mm x 25mm flat bar bend to 90 degrees] - with galvanised bolts and nuts)	m	78		
	SKIRTINGS				
	Wrought meranti				
18	19 x 75mm Skirting including 19mm quadrant bead nailed	m	68		
	Sundry Joinery				
19	30 × 30 mm laminated timber corner protector	m	24		
	DOORS				
	Hollow core flush doors with 3,2mm standard hardboard covering on both sides hung to steel frames				
20	40mm Door 813 x 2032mm high	No	18		
	Hollow core flush doors with "Sapele" veneer on both sides hung to steel frames				
21	40mm Door 813 x 2032mm high	No	12		
	Semi-solid doors with 3,2mm standard hardboard covering on both sides hung to steel frames				
22	40mm Door 813 x 2032mm high	No	4		
	Semi-solid doors with "Sapele" veneer on both sides hung to steel frames				
23	40mm Door 813 x 2032mm high	No	4		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 7 Carpentry and joinery Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
	Wrought meranti doors hung to steel frames				
24	40mm Framed batten door 813 x 2032mm high of 40 x 100mm top rail and stiles, 21 x 100mm middle ledge and braces and 40 x 150mm bottom rail filled in with 16mm V-jointed one side boarding	No	5		
25	40mm Framed batten door 813 x 2032mm high of 40 x 100mm top rail and stiles, 21 x 100mm middle ledge and braces and 40 x 150mm bottom rail filled in with 16mm V-jointed one side boarding and covered on other side with 2mm plywood with veneer to match door let into and including rebates all round	No	3		
	SLATTED SCREENS				
	The following is applicable in respect of slatted screens:				
	All lathes, posts and beams to be CCA treated in accordance with SABS 1288-1994 and SABS 05-1994				
	Prices for all lathes to include for treatment to cut ends with two coats "Timbalife Cu Guard 20".				
	All connections of beams and posts to be bolted together with 10mm threaded galvanised rods. All pole ends to have rounded "Gang nail" end plates.				
	SLATTED SCREENS AT GABLE ENDS				
	25-32mm Diameter vertical lathes fixed at 50mm centres				
26	Slatted screens nailed to roof trusses, etc	m²	45		
	FITTINGS				
	SHELVING IN STOREROOM				
	Interior type particle board with "Melamine" decorative laminate on all exposed faces and edges				
27	18mm Shelving screwed through steel including holes	m²	48		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 7 Carpentry and joinery Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
	CUPBOARDS TO KITCHENS ETC				
	Kitchen cupboards complete with with fittings and accessories				
28	2100 × 720 × 350mm deep, manufactured from 16 mm natural oak boards with 16mm white melamine shelves, complete with concealed adjustable shelving supports, concealed hinges, 192mm stainless steel barrel handles, cam locks, all necessary edging, fixings, trimming, and making good, complete.	No	12		
29	Kitchen floor unit, 1750 x 900mm high (overall length and depth as indicated on the drawings), manufactured from 16mm natural oak boards with 16mm white melamine shelves, complete with opening for a single sink (sink measured elsewhere), 120mm high × 50mm diameter adjustable round stainless steel legs, concealed adjustable shelving supports, concealed hinges, 192mm stainless steel barrel handles, cam locks to doors, all necessary edging, fixings, trimming, alignment, levelling, and making good	No	12		
	VANITY TOPS				
30	20mm thick Sea Salt quartz countertop, 600mm wide, complete with 50mm high matching quartz splashback, polished exposed edges, cut-outs for sink(s) (single or double sink measured elsewhere), all necessary jointing, bedding, sealing, trimming, cutting, finishing and fixing	m	24		
31	20mm thick Sea Salt quartz bathroom countertop, 600mm wide, complete with 50mm high matching quartz splashback, 300mm deep matching quartz fascia/downstand to conceal plumbing services below the countertop, opening for undermount basin (measured elsewhere), polished exposed edges, all necessary jointing, bedding, sealing, cutting, trimming and finishing, supported on powder-coated mild steel support brackets, including all brackets, fixings and accessories	m	18		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 7 Carpentry and joinery Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 7 Carpentry and joinery **COLLECTION**				
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	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 7 Carpentry and joinery Provisional				

Contractor	**Witness for Contractor**	**Employer**	**Witness for Employer**

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 8 **CEILINGS, PARTITIONS AND ACCESS FLOORING**				
	SUPPLEMENTARY PREAMBLES				
	Descriptions				
	Items described as "nailed" shall be deemed to be fixed with hardened steel nails or pins or shot pinned to brickwork or concrete				
	Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 600mm centres, and where described as "bolted" the bolts have been given elsewhere				
	INSULATION				
	"Aerolite" Insulation				
1	75mm Insulation closely fitted and laid on top of brandering between roof timbers etc.	m²	112		
	NAILED UP CEILINGS				
	6mm "Everite Nutec" fibre-cement boards with H-profile jointing strips				
2	Ceilings including 38 x 38mm sawn softwood brandering at 450mm centres	m²	224		
3	Extra over ceiling for 600 x 600mm trap door of 38 x 114mm wrought softwood rebated framing with 38 x 38mm sawn softwood surround and cross branders covered with ceiling board and with 19 x 50mm wrot meranti surround, fitted flush in opening	No	7		
	"Rhino" gypsum plasterbaord cornices				
4	75mm Coved cornices	m	55		
	SUSPENDED CEILINGS				
5	Vinyl faced Gypsum ceiling panels 12.5mm thick, faced covered with white embossed vinyl, 600 x 600, laid on fire rated System S3 White exposed demountable Butt-Cutt T24 suspension system, including galvanised main tees, cross tees, all suspended with galvanised hangers at centres not exceeding 1200mm and installed to manufacturers instructions, including all necessary cutting, fitting, and alignment to match existing grid layout	m²	286		
	Carried to Summary			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 8 Ceilings, partitions and access flooring Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
6	Vinyl faced Gypsum ceiling panels 12.5mm thick, faced covered with white embossed vinyl, 600 x 600, laid on fire rated System S3 White exposed demountable Butt-Cutt T24 suspension system, including galvanised main tees, cross tees, all suspended with galvanised hangers at centres not exceeding 1200mm and installed to manufacturers instructions to replace damaged sections, including main tees, cross tees, hangers, and perimeter angles as required to match the existing	m^2	195		
	PARTITIONS				
	BPB Gypsum GypRoc Standard Ultrasteel Stud Drywall' (or similar approved) (42dB - 1/2 hour fire rating) consisting of stud and track system with 63,5mm Drywall Ultrasteel studs positioned at 600mm centres fixed into 63,5mm wide top and bottom track including cladding on both sides with 12,5mm thick taper edged 'Rhinoboard' fixed with 25mm streaker Drywall screws at 220mm centres with all external angles and corners fixed with 25 x 25mm Drywall cornerbeads and all joints to be covered with 'RhinoTape' and finished with two layers of 'RhinoGlide' applied and lightly sanded down, leaving wall surface prepared for painting, all in accordance with the manufacturer's specifications.				
7	Partitioning 2.7m high	m	142		
8	Extra over above for T-intersection	No	3		
9	Extra over above for aluminium vertical abutment.	No	2		
10	Extra over above for 90 degree corner.	No	1		
11	Extra over above for natural anodised aluminium stop end.	No	3		
12	Partitioning 1.8m high.	m	48		
13	Extra over above for T-intersection	No	56		
14	Extra over above for aluminium vertical abutment.	No	85		
15	Extra over above for 90 degree corner.	No	14		
16	Extra over above for natural anodised aluminium stop end.	No	39		
17	Partitioning 3.35m high.	m	85		
18	Extra over above for T-intersection	No	56		
19	Extra over above for aluminium vertical abutment.	No	85		
20	Extra over above for 90 degree corner.	No	14		
	Carried to Summary			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 8 Ceilings, partitions and access flooring Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
21	Extra over above for natural anodised aluminium stop end.	No	39		
22	3.2m high x 18mm thick shutterboard plywood cladding to 450mm diameter/square columns including sanding and painting	No	40		
	HARDWOOD PARTITION				
23	20mm thick polished Kiaat hardwood partition wall, comprising 75 × 50mm Kiaat hardwood framing at centres as required to provide a rigid structure, clad on both faces with 20mm thick polished Kiaat hardwood boards, complete with 4mm thick Kiaat hardwood cover strips to all board joints, concealed fixings, framing, noggings, blocking, trimming, cutting and fitting around adjoining work, all necessary fixings, sanding, polishing, and making good to adjacent finishes	m^2	175		
24	Supply and install 50mm thick thermal/acoustic insulation (glasswool or mineral wool, density as specified, e.g. 12–24kg/m³) within the cavity of drywall/stud partitions, cut and fitted neatly between studs and around services, fixed in position to prevent slumping, all to manufacturer's specifications and SANS requirements, complete	m^2	175		
	Carried to Summary			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 8 Ceilings, partitions and access flooring Provisional				

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 8 Ceilings, partitions and access flooring **COLLECTION**		**Page No**		**Amount**
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	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 8 Ceilings, partitions and access flooring Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 9				
	FLOOR COVERINGS, PLASTIC LININGS, ETC				
	FLOOR COVERINGS				
	300 x 300 x 2.5mm "Marleyflex" semi-flexible vinyl tiles				
1	On floors	m²	76		
	Carpet A (General): **Boardroom carpet floor preparation (including levelness) and carpet Installation all to Belgotex and SANS 10186 use levelling products (eg Parelite) if required. Belgotex carpet tiles glue to floors as per manufacture specifications**				
2	Berber Point 'Founder' 920 - 50 x 50 x 40mm tiles Nexus Carpet	m²	298		
	Carpet B (Executive): **Floor works carpet tiles glue to floors as per floorworks specifications**				
3	500 x 500 x 8mm thick Floor Works (Renaissance) carpet tile Colour: Florence, code: REN007	m²	224		
	Carpet C (Doormatting): **Flocked and tuffed cut pile on vinyl backing all 10mm thick, class 4, BS4790, flexible clean off system. Taid with strips running parallel with the door opening**				
4	Wonder Flooring' door matting 1.2m x 0.8 m coral blue	no.	5		
	Vinyl Flooring				
5	Dezign Series 540 Click-Lock Luxury Vinyl Flooring, Authentic Oak finish, comprising rigid click-lock vinyl planks laid to the manufacturer's recommended pattern, complete with all necessary underlay (where specified), trims, transition strips, edge profiles, expansion gaps, cutting and fitting around columns, pipework and other obstructions, and all necessary accessories and fixings, installed strictly in accordance with the manufacturer's recommendations, complete.	m^2	115		
6	2.50 mm thick Belgotex Makeda Dry Back luxury vinyl flooring, laid in the approved pattern and securely bonded to the prepared substrate using the manufacturer's recommended adhesive, complete with all necessary floor preparation, adhesives, cutting and fitting around columns, pipework and other obstructions, edge trims, transition strips, finishing profiles, and all incidental materials, installed strictly in accordance with the manufacturer's specifications and recommendations, complete	m^2	286		
	Carried Forward to Summary of Section No. 2			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 9 Floor coverings, plastic linings, etc Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 10 **IRONMONGERY**				
	SUPPLEMENTARY PREAMBLES				
	Finishes to ironmongery				
	Where applicable finishes to ironmongery are indicated by suffixes in accordance with the following list: BS Satin bronze lacquered CH Chromium plated SC Satin chromium plated SE Silver enamelled GE Grey enamelled AS Anodised silver AB Anodised bronze AG Anodised gold ABL Anodised black PB Polished brass PL Polished and lacquered PT Epoxy coated SD Sanded				
	HINGES, BOLTS, ETC				
1	75mm Brass hinge with nylon washers	No	18		
2	75mm Brass barrel bolt with keep fixed to metal	No	12		
3	WC indicator bolt with keep fixed to metal	No	8		
	CATCHES, CABIN HOOKS, ETC				
4	90mm Cabin hook and eye including 70 x 70 x 20mm chamfered hardwood block twice oiled and plugged	No	4		
	LOCKS				
	"Union"				
5	"CZ51741CH" push button cupboard catch	No	2		
	ABLUTION LOCKS				
	The following locks are to be suitable for master and grand master key operation				
6	Dormakaba Stainless steel indicator bolt bathroom lock	No	8		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 10 Ironmongery Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	"Solid"				
	The following locks are to be suitable for master key operation				
7	"Springbok 390/311/E41" two lever lockset	No	8		
8	Master key	No	6		
9	Grand master key	No	6		
	HANDLES				
	"Solid"				
10	75mm Chromium plated pull handle	No	10		
	DOOR CLOSERS				
	"Dorma"				
11	"TS73" door closer with bracket fixed to metal	No	8		
	PELMETS AND CURTAIN TRACKS				
	"Kirton"				
12	"Kirsch" regular duty single curtain track for face fixing with 53mm projection	m	4		
	BATHROOM FITTINGS				
	Urinal Screens				
13	Cubicle Solutions Urinal screens manufactured using 12mm Compact High Pressure Laminate, dimensions 900mm x 450mm code: CSUSWE, (colour: Grey). Urinal Screens to be fixed to wall using aluminium extrusion (code: CS6CMEMF). Powder coating colours: (to match)	No	5		
	"Solid"				
14	19mm Diameter chromium plated curtain or hanging rail 1000mm long including flanged end break	No	4		
15	19mm Diameter chromium plated towel rail 1000mm long including flanged end break	No	2		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 10 Ironmongery Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
	"Milga Manufacturing"				
16	32mm Type M.M.9 horizontal grab rail 300mm long plugged	No	4		
17	32mm Type M.M.9.L.L back grab rail 800mm long plugged	No	4		
18	32mm Type M.M.13 side grab rail 900mm girth plugged	No	4		
	"Solid"				
19	38mm Diameter rubber door stop plugged	No	11		
	SHELVES ETC				
	"Shelco Shelving" adjustable shelving systems with standard epoxy powder coated				
20	Type WB914 double slot wall band plugged	m	44		
21	Type WBR380 shelf bracket	No	27		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 10 Ironmongery Provisional				

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 10 Ironmongery **COLLECTION**		**Page No**		**Amount**
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	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 10 Ironmongery Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 11 **METALWORK**				
	SUPPLEMENTARY PREAMBLES				
	Descriptions				
	Descriptions of bolts shall be deemed to include nuts and washers				
	Descriptions of expansion anchors and bolts and chemical anchors and bolts shall be deemed to include nuts, washers and mortices in brickwork or concrete				
	Metalwork described as “holed for bolt(s)" shall be deemed to exclude the bolts unless otherwise described				
	PRESSED STEEL DOOR FRAMES				
	1,2mm Rebated frames suitable for half brick walls				
1	Frame for door 813 x 2032mm high	No	12		
	1,2mm Rebated frames suitable for one brick walls				
2	Frame for door 813 x 2032mm high	No	18		
	STEEL WINDOWS, DOORS, ETC				
	Standard residential windows with standard type 15 x 15mm solid section B1F horizontal burglar bars at equal spacings to all sashes				
3	Window type NE1, size 533 x 654mm high	No	3		
4	Window type NC2, size 1022 x 949mm high	No	4		
5	Window type NE4, size 1511 x 654mm high	No	1		
	ALUMINIUM WINDOWS, DOORS, ETC				
	"Clearway" natural anodised aluminium windows glazed with 4mm clear float glass and plugged to brickwork or concrete				
6	Window type PT66, 600 x 600mm high	No	3		
7	Window type PTT126, 1200 x 600mm high	No	6		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 11 Metalwork Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
	"Clearway" bronze anodised aluminium windows with 4mm clear float glass and plugged to brickwork or concrete				
8	Window type PT66, 600 x 600mm high	No	4		
9	Window type PTT126, 1200 x 600mm high	No	6		
	"Clearway" natural anodised aluminium doors, sidelights and fanlights glazed with 6mm "Fadeban" clear laminated safety glass and plugged to brickwork or concrete				
10	Sliding door 1800 x 2100mm high with and including approved sliding door lock	No	2		
11	Sliding door 1800 x 2100mm high with and including approved sliding door lock and sliding door fly screen	No	1		
	"Clearway" bronze anodised aluminium doors, sidelights and fanlights glazed with 6mm "Fadeban" clear laminated safety glass and plugged to brickwork or concrete				
12	Sliding door 1800 x 2100mm high with and including approved sliding door lock	No	3		
13	Sliding door 1800 x 2100mm high with and including approved sliding door lock and sliding door fly screen	No	4		
	SHOWER CUBICLE DOORS				
	"Showerlux" white epoxy powder coated aluminium shower cubicle doors with sliding gear, cleats, stops, etc. and 6mm toughened obscure safety glass plugged to tiled walls				
14	Panel 1200 x 2100mm high overall, with fixed panel 500mm wide and pivot door 700	No	5		
15	Supply and weld 25 x 25 x 2.5mm mild steel equal angle for gate rail, including cutting, aligning, and all fixing material	m	12		
16	Supply and install double leaf gate with accessories 3.4 x 2.8m	No	2		
17	Supply and install single leaf gate with accessories 4.2 x 2.1m	No	1		
	STAINLESS STEEL MINOR WORK				
	Corner protectors				
18	3 x 25mm stainless steel angle fixed to walls	m	20		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 11 Metalwork Provisional				

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 11 Metalwork **COLLECTION**		**Page No**		**Amount**
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	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 11 Metalwork Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 12 **PLASTERING**				
	SUPPLEMENTARY PREAMBLES				
	Screeds on concrete				
1	25mm Thick on floors and landings	m²	84		
2	85mm Thick screed average to falls	m^2	18		
	Approved slurry self-levelling screed on cement screeds or powerfloated concrete surface all in strict accordance with the manufacturer's instruction				
3	8mm Thick on floors, to level out imperfections	m²	422		
	GRANOLITHIC				
	Untinted granolithic on concrete				
4	25mm Thick on floors and landings	m²	12		
	Ocre tinted granolithic hardened with 4-5kg/m2 "Samson Florguard Commercial" silica aggregate coloured hardener in two applications, trowel to a smooth non-granular finish and cure with "Samson Polycure", all in strict accordance with the manufacturer's instructions				
5	25mm Thick on floors and landings	m²	6		
	INTERNAL PLASTER				
	Cement plaster on brickwork				
6	On walls	m²	112		
7	On narrow widths	m²	34		
	Cement plaster on concrete				
8	On ceilings	m²	18		
	EXTERNAL PLASTER				
	Cement plaster on brickwork				
9	On walls	m²	6		
10	On narrow widths	m²	5		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 12 Plastering Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	COATINGS				
	"Gyproc" products				
	Rhinolite finish application				
11	Vertical plastered surfaces	m²	300		
	Apply one coat "Earthcote Basic Plaster Primer" and two coats "Earthcote Sand Paint" pigmented cement and acrylic blended textured finish in strict accordance with manufacturer's instructions on plastered brickwork or concrete				
	Apply one coat "Earthcote Basic Plaster Primer" and two coats "Earthcote Sand Paint"				
12	On walls	m²	22		
13	On narrow widths	m²	8		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 12 Plastering Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 12 Plastering **COLLECTION**		**Page No**		**Amount**
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	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 12 Plastering Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 13 **TILING**				
	SUPPLEMENTARY PREAMBLES				
	Descriptions				
	Unless described as "fixed with adhesive to plaster (plaster elsewhere)" descriptions of tiling on brick or concrete walls columns, etc. shall be deemed to include 1:4 cement plaster backing and descriptions of tiling on concrete floors etc. shall be deemed to include 1:3 plaster bedding				
	WALL TILING				
	Aqrob Buchtal, plural Plus 1, 150x300x6.5mm thick tile, silky matt, colour light white, with 3mm grounting joint. (Main tile)				
1	On walls	m²	92		
2	On narrow widths	m²	16		
	280 × 280 × 8.5mm decorative matt porcelain tiles, Marino, with geometric patterned finish, fixed with approved cement-based tile adhesive, including cutting and fitting around corners, openings, pipework and other obstructions, spacers, jointing with matching grout, cleaning on completion, and all necessary accessories				
3	On walls	m²	85		
	Lotus White polished glazed porcelain tiles, first quality, 600 × 1200 mm, fixed to prepared floor surfaces with approved cement-based tile adhesive, laid with 3mm wide grout joints, including cutting and fitting around corners, columns, pipework and other obstructions				
4	On walls	m^2	92		
	Shiny white glazed ceramic wall tiles, 300 × 600 mm, fixed to prepared wall surfaces with approved cement-based tile adhesive, laid with 3 mm wide grout joints				
5	On walls (splashback)	m^2	24		
	Approved 300x600mm (PC amount of R 350/m2) porcelain tile laid on floors with approved 6 hour tile adhesive, including tile bond application and pointed with tile grout colour to be selected				
6	On walls	m^2	18		
	Carried to Summary			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 13 Tiling Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
	Agrob Buchtal, plural Plus 1, 150x300x6.5mm thick tile, silky matt, colour accent brown, with 3mm grounting joint. (Main tile)				
7	On walls	m²	34		
8	On narrow widths	m²	6		
	FLOOR TILING				
	Agrobab Buchtal, Basis 3 range, 297x 297x 9mm full bodied porcelain tiles, colour Titanit, with 3mm grouting joints. (main fill)				
9	On floors	m²	160		
	Agrobab Buchtal, Plural Plus 3 range, 297x 297x 9mm full bodied porcelain tiles, colour Dark brown, with 3mm grouting joints. (infill tile)				
10	On floors	m²	40		
	Agrobab Buchtal, Plural Plus 3 range, 297x 297x 9mm full bodied porcelain tiles, colour Dark Deep Anthracite, with 3mm grouting joints. (infill tile)				
11	On floors	m²	65		
	Marachino Cotta ceramic floor tiles, 330 × 330 mm, fixed to prepared floor surfaces with approved cement-based tile adhesive, laid with 5 mm wide grout joints				
12	On floors and landings	m²	72		
13	100mm high tile skirting	m^2	38		
	Lagoon Wood Brown matt porcelain floor tiles, 280 × 710 × 6.5 mm thick, fixed to prepared floor surfaces with approved cement-based tile adhesive, laid with 5 mm wide grout joints				
14	On floors and landings	m²	38		
	Carried to Summary			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 13 Tiling Provisional				

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 13 Tiling **COLLECTION**		**Page No**		**Amount**
	Total Brought Forward from Page No.		_143 _144		
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	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 13 Tiling Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 14 **PLUMBING AND DRAINAGE (PROVISIONAL)** **SUPPLEMENTARY PREAMBLES** **uPVC pipes and fittings:** Soil, waste and vent pipes and fittings shall be solvent weld jointed **Copper pipes:** Pipes shall be hard drawn and half-hard pipes of the class stated. Class 0 (thin walled hard drawn) pipes shall not be bent. Class 1 (thin walled half-hard), class 2 (half-hard) and class 3 (heavy walled half-hard) pipes shall only be bent with benders with inner and outer formers. Fittings to copper waste, vent and anti-syphon pipes, capillary solder fittings and compression fittings shall be "Cobra Watertech" type. Capillary solder fittings shall comply with ISO 2016. Only compression fittings shall be used in walls or in ground **Fixing of pipes** Unless specifically otherwise stated, descriptions of pipes shall be deemed to include fixing to walls etc casting in, building in or suspension not exceeding 1m below suspension level **Reducing fittings** Where fittings have reducing ends or branches they are described as "reducing" and only the largest end or branch size is given. Should the contractor wish to use other fittings and bushes or reducers do so on the understanding that no claim in this regard will be entertained **Wire gratings** Descriptions of gutter outlets etc. shall be deemed to include wire balloon gratings. **Exposed concrete surfaces** Exposed surfaces of concrete storm water channels, cover slabs, inspection eye marker slabs, gulley tops, cleaning eye tops, catch pits, inspection chambers, etc. shall be finished smooth with plaster. **Excavations** No claim for rock excavation will be entertained unless the contractor has timeously notified the quantity surveyor thereof prior to backfilling "Soft rock" and "hard rock" shall be defined in "Earthworks" GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 14 Plumbing and drainage Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	Laying, backfilling, bedding, etc. of pipes				
	Pipes shall be laid and bedded and trenches shall be carefully backfilled in accordance with manufacturers' instructions Where no manufacturers' instructions exist pipes shall be laid in accordance with clauses 5.1 and 5.2 of each of the following: SABS 1200 L : Medium-pressure pipelines LD : Sewers LE : Storm water drainage Pipe trenches etc. shall be backfilled in accordance with clauses 3, 5.5, 5.6, 5.7 and 7 of SABS 1200 DB : Earthworks (Pipe trenches) Pipes shall be bedded in accordance with clauses 3.1 to 3.4.1, 5.1 to 5.3 and 7 of SABS 1200 LB: Bedding (Pipes). Unless otherwise described bedding of rigid pipes shall be class B bedding.				
	Flush pans				
	Flush pans shall have straight or side outlets and "P" or "S" traps as necessary				
	Stainless steelbasins, sinks, wash troughs, urinals, etc.				
	Units shall have standard aprons on all exposed edges and tiling keys against walls where applicable				
	Waste unions				
	Descriptions of waste unions shall be deemed to include rubber or vulcanite plugs and chains fixed to fittings				
	SOIL DRAINAGE				
	uPVC pipes to SABS 967				
1	110mm Pipes vertically or ramped to cleaning eyes ets (no excavation)	m	10		
2	110mm Pipes laid in and including trenches not exceeding 1m deep	m	40		
	Extra over uPVC pipes for fittings				
3	110mm Bend	No	12		
4	110mm Access bend	No	8		
5	110mm Junction	No	5		
6	110mm Access junction	No	7		
	Carried to Collection				
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 14 Plumbing and drainage Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	Vitrified clay gulleys including PVC cover and precast concrete encasing				
7	110mm Dished gulley not exceeding 750mm deep	No	4		
	Brick inspection chamberd (covers elsewhere)				
8	Inspection chamber 900 x 900mm and not exceeding 1000mm deep internally	No	3		
9	450 x 450mm x 28.5kg Cast iron single seal manhole cover and frame	No	2		
	Sundries				
10	Extra over excavation in earth for pipe trenches, chambers, etc. for excavation in soft rock	m³	6		
11	Extra over excavation in earth for pipe trenches, chambers, etc. for excavation in hard rock	m³	2		
12	Unreinforced concrete encasing to horizontal pipe	m³	12		
13	110mm uPVC cleaning eye	No	10		
14	Connect 110mm uPVC pipe to existing 100mm earthenware pipe including necessary fittings, etc.	No	17		
	TESTING				
15	Testing drainage pipe system	Item	1		
	SANITARY FITTINGS				
	"Franke" stainless steel				
16	"Nouveau"(NVN 611) 800 x 460mm single sink, bowl size: 340 x 370 x 149mm, including "Franke" 90mm baslet waste and "Spazi" F/2 plumbing kit (code: 301251)	No	4		
17	"Nouveau"(NVN 621) 1160 x 460mm double sink, bowl size: 340 x 370 x 149mm, including "Franke" 90mm baslet waste and "Spazi" F/2 plumbing kit (code: 301251)	No	4		
	"Vaal" Water Closets				
18	"Ecoline" close coupled 90˚ outlet closed rim washdown pan and matching 6 litre top dual flush cistern complete with lid, fitments, quality seat and fixing screws. Flush to 6 and 3 litres.	No	6		
19	"Pearl Paraplegic" semi-close coupled 90˚ outlet open rim washdown pan and matching 9 litre cistern complete with lid, fitments and purpose made C.P. side-flush lever (left or right, see detail layout). Flush to 6 litres.	No	2		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 14 Plumbing and drainage Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
20	"Orchid" close coupled 90˚ outlet wall hung open rim pan (code: 438600) back inlet, with built into wall mechanism and wall brackets. Concealed cistern - Geberit 80mm Sigma Kombifix cistern 9article no. 110.772.00.1), front actuated with Sigma 20 lockable dual-flush actuator (article no. 115.781.SN.1) in stainless stell / brushed finish, including flush pipe and pan connector, water supply connection with angle stop valve, netting for direct plastering, protection cover for service opening and protection cover for flush pipe, fixed with included fastening materials inside solid wall from 90mm up to 120mm.	No	4		
21	"Orchid Paraplegic" back inlet (code 439016) 90˚ wall hung open rim pan, with built into wall mechanism and wall brackets. Concealed cistern - Geberit 80mm Sigma Kombifix cistern 9 article no. 110.772.00.1), front actuated with Sigma 20 lockable dual-flush actuator (article no. 115.781.SN.1) in stainless stell / brushed finish, including flush pipe and pan connector, water supply connection with angle stop valve, netting for direct plastering, protection cover for service opening and protection cover for flush pipe, fixed with included fastening materials inside solid wall from 90mm up to 120mm.	No	2		
22	540 mm Duravit D-Neo wall-mounted vitreous china water closet suite, white, complete with 80 mm Geberit Sigma Kombifix concealed cistern (Article No. 110.772.00.1) suitable for installation within 90–120 mm solid masonry walls, Sigma 20 lockable dual-flush actuator plate in brushed stainless steel (Article No. 115.781.SN.1), concealed pan fixing set, soft-close thermoset toilet seat and cover, flush pipe, pan connector, water supply connection with angle stop valve, plaster mesh for direct plastering, protective service opening cover, flush pipe protection cover, all necessary fixing materials, sealing, testing and commissioning	No	10		
	"Duravit" Urinals				
23	Architec Dry waterless urinal including Cobra bottle trap, 305 × 340 × 535 mm Jika siphonic vitreous china wall-hung urinal, white, with concealed internal water inlet, complete with concealed fixing brackets, fixing bolts, Geberit concealed urinal flush control installation set (Article No. 116.003.00.1), Geberit Sigma 30 actuator plate in bright chrome-plated finish, flush pipe, water supply connection, inlet and outlet connections, waste fitting, sealing, testing and commissioning, installed in accordance with the manufacturer's recommendations	No	8		
	"Vaal" Basins				
24	"Snipe" underslung basin vitreous china 510 x 380mm (code: 7009) rectangular vanity basin, with intergrated overflow. The basin has an unglazed contact surface area and is designed for fixing under vanity slab or in a bathroom cabinet using three or four hanger brackets (code: 8125Z0). No tap holes. Including "Cobra" basin Aquawaste (code 301-32) chrome pated.	No	8		
25	"Lotus" wall mounted basin vitreous china 635 x 485mm rounded with three semi-punched tap holes (1x overflow), integrated overflow, and chain stay hole through the centre semi-punched tap hole. Including "Cobra" basin Aquawaste (code 301-32) chrome pated.	No	2		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 14 Plumbing and drainage Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
26	"Rossco" 470 × 335 × 170 mm medium oval undermount vitreous china basin, white, complete with integral overflow, suitable for 32 mm slotted basin waste, undermount fixing clips, fixing accessories, sealing, testing and commissioning	No	10		
	WASTE UNIONS ETC				
	"Cobra Watertech"				
27	32mm 301 CP basin waste union	No	6		
28	38mm 316 CP bath or sink waste union	No	5		
	TRAPS				
	"Cobra Watertech"				
29	40mm 373 brass shower trap including stainless steel grating	No	6		
30	32mm 345/50 CP bottle trap	No	4		
31	38mm 365/50CP bottle trap	No	3		
32	Stainless Steel Pop Up Basin Waste For Basins with overflows	No	5		
33	Flexi universal S trap reseal 32 x 40mm	No	4		
	TAPS, VALVES, ETC				
	"Cobra Watertech"				
34	15mm 232/350CP Angle regulating valve with 350mm long service connection	No	4		
35	25mm 1002/125-25 Fullway gate valve	No	8		
36	15mm 214-15CP "Carina" pillarcock	No	6		
37	15 mm Cobra Nile Standard single-lever chrome-plated basin mixer, manufactured from brass, complete with 35mm ceramic catridge, 6.0 litres per minute flow regulator	No	5		
38	15mm 128CP "Carina" underwall pattern stopcock	No	3		
39	15mm 206-15CP "Carina" cibcock with hose union	No	7		
40	15mm 166/041CP "Carina" sink mixer	No	6		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 14 Plumbing and drainage Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
41	"Karoo" basin mixer - chrome (code: KO-951) single lever plain mixer. ½" BSP female inlets, incl. angle regulating valves with 350mm flexible hose connectors	No	5		
42	15mm Pillar tap (code: 505-21B). Elbow action pillar tap with aerator. Square type ¼ turn ceramic disc.	No	4		
43	15mm 065CP shower rose	No	1		
44	15mm 026CP overhead shower arm	No	1		
45	PA1.1LRB "Closy" 100kPa pressure reducing valve PB1.10RB vacuum breaker	No	4		
	SANITARY PLUMBING				
	uPVC pipes				
46	50mm Pipes	m	65		
47	110mm Pipes	m	18		
48	50mm Pipes laid in and including trenches not exceeding 1m deep	m	33		
	Extra over uPVC pipes for fittings				
49	50mm Bend	No	15		
50	50mm Junction	No	5		
51	110mm Pan connector	No	4		
52	50mm Access bend	No	12		
53	110mm Access junction	No	3		
54	110mm "GI Two-way" vent valve	No	5		
	TESTING				
55	Testing waste pipe system	Item	1		
	WATER SUPPLIES				
	Class 0 copper pipes				
56	15mm Pipes	m	64		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 14 Plumbing and drainage Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
57	22mm Pipes	m	20		
58	22mm Pipes laid in and including trenches	m	9		
	Extra over class 0 copper pipes for capillary fittings				
59	15mm Fittings	No	13		
60	22mm Fittings	No	22		
	Sundries				
61	Connect 22mm copper pipe to existing 28mm galvanised steel pipe including necessary fittings, etc.	No	7		
	Class 6 uPVC pressure pipes				
62	25mm Pipes	m	12		
63	25mm Pipes including excavation not exceeding 1m deep	m	37		
	Extra over uPVC pressure pipes for solvent welded pressure fittings				
64	25mm Fittings	No	42		
	Sundries				
65	Excavate in earth for and build gate valve chamber size 350 x 350 x 800mm internally with one brick sides in cement mortar on 75mm thick mass concrete bottom and with 450 x 450mm cast iron cover and frame set in and including 115 x 150mm mass concrete kerb all round	No	6		
66	Carefully excavate for, expose and connect new 25mm uPVC pipe to existing, including all fittings, etc.	No	5		
67	25mm Diameter gate valve to SABS 664 with flanged ends, non rising spindle, cap tops and clockwise closing	No	3		
	ELECTRIC WATER HEATERS				
	"Kwikot"				
68	Supply and install 10 litre under-counter/wall-mounted hydroboil (instant boiling water) unit, complete with pressure reducing valve, non-return valve, safety/pressure relief valve, isolating valve, and all necessary connections to hot and cold water supply and electrical supply, including mounting brackets, insulated tank, and commissioning, all to manufacturer's specifications and SANS/relevant electrical and plumbing regulations, complete.	No	8		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 14 Plumbing and drainage Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
69	Supply and install 150 litre electric storage geyser (SABS approved), complete with thermostat, safety/pressure relief valve, vacuum breaker, drip tray, insulation jacket, and all necessary hot and cold water connections, including mounting cradle/straps, isolating valves, and electrical connection to existing/new circuit, all to manufacturer's specifications and SANS 10254 requirements, complete.	No	3		
70	1200 x 600 "KwikTray" horizontal drip tray	No	4		
	TESTING				
71	Testing water pipe system	Item	1		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 14 Plumbing and drainage Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 14 Plumbing and drainage **COLLECTION**		**Page No**		**Amount**
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	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 14 Plumbing and drainage Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 15				
	GLAZING				
	GLAZING TO STEEL WITH PUTTY				
	4mm Clear float glass				
1	Panes exceeding 0,1m² and not exceeding 0,5m²	m²	8		
	4mm Rough cast glass				
2	Panes exceeding 0,1m² and not exceeding 0,5m²	m²	4		
	TOPS, SHELVES, DOORS, MIRRORS, ETC				
	6mm Silvered float glass copper backed mirrors with polished edges in and including 45 x 20mm rebated and framed meranti frame plugged to walls				
3	Mirror 450 x 880mm high	No	3		
	6mm Silvered float glass copper backed mirrors with polished edges, fixed with double sided adhesive tape and silicone				
4	Mirror 450 x 880mm high	No	3		
	Carried Forward to Summary of Section No. 2			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 15 Glazing Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	BILL NO. 16 **PAINTWORK**				
	PREPARATORY WORK TO EXISTING WORK				
	Previously painted 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				
	Previously painted metal surfaces				
	Surfaces shall be thoroughly rubbed and cleaned down. Blistered or peeling paint shall be completely removed down to bare metal				
	Previously painted wood surfaces				
	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				
	PAINTWORK ETC TO EXISTING				
	ON FLOATED PLASTER				
	One coat primer and two coats interior quality PVA emulsion paint				
1	On internal walls	m²	842		
2	On external walls	m²	673		
3	On ceilings and beams	m²	345		
	ON FIBRE-CEMENT				
	One coat primer and two coats exterior quality PVA emulsion paint				
4	On fascias and barge boards	m²	76		
5	On ceilings and cornices	m²	143		
6	On sills	m²	45		
	Apply one coat of intermediate coats of of (PTX1400/TRX) Professional Marroca Rippled Texture overcoating time of 4 hours				
7	Exterior plastered walls	m²	345		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 16 Paintwork Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	ON METAL				
	Spot priming bare metal surfaces with zinc chromate primer and applying one undercoat and two coats gloss enamel paint on steel				
8	On door frames	m²	37		
9	On windows (both sides measured over the full flat area)	m²	89		
	Prepare and degrease surface with "Incralac" surface conditioner and apply two coats gloss enamel paint on copper				
10	On rails, bars, pipes, etc not exceeding 300 mm girth	m	35		
	ON uPVC				
	One coat "Dulux D193-0839 Corrocote 1", one undercoat and two coats gloss enamel paint on uPVC				
11	On rails, bars, pipes, etc not exceeding 300 mm girth	m	87		
	ON WOOD				
	Three coats "Timberlife Satinwood 28" exterior water repellent oil and wax sealer				
12	On slatted screens (both sides measured over the full flat area)	m²	77		
13	On doors	m²	68		
14	On skirtings, cornices, etc	m	74		
	Three coats "Spick & Span Woodcoat (X44)" clear matt varnish				
15	On doors	m²	43		
16	On frames of mirrors not exceeding 300 mm girth	m	42		
	One coat wood primer and two coats "Plascon Double Velvet" polyurethane velvet enamel paint				
17	On doors	m²	33		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 16 Paintwork Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
	PAINTWORK ETC TO PREVIOUSLY PAINTED WORK				
	ON FLOATED PLASTER				
	Two coats interior quality PVA emulsion paint on previously painted work in poor condition				
18	On internal walls	m²	883		
	Two coats exterior quality PVA emulsion paint on previously painted work in poor condition				
19	On external walls	m²	765		
	ON FIBRE-CEMENT				
	Two coats interior quality PVA emulsion paint on previously painted work in poor				
20	On ceilings and cornices	m²	133		
	Two coats exterior quality PVA emulsion paint on previously painted work in poor				
21	On fascias and barge boards	m²	76		
	Two coats "Plascon Velvaglo" polyurethane suede enamel paint on previously painted work in poor condition				
22	On ceilings and cornices	m²	227		
23	On sills	m²	43		
	ON METAL				
	Two coats gloss enamel paint on steel in poor condition				
24	On door frames	m²	43		
25	On windows (both sides measured over the full flat area)	m²	86		
26	On gutters and downpipes	m²	78		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 16 Paintwork Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	ON WOOD				
	Two coats exterior quality PVA emulsion paint on work in poor condition				
27	On roof timbers at gables and eaves	m²	158		
	Two coats "Plascon Double Velvet" polyurethane velvet enamel paint on wood in poor condition				
28	On doors	m²	78		
	Two coats eggshell varnish on previously painted wood in poor condition				
29	On doors	m²	98		
30	On skirtings not exceeding 300 mm girth	m	225		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 16 Paintwork Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 16 Paintwork **COLLECTION**		**Page No**		**Amount**
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	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 16 Paintwork Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

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3	Concrete, formwork and reinforcement		_113		
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6	Roof coverings, etc		_120		
7	Carpentry and joinery		_127		
8	Ceilings, partitions and access flooring		_131		
9	Floor coverings, plastic linings, etc		_132		
10	Ironmongery		_136		
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14	Plumbing and drainage		_154		
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	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	SECTION NO.: 2 GENERAL BUILDING RENOVATIONS AND MAINTENANCE Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	SECTION NO.: 3				
	BILL NO. 17				
	ELECTRICAL WORK				
	Lighting systems materials				
	Supply and replace of damaged light fittings, lamps and control				
1	4ft 18W Flourescent light fitting LED	No	120		
2	5ft 22W Flourescent light fitting LED	No	86		
3	2ft 10W Flourescent light fitting LED	No	12		
4	T8 LED bulbs 4ft	No	130		
	Socket outlets				
	Supply and replace of damaged socket outlets				
5	16A 3-pin single socket outlet	No	20		
6	16A 3-pin double socket outlet	No	15		
7	16A 3-pin dedicated socket outlet	No	8		
8	16A 3-pin dedicated double socket outlet	No	4		
	Power skirting				
	Supply and replace damaged power skirtings				
9	2 compartment steel Power skirting (Easter Oak) - with cover plate	m	75		
	Supply, deliver and install socket outlet fit into the power skiting with covers				
10	16A, 3-pin steel white socket outlet	No	12		
11	16A, 3-pin dedicated steel switched socket outlet	No	5		
	Distribution boards equipment				
	Supply, deliver, off loading and installation of the following circuit breakers in the existing distribution boards.				
12	10 A One pole circuit breakers - 5kA minimum rating - CBi	No	5		
13	16 A One pole circuit breakers - 5kA minimum rating - CBi	No	8		
14	20 A One pole circuit breakers - 5kA minimum rating - CBi	No	8		
15	30 A One pole circuit breakers - 5kA minimum rating - CBi	No	6		
16	60A Three pole circuit breakers - 5kA minimum rating - CBi	No	7		
17	63A Double pole earth leakage switch disconnector- 5kA minimum rating - CBi	No	4		
18	100A Three pole circuit breakers - 5kA minimum rating - CBi	No	3		
19	160A Three pole circuit breakers - 25kA minimum rating - CBi	No	2		
20	200A Three pole circuit breakers - 25kA minimum rating - CBi	No	1		
21	225A Three pole circuit breakers - 25kA minimum rating - CBi	No	5		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 17				
	Electrical Works				
	Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	Checking, testing and repairing of wiring and connections				
22	Light switch point	No	4		
23	16A Switched Socket Outlet point	No	8		
24	Geyser point	No	5		
25	Install light switch (surface mounted)	No	7		
	Earthing and Bonding				
26	Checking, testing and reinstatement of earthing conductors, termination points and metal bonding points for the complete electrical installation to comply with SABS 10142 Code of Practice	Item	2		
	PVC Insulated Wire Supply and Install the following 600/1000V grade PVC insulated wire into conduit, trunking and power skirting as specified.				
27	1.5 mm^2	m	346		
28	2.5 mm^2	m	298		
29	4 mm^2	m	75		
30	6 mm^2	m	105		
31	16 x 16mm pvc trunking	m	25		
32	16 x 25mm pvc trunking	m	78		
	Earth Wire Supply and Install the following bare stranded earth wire onto conduit, trunking and power skirting as specified.				
33	2.5 mm^2	m	98		
34	4 mm^2	m	33		
35	2.5 mm^2 - Green PVC Insulated	m	147		
	Test and Commissioning				
36	Carring out off all required testing as per SANS 10142 to be able to issue a Certifcate of Compliance for the entire electrical installation, certificates shall be required for each building or distribution board and installation seperately.	No	3		
	Supply and replace cable with cable termination the for following PVC 600/1000 V cable (Price inclusive of labour)				
37	120mm² x 4 Core				
38	95mm² x 4 Core	m	5		
39	70mm² x 4 Core	m	24		
40	50mm² x 4 Core	m	35		
41	35mm² x 4 Core	m	45		
42	25mm² x 4 Core	m	33		
43	16mm² x 4 Core	m	68		
44	16mm² x 3 Core	m	7		
45	10mm² x 4 Core	m	19		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 17 Electrical Works Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
	Supply and replace bare copper earth conductor with for the following sizes				
46	120mm² Bare Copper	No	12		
47	95mm² Bare Copper	No	34		
48	70mm² Bare Copper	No	18		
49	50mm² Bare Copper	No	34		
50	35mm² Bare Copper	No	16		
51	25mm² Bare Copper	No	12		
52	16mm² Bare Copper	No	19		
53	10mm² Bare Copper	No	7		
	Power factor correction equipment annual maintenance				
54	Provide service and maintenance for 120KVAr PFC Panel with 1 x 250A isolator, 4 x intelligent capacitor contact, 4 x gas impregnated capacitor, 4 x MCCB circuit breaker, 1 x 32 step reactive controller	No	1		
	Disposal of flourescent tubes (with disposal certificate)				
55	5 feet PVC flourescent carrier bag	No	1		
56	8 feet PVC flourescent carrier bag	No	1		
	CONNECTIONS OF APPLIANCES ETC				
	Supply, install and connect electric stove (isolator, conductors, conduit and flexible conduit elsewhere)				
57	4 plate solid hob stove	No	2		
	Carried to Collection			R	

GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES

Bill No. 17

Electrical Works

COLLECTION

		Page No		Amount
Total Brought Forward from Page No.		_162		
		_163		
		_164		
	Carried to Final Summary		**R**	

GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES

SECTION NO.: 3

ELECTRICAL WORKS

Provisional

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	SECTION NO.: 4				
	BILL NO. 18				
	MECHANICAL WORK				
	AIR-CONDITIONING SERVICES				
	MIDWALL				
	Annual HVAC Major Service: Major Service Description: Clean drip tray, Clean evaporator coil, Clean fan motor, Unblock drain pipe, Check and repair pipe leaks and regas if unneccessary. Report faulty components				
1	9,000 BTU Various brands	No	15		
2	12,000 BTU Various brands	No	106		
3	18,000 BTU Various brands	No	83		
4	24,000 BTU Various brands	No	5		
5	28,000 BTU Various brands	No	3		
6	30,000 BTU Various brands	No	1		
7	36,000 BTU Various brands	No	1		
	CASSETTE UNITS				
	Annual HVAC Major Service: Major Service Description: Clean drip tray, Clean evaporator coil, Clean fan motor, Unblock drain pipe, Check and repair pipe leaks and regas if unneccessary. Report faulty components				
8	18,000 BTU Various brands	No	2		
9	24,000 BTU Various brands	No	6		
10	30,000 BTU Various brands	No	2		
11	36,000 BTU Various brands	No	2		
12	85,000 BTU H/A	No	2		
	UNDER CEILING				
	Annual HVAC Major Service: Major Service Description: Clean drip tray, Clean evaporator coil, Clean fan motor, Unblock drain pipe, Check and repair pipe leaks and regas if unneccessary. Report faulty components				
13	18,000 BTU Various brands	No	2		
14	36,000 BTU Various brands	No	1		
	Annual HVAC Major Service: Hide Away				
	Major Service Description: Clean drip tray, Clean evaporator coil, Clean fan motor, Unblock drain pipe, Check and repair pipe leaks and regas if unneccessary. Report faulty components				
15	85,000 BTU Various brands	No	2		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 18 Mechanical Works Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
	Supply, delivery and install of inverter split unit (midwall) AC units with low noise level, refridgerant R410A gas, and a minimum of 3-years warranty on compressor including insulated interconnecting copper pipes cpvc drain pipe, branching accessories, electrical wires connecting indoor and outdoor components including a wireless remote control unit. Prefered Make: Carrier or similar equivalent				
16	12,000 BTU inverter - midwall unit	No	34		
17	18,000 BTU inverter - midwall unit	No	12		
18	24,000 BTU inverter - midwall unit	No	6		
19	36,000 BTU inverter - midwall unit	No	1		
20	24,000 BTU inverter - ceiling cassette unit	No	1		
21	18 000 BTU inverter - ceiling cassette unit	No	1		
22	85 000 BTU inverter - Hideaway unit	No	2		
	Supply and installation copper piping (indoor unit to outdoor unit) of required dimensions with insulation including all necessary jointing material and hardware				
23	Copper piping and insulation for 12,000 BTU	m	178		
24	Copper piping and insulation for 18,000 BTU	m	124		
25	Copper piping and insulation for 24,000 BTU	m	78		
26	Copper piping and insulation for 30,000 BTU	m	42		
	Supply and installation 25mm cPVC drain pipe (from indoor unit to nearest drain) with necessary jointing material and hardware				
27	20mm / 25mm PVCU drainage pipe	m	72		
	Metalwork and electrical components				
28	Trunking 40/50 x 100mm (white)	m	80		
29	Weatherproof single-phase Isolator 20A	No	44		
30	Weatherproof single-phase Isolator 25A	No	12		
31	Communication cable 5-core x 2.5mm	m	220		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 18 Mechanical Works Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	15	Rate	Amount
	A coated cantilever bracket, featuring a protective powder or weather-resistant coating to stop rust				
32	Cantilever bracket - 450mm	No	34		
33	Cantilever bracket - 550mm	No	24		
34	Cantilever brackets - 650mm	No	6		
	On-site diagnostic assessment, emergency troubleshooting, or corrective maintenance of AC split system				
35	12,000 BTU inverter - midwall unit	No	5		
36	18,000 BTU inverter - midwall unit	No	4		
37	24,000 BTU inverter - midwall unit	No	3		
38	36,000 BTU inverter - midwall unit	No	2		
39	24,000 BTU inverter - ceiling cassette unit	No	2		
40	18 000 BTU inverter - ceiling cassette unit	No	2		
41	85 000 BTU inverter - Hideaway unit	No	2		
	Supply and Installation of New boom gates and Mechanical Components				
42	BG1000 series barrier gates adopt ZKTeco interactive LED chassis design, programmable control panel, and adopt high-efficiency Brushless DC motor and SCM421 material gear transmission structure.	No	3		
	Routine & Preventative Maintenance of the existing water purification plant				
43	2x Refill chorine caps per month	No	60		
44	1x Minor service of the big blue and UV every 6 months	No	10		
45	1x Major service of pH vessel after 12months	No	5		
46	7,5 Kw 3 phase motors and water pumps	No	3		
	Supply and Installation of New Pump and Mechanical Components				
47	RAP motor Omega 1.5 kw 380V with RAP wet end 4SR 3/21, Scotch cast 82-A1	No	1		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 18 Mechanical Works Provisional				

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 18 Mechanical Works **COLLECTION**		**Page No**		**Amount**
	Total Brought Forward from Page No.		_166 _167 _168		
	Carried to Final Summary			**R**	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES SECTION NO.: 4 MECHANICAL WORKS Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No	Description	Unit	Quantity	Rate	Amount
	SECTION NO.: 5				
	BILL NO. 19				
	HARDWARE & COMMODITY MATERIAL				
	FIRE EQUIPMENT MAINTENANCE				
	Supply and install				
1	30m hose reel with 800 x 800mm steel cabinet	No	15		
	STANDARD SIGNAGE				
2	Standard aluminium plate door name tag	No	50		
3	120 x 500 mm chromadek parking name tag	No	10		
4	150 x 150 mm chromadek direction sign	No	50		
5	150 x 150 mm chromadek emergency escape route	No	50		
6	150 x 150 mm chromadek exit signage	No	50		
	BUILDING MATERIAL				
	Supply and delivery of building hardware material				
7	Plascon' roof paint 20 litres (red/grey)	No	24		
8	Plascon' RB10 undercoat 5 litres	No	18		
9	Plascon' white PVA 20 litres or equivalent	No	36		
10	Plascon' - Cognac Cream PVA 20 litres	No	38		
11	Plascon' white enamel 5 litres	No	12		
12	Plascon' black enamel gloss 5 litres	No	7		
13	Plascon' - road marking paint 5 litres or equivalent (red/yellow/white)	No	8		
14	Paint brush - 75mm	No	18		
15	Paint brush - 38mm	No	12		
16	Roller paint brush - 75mm	No	12		
17	Sandpaper - 80 grit - 280 x 230 (5-pack)	No	40		
18	Sandpaper - 100 grit - 280 x 230 (5-pack)	No	42		
19	Berber Point 'Founder' 920 - 50 x 50 x 40mm tiles Nexus Carpet (Box)	No	35		
20	Carpet Glue - 5 litres (Alcolin)	No	45		
21	Polyfilla - 2kg or equivalent	No	25		
22	Contact adhesive - 2 litres	No	18		
23	Turpentine - 5 litres	No	20		
24	Thinners - 5 litres	No	20		
25	12 step - Ladder - aluminium (dual extender)	No	4		
26	150kg - 6m - Step ladder - aluminium (professional extender)	No	2		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 19 Hardware & Commodity Material Provisional				

Item No	Description	Unit	Quantity	Rate	Amount
	Plumbing Material				
	Supply and delivery of plumbing material				
27	Head rod - 64mm	No	7		
28	Drain rod - 8mm x 2m	No	18		
29	Kwikot' - 150 litre geyser	No	2		
30	Kwikot' - geyser element (150litre) spiral 4Kw	No	8		
31	ITD Flexi connector pipes - 25 x 350mm	No	20		
32	White toilet seat covers	No	12		
33	Pan seal ring	No	10		
34	Drain cleaner Biodyne - 1 litre	No	18		
35	uPVC pipe - 50mm diameter x 4m	No	25		
36	uPVC pipe - 110mm diameter x 6m	No	34		
37	uPVC elbow bend - 110mm	No	10		
38	T-connector 22mm	No	7		
39	T-connector 15mm	No	8		
40	Tap washers - 15mm (2-pack)	No	35		
41	Tap washers - 22mm (2-pack)	No	25		
42	Cobra' Flush master - exposed toilet flush valve	No	4		
43	LDPE 25mm polycop pipe - (25m roll)	No	20		
44	HDPE 32mm poly pipe	m	50		
	Carried to Collection			R	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
	Bill No. 19				
	Hardware & Commodity Material				
	Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES Bill No. 19 Hardware & Commodity Material **COLLECTION**		**Page No**		**Amount**
	Total Brought Forward from Page No.		_170 _171		
	Carried to Final Summary			**R**	
	GENERAL RENOVATIONS AND MAINTENANCE OF FACILITIES SECTION NO: 5 HARDWARE & COMMODITY MATERIAL Provisional				

Contractor	Witness for Contractor	Employer	Witness for Employer

Item No		Unit	Quantity	Rate	Amount
	FINAL SUMMARY - ANNUAL RENOVATIONS AND MAINTENANCE OF FACILITIES				
Section No			Page No		Amount
1	PRINCIPAL BUILDING AGREEMENT [Preliminaries]		_98	R	
2	GENERAL RENOVATIONS AND MAINTENANCE		_161	R	
3	ELECTRICAL WORKS		_165	R	
4	MECHANICAL WORKS		_169	R	
5	HARDWARE & COMMODITY MATERIAL		_172	R	
	SUB-TOTAL 1			**R**	
	CONTINGENCY [10%]			**R**	
	SUB-TOTAL 2			**R**	
	VAT [15%]			**R**	
	FINAL TOTAL [Carried to Form of Offer & Acceptance]			**R**	

Contractor | **Witness for Contractor** | **Employer** | **Witness for Employer**

Part C3: Scope of Work

C3.1 Scope of Work

[Use for JBCC Principal Building Agreement for Organs of State (edition 6.2) May 2018]

1	**DESCRIPTION OF THE WORKS**
1.1	**Employer's objectives**
	SANParks intends to appoint credible service providers to do the works: General renovations, repairs and maintenance of building and electrical infrastructure
1.2	**Overview of the works**
	General renovations, repairs and maintenance of building and electrical infrastructure at Groenkloof National Park - Pretoria over a period of (5) years
1.3	**Extent of the works**
	As above
1.4	**Location of the works**
	SANParks Groenkloof National Parks – 643 Leyds Street, Muckleneuk, Pretoria
1.5	**Temporary works**
	Nil
2	**DRAWINGS**
2.1	Nil
3	**PROCUREMENT**
3.1	**Subcontracting**
3.1.1	**Scope of mandatory subcontractor work**
	N/A
3.1.2	**Preferred subcontracting / suppliers** N/A
3.1.3	**Subcontracting procedures** N/A
4	**CONSTRUCTION**
4.1	**Applicable SANS 2001 standards for construction works** SANS 10142-1:2020 Edition 3 SANS 10407:2016 Edition 2.1 SABS 0400 SANS 1200 All other SANS standards that may become relevant with a specific project.
4.2	**Applicable national and international standards** SANS SABS
4.3	**Certification by recognised bodies** All certifications must be submitted to Facilities Management of SANParks for approval
4.4	**Agreement certificates** Alternative materials with Agreement Certificates must be submitted to Technical Services SANParks for approval prior to work commencing.
4.5	**Plant materials and equipment supplied by the employer** Nil

4.6 **Services and facilities provided by the employer**

- Water: Option B as hereinafter defined
- Electricity: Option B as hereinafter defined
- Telecommunication services: All communication must be provided by contractor.
- Ablution facilities: No Ablution facilities available. Chemical toilets to be provided by contractor.
- Medical / first aid facilities: to be provided by contractor
- Fire protection services: to be provided by contractor for area of the works

4.7 **Other facilities and services**

All temporary facilities to be provided by contractor

5 **MANAGEMENT OF THE WORKS**

5.1 **Applicable SANS 1921 standards**

The following parts of SANS 1921 Construction works standards and associated specification data are applicable to the works:

1) SANS 1921 – 1: General engineering and construction works

2) SANS 1921 – 5: Earthworks activities which are to be performed by hand

The abovementioned South African National Standards make several references to the Specification Data for data, provisions and variations that make these standards applicable to this contract. The Specification Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and these standards.

Each item of Specification Data given below is cross-referenced to the clause in the standard to which it mainly applies.

The associated Specification Data is as follows:

SANS 1921-1, General engineering and construction works	
Clause	**Specification data**
Essential data	
4.1.7	There are no requirements for drawings, information and calculations for which the contractor is responsible
4.2.1	The responsibility strategy assigned to the contractor for the works is A.
4.2.2	The structural engineer is SANParks Engineers.
4.3.1	The planning, programme and method statements are to comply with the following: 1. Immediately on award of the Contract and prior to commencement on site, the Contractor, in conjunction with the Principal Agent, shall agree the working Programme covering the first month of the Construction Period. During the first month of the Construction Period the Contractor shall prepare and draw up in conjunction with the Principal Agent the Programme for the balance of the Works in accordance with the conditions stated below. 2. The Principal Agent shall have the right to modify such Programme to accommodate changes necessary in his opinion for coordinating the project as a whole. Any cost implications relating to such modification shall be dealt with in accordance with the provisions of the Agreement. 3. This Programme shall be drawn up in accordance with the dates given herein for possession, sectional completion and Practical Completion and shall be in sufficient and approved detail to ensure control over the work. 4. Notwithstanding the fact that the Programme has been prepared in conjunction with the Principal Agent, the Contractor shall be responsible at all times for maintaining the accuracy, validity and reasonableness of the Programme, and the implementation thereof.

5. The Programme shall be compiled based on the Critical Path Method of programming and the critical activities are to be clearly highlighted. It shall be compiled in such a way that logic is not constrained by resource limitations unless specifically agreed otherwise by the Principal Agent. The Programme will be processed on the Principal Agents system and the Contractor shall provide all the co-operation necessary to achieve this.

6. Documentation will not be available in complete detail at the commencement stage. However the Contractor, in conjunction with the Principal Agent, shall plan the Works on provisional information, to an agreed level of detail relating to the level of detailed information available and with sufficient scope to include future detail without disrupting the basic logic as initially agreed. The quantities contained in this document are provisional and shall be utilized as a guide only for the drawing up of the Programme. Where assumptions are made in regard to programming aspects, such assumptions shall be agreed by the Contractor and the Principal Agent, and suitably recorded in the Programme.

7. Should circumstances change to the extent where the Contractor is of the opinion that changes to the Programme are required, then the Contractor shall make written request to the Principal Agent for such changes, clearly identifying the reasons for requiring such change. The Contractor and Principal Agent shall thereafter agree such changes, if any. Should the Principal Agent be of the opinion that the Programme requires revisions, and notwithstanding the fact that a request for such revision has not been received from the Contractor, the Principal Agent shall be entitled to instruct the Contractor to revise the Programme accordingly, unless the Contractor can submit reasonable justification for not doing so. Any acceleration and/or special measures sanctioned by the Principal Agent together with associated effects shall be incorporated in a revision to the Programme.

8. The Contractor and the Principal Agent shall, at regular intervals not exceeding one month, agree the state of progress of the Works relative to the latest agreed revision of the Programme. Such agreement shall include the recording of actual commencement and completion dates for each activity and shall constitute the official record of the progress at such point in time.

9. In addition to and based on the Programme systems and format dictated above, the Contractor shall devise Detailed Working Programmes. These shall be drawn up on a regular basis (at least monthly), to the satisfaction of the Principal Agent. Such Working Programmes shall at all times relate to the constraints of the current Programme.

10. Notwithstanding anything to the contrary contained herein the Principal Agent at all times reserves the right to direct the order in which the various parts of the Contract are to be executed. The Contractor shall give priority to any individual section or portion of the Works that, in the opinion of the Principal Agent, requires to be expedited.

11. Should the Contractor and/or Principal Agent be of the opinion that such instruction warrants a revision to the Programme, then the provisions of 7 above shall apply.

12. Should it appear, in the Principal Agent's opinion, that work in any area is not being executed in accordance with the requirements of the Programme, the Contractor shall provide additional manpower and resources and shall work additional overtime and do everything else required to bring the work back to Programme to the satisfaction of the Principal Agent.

	4.3.2	1. The Contractor is required to identify and provide the employer with material procurement and construction lead in periods for the following aspects: 1.1 Building Information 1.1.1 Foundation Layouts (Setting Out) 1.1.2 Reinforcing Schedules 1.1.3 Concrete Layouts (including pile caps, ground beams, columns, beams, stairs, etc) 1.1.4 Concrete Details 1.1.5 Paint Specifications 1.1.6 Metal Work etc. 2. The Contractor is further required to identify and provide the employer with lead in periods required for the appointment of anticipated sub-contractors for: 2.1 Sundry Fittings 2.2 Sundry Metalwork 2.3 Sundry Builder's Work
	4.3.3	The notice period for inspection is 14 days.
	4.7.3	Blasting operations will not be required.
	4.9.3	Specific requirements of the employer are described in the scope of work.
	4.12.2	The contractor will provide representative samples of materials, workmanship and finishes as the Principal Agent may require. Upon request of Principal Agent
	4.14.1	Contractor will not be allowed to set up accommodation on site. Contractor to provide own accommodation and transport of workers outside of the park
	4.14.3	The office accommodation, equipment, accommodation for site meetings and other facilities for use by the employer and his agents are: Nil
	4.14.5	The Contractor is required to provide latrine and ablution facilities.
	4.14.6	A Construction sign board and necessary H&S sign/notice boards are required. All signboards need to be approved / accepted by the Employer prior to erection.
	4.17.1	The requirements for the termination, diversion or maintenance of existing services are: Nil
	4.17.3	Services which are known will be pointed / are to be pointed out on site by the Employer.
	4.17.4	The requirements for detection apparatus are: No as-built drawings exist
	4.18	The following standards and specifications shall be in addition to the provisions of 4.18: 1. The Occupational Health and Safety Act 85 of 1993 and its Construction Regulations 2014. Said act and regulations are not attached. Health and Safety Specifications for SANParks – *Health and Safety Specifications for SANParks – General renovations, repairs and maintenance of building and electrical infrastructure at Groenkloof National Park - Pretoria over a period of 5 years* Said Specification is attached as Annexure B of the [Scope of Work.]
	4.19	The following standards and specifications shall be in addition to the provisions of 4.19: 1. The *Environmental Management Plan (EMP) for Construction Activities in SANParks Projects* Said specification is attached as Annexure C of the Scope of Works.
	4.22	The works to be undertaken by nominated and selected subcontractors comprise: Nil

Variations	
1	Replace 4.1.9 with the following: All rights of publication of articles in the media, together with any advertising relating to, or in any way connected with this project shall vest in the Employer. The Contractor together with his Subcontractors shall not, without the written consent of the Employer, cause any statement or advertisement to be printed, screened or aired by the media.
2	Replace 4.9.3 with the following: Trees and shrubs shall not be removed, cut back or disturbed in any way without the consent of the principal agent. Specific requirements of the employer are described in the Scope Of Works.
3	Replace the heading of 4.12 with the following: **"4.12 Materials, samples, fabrication drawings and overloading."**
4	Include the following after 4.1.2.5 **"4.12.6 Overloading"** The Contractor shall take all necessary steps to ensure that no damage occurs due to overloading of any portion of the Works or temporary works. Any damage caused to the Works by overloading shall be made good by the Contractor at his sole expense."
Additional Clauses	
1	Prime Cost Amounts All prime cost items are for material and goods delivered to site. The contract documents shall make provision for the contractor to separately price for overheads and profit and for taking delivery, unloading, checking against invoices and/or delivery notes, getting in, unpacking, storing, hoisting and fixing of such material and goods. The contractor shall check the quantity and condition of all materials and goods on taking delivery as any material and goods subsequently found missing or damaged shall be replaced at the contractor's expense.
2	Cash flow predictions The contractor shall provide all reasonable assistance to the principal agent in the preparation of cash flow projections of claims for payment certificates. Cash flow predictions will be updated by the Contractor on monthly basis and will be submitted to Employer together with its progress claims. The projections shall be based on the programme. The cooperation of the contractor in terms of this item shall not prejudice his right to receive payment in terms of the agreement.
3	Protection/isolation of existing /sectional occupied works The contractor shall provide all reasonable temporary measures to protect/isolate the existing and/or sections of the occupied works and remove such measures on completion.
4	Security of the works The contractor shall take all appropriate measures for general security of the works.
5	Minimum requirements for construction equipment Construction equipment must comply with all relevant legal requirements and must be adequate to execute the works.
6	Deposits and fees The contractor shall pay all deposits and fees and charges according to law, regulations or bylaws of any local or other authorities that relate to hoardings, the use of pavements, street encroachment or crossings, permission for the suspension of parking facilities and the like.
7	Water and electricity The Employer does not warrant that any water supply or electricity supply that may exist is adequate for the proper execution of the works. The responsibility strategies in terms of the tabulation below that will apply to the contract are: a) Water : **B** b) Electricity : **B**

		Service	**Option**		
			A **Contractor responsibility**	**B** **Employer responsibility**	**C**
		Water	The Contractor is to provide, and remove and make good upon completion, all the necessary temporary plumbing connections and purchase water from the local authority for the works at his own cost.	The Contractor shall make, and upon completion remove, all the necessary connections to the Employer's water supply at designated points and make use of water free of charge for construction purposes only.	The Contractor shall make, and upon completion remove, all the necessary connections and water meters to the Employer's water supply at designated points and be responsible for costs associated with all water consumed.
		Electricity	The Contractor is to provide, and remove and make good upon completion, all the necessary temporary electrical connections and installations and purchase electricity form the local authority / ESKOM for the works at his own cost.	The Contractor is to provide, and remove and make good upon completion, all the necessary temporary electrical connections and installations and purchase electricity form the local authority / ESKOM for the works at his own cost.	The Contractor shall make, and upon completion remove, all the necessary connections and meters to the Employer's electrical supply and be responsible for costs associated with all electricity consumed.

5.2.1

1. **Water:** Will be available for construction purposes on site, but usage must be arranged through and approved by the local representatives of SANParks. Transport and storage of water for construction and personnel will be for the account of the contractor.
   (See also JBCC doc 28 – Scope of work [Additional clauses – 7])
2. **Electricity:** Electricity supply is available for construction purposes, but useage must be arranged through and approved by the local representatives of SANParks.
3. **Accommodation:** Accommodation is not available. Contractor to establish own sites on demarcated sites to be identified and to be fenced to the required park standard.
4. **Telecommunication services:** to be provided by contractor where available. Cell phone signal available on site and no landline available.
5. **Ablution facilities**: No Ablution facilities available – contractor to provide in accordance with OHS Act
6. **Medical / first aid facilities**: To be provided by contractor including transport to medical facilities outside the park
7. **Fire protection services**: To be provided by contractor
8. **Solid waste:** Contractor responsible for solid waste in accordance with the park's waste management programme.
9. **Transport:** Contractor to provide own transport of workers in accordance with South African National Park's Code of Conduct regarding traffic rules, speed limits, traveling times, etc. Contractor vehicles to be clearly marked.

5.2.2 **Code of Conduct for working in the SANParks**

The document *Code of Conduct for Implementing a SANParks Project* is applicable to this contract, and is attached as Annexure D.

5.3 **Unauthorised Persons On Site**

The Contractor shall at all times strictly exclude all unauthorised persons from the Works.

No workmen or labourers are to be allowed under any circumstances to sleep or deposit any kit on the premises. Unless a designated enclosed and secure camp site for accommodating the Contractors employees has been allocated and approved by the Park Officials.

Furthermore, the Contractor shall take all measures necessary to ensure that no workmen are allowed into the building at any time after Practical Completion without the specific permission of the Principal Agent.

5.4	**Quality plans and control** Quality inspections will be held at regular intervals. The contractor must notify the Principal Agent of any closure of works which must be inspected to confirm quality.
5.5	**Accommodation of traffic on public roads occupied by the contractor** N/A
5.6	**Other contractors on site** N/A
5.7	**Testing, completion, commissioning and correction of defects** All testing and certification of the works will be done in accordance with the applicable governing regulations and the procedures for the following will be clarified at the site meeting: • Use of the works before completion has been certified; • Handover / beneficial occupation; • Pre-commissioning and commissioning of the works or part thereof, before and after completion; • Certifying completion; • Start-up; operation of the works; special arrangements associated with operating plant and machinery, etc.; • Training and technology transfer; • Take over; • Operational maintenance (if any), after completion; • Work which contractors may carry out after completion has been certified (in addition to correcting defects); and • Arranging access for correction of defects
5.7.1	**Product warrantees, guarantees and maintenance instructions/manuals** The Contractor shall obtain and hand over to the Principal Agent on Practical Completion all relevant product warrantees and guarantees, any operating and maintenance instruction manuals, data or instructions required by the Principal Agent or provided by manufacturers, suppliers or Subcontractors. The Contractor shall ensure that all warranties and guarantees received are fully ceded to the Employer on Works Completion, failing which the release of Construction Guarantee/Retention will be withheld until this is satisfactorily completed.
5.7.2	**Security at completion** At completion, the Contractor shall leave the Works secure with all accesses locked. The Contractor shall account for and hand over to the Principal Agent all keys, properly labelled with an itemised schedule to be signed by the Principal Agent as receipt.
5.8	**Recording of weather** A record of rain and all other inclement weather should be kept on site.
5.9	**Format of communications** All site instructions should be in writing on the prescribed format and will not be an approved site instruction until the Principal Agent has signed it. All notifications of inspections and all requests for information should be in writing.
5.9.1	**Site Instructions** Contract Instructions issued on Site are to be recorded by the Principal Agent in a Site Instruction Book which will be issued by the Principal Agent and which shall be maintained on Site. Only Site Instructions issued in such book will be effected by the contractor.
5.10	**Management meetings** The schedule for the site meetings will be agreed upon at the site hand-over meeting.

5.10.1	**Progress Meetings** The Principal Agent and contractor shall hold meetings related to the progress of the works at regular intervals and at such time as may be necessary. Subcontractors shall not be present at progress meetings unless specifically requested by the contractor or principal agent. The principal agent shall record and distribute the minutes of the meetings.
5.10.2	**Technical meetings** At the instance of the principal agent or the contractor meetings shall be held to deal with technical and subcontractor's coordination matters.
5.11	**Forms for contract administration** All contract administration procedures will be agreed upon at the site hand-over meeting.
5.12	**Electronic payments** The contractor must be registered with the National Treasury's Central Supplier Database and provide the registration information in order to enable SANParks to pay him or her electronically.
5.13	**Daily records** Daily records must be kept of all workers employed on the site as per the attached Attendance Register – Annexure D. The attendance register must be submitted to the project manager together with the monthly certificates. The number of workers and person days should be calculated on these registers on a progressive monthly basis.
5.14	**Bonds and guarantees** All guarantees must be delivered to the SANParks Principal Agent.
5.15	**Payment certificates** The Principal Agent shall inspect all work and certify work done on a monthly basis. No payment shall be made for material on site. Material on site must be ceded to the employer and proof of payment to the supplier given to the employer before any payment of such material on site will be made.
5.16	**Permits** N/A
5.17	**Proof of compliance with the law** SANParks could request the contractor for proof that all aspects of South African Law are complied with.
5.18	**Insurance provided by the employer** N/A

ANNEXES	
A	Scope of Work: Services Required
A	Health and Safety Specifications for SANParks – General renovations, repairs and maintenance of building and electrical infrastructure in Groenkloof over a period of 5 years
B	Environmental Management Plan (EMP) for Construction Activities
C	Code of Conduct for Working in a National Park

C3.3: Specifications

GENERAL MATERIAL SPECIFICATIONS

NO	TRADE	DESCRIPTION
1	FOUNDATIONS	Load bearing walls: 600x250mm 20MPa concrete foundation at minimum depth of 340mm Beneath Natural Ground Level. Internal Walls: 600x200mm 20MPa Strip footings
2	FLOORING	25mm Concrete Floated screed on 85mm Concrete (20MPa) on 250-micron SABS Approved underlay, on fill compacted to 95% MOD AASHTO in layers not exceeding 150mm. DPC to be minimum 150mm above NGL. Ref, 193 fabric reinforcement. Floor covering with Wanabiwood laminated flooring 8.3 x 195 x 1215mm elegant-wood-2
3	WALLS	External load bearing walls to be built with SABS approved NFX clay bricks. Internal walls to be built with NFP clay bricks. 'Brickforce' reinforcement. Foundation wall: 'Brickforce' in every course Walls: 'Brickforce' in every fourth course in 230mm walls and every third course in 90mm walls. WINDOW/DOORS: 'Brickforce' in every course for 5 courses under windows and above windows, doors, and all lintels. All 'Brickforce' overlaps to be min 40mm. Truss type brickforce to have main wires of not less than 3.55mm diameter and shall be pre-galvanized, in accordance with SANS 935 Grade 2 coating. All walls to be bagged plaster and painted with 1 coat merit plaster primer and 2 topcoats as per Park Managers colours. All painting strictly to manufactures specification.
4	LINTELS	Precast concrete lintels above openings, where door frames and window frames are specified. Precast lintels that support masonry only min. bearing of 1500mm, Min 250mm bearing for spans up to 2500mm and Min 350mm bearing for span greater than 2500mm. Lintels to comply with SANS 10400 K:2011
5	ROOF	0.8mm Brownbuilt steel roof sheeting with Chromadek finish laid in single lenths not exceeding 25 degrees pitch on 76x50mm S.A pine purlins at Max1200mm c/c on machined 140mm diameter gumpole rafter beams at Max 1215mm c/c, Grade 7 timber by roof specialist and laid to manufacturer specifications, fixed to 38x76mm S.A pine wall plates, anchored to brickwork with iron ties, built into walls for minimum of 600mm. Roof overhangs as indicated. 225x12mm 'NUTEC' Facias.
6	CELINGS	Spruce Plywood ceilings, 12mm thickness x 1200mm width x 2400mm length including battens. Colour by Architect to all living areas with Spruce Plywood cornices as per specification. 100mm Isotherm insulation closely fitted and laid on top of brandering in accordance to manufactures specification
7	WINDOWS & DOORS	**Windows & Doors**: Bronze aluminium windows and doors, complete with hinges, handles and stays. Glazing of windows and doors to be in accordance with Part N of SANS 10400. All glazing to toilet and bathroom to be obscure glass. **Internal Doors**: Timber doors as per door schedule with superior grade standard Steel door frames, complete with hinges (Heavy Duty), Steel frames to be painted with 1 coat Red Lead primer and 2 coats, colour to Park Manager.
8	TILING	Ceramic white glazed tiles in kitchen & shower splash backs 40 x 40 x 10mm "CTM Touchstone Ivory" ceramic mosaic floor tiles on shower floors. Ceramic floor tiles 400 x 400 x 8 mm Narural Stone tiles with grey grout

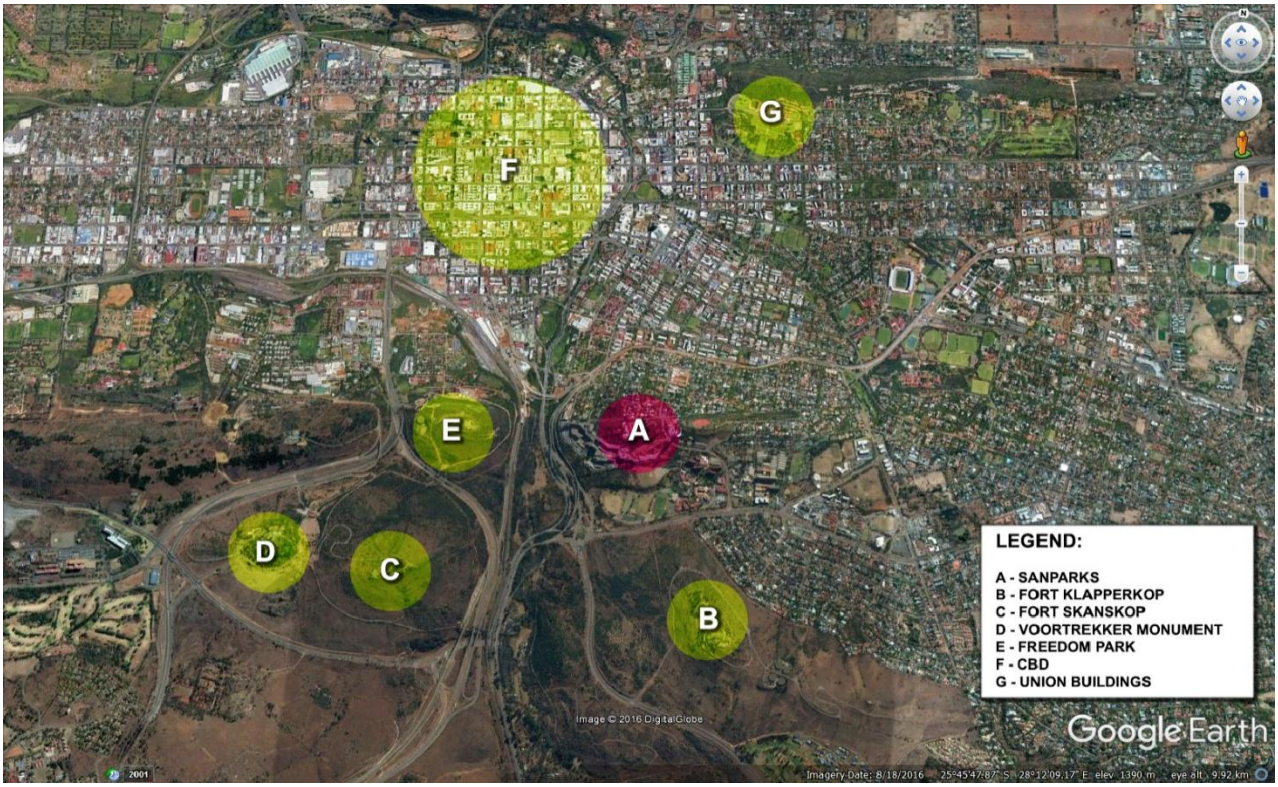
NO	TRADE	DESCRIPTION
9	STEEL STRUCTURE	180 IPE Mild steel ring beam 160 IPE Mild steel ring beam 200 IPE Mild steel beam fixed to timber floor deck 90 x 90 x 3 mm SHS steel columns 152 x 152 x 23 mm HSC steel columns Balustrade 1m high 50 x 12mm Mild steel handrail, 50 x 12mm M/S horizontal flatbars, 50 x 12 mm M/S vertical flatbars @ 1050mm c.c, IPE 200M/S deck edge beam, mildsteel fixing brackets.
10	PAINTWORK	Floated plaster surfaces and bagged plaster surfaces: One coat Plascon professional gypsum & plaster Primer and two coats super acrylic polvin. Wood surfaces: Three coats Woodcare Ultra Varnish.
11	ELECTRICAL SUPPLY	SOLAR/HYBRID SYSTEM: Solar electrical supply system with two backup generators to enhance supply as needed.
12	SEWERAGE	All sewage from the building to be connected with a single pipe system of 110mm diameter uPVC at Min. 1:60 Fall at Min. depth of 500mm beneath NGL to new sewer pump sump to be pumped to an oxidation pond system.
13	WATER SUPPLY	All external water supply pipes 63mm diameter HDPE Class 10, minimum 400mm below NGL. 32mm diameter HDPE Class 10 pipes to T-Off to building. Ensure pipe has all markings indicating trade name, Type, Class, Size and ID. All internal water supply pipes, Hot, Cold, to be 15 to 20mm diameter copper pipe, class 2. Provide outside Tap.

Part C4: Site Information

LOCATION PLAN

GPS COORDINATES:

-25.765801479717695, 28.202749031603076





Contractor	Witness for Contractor	Employer	Witness for Employer

Annexure A

Scope of Work: Services Required

SCOPE OF WORKS:
Service Required Description:

Preventative Maintenance
This form of maintenance comprises actions performed to retain an asset in its required condition or standard and sets out to prevent failure by providing systematic inspections and monitoring to detect and prevent deterioration and or failure and includes testing to confirm correct operation. By performing preventive maintenance, we are able to detect and correct problems before they occur.

Corrective Maintenance
This form of maintenance is generally unplanned that requires action towards restoring as asset to its respective operational and / or safe condition as a result of unforeseen failure requiring immediate remedial attention.

Renovations and Renewal
This form of maintenance is intended to improve an asset to extend its useful life and / or add value to the asset.

Service required Specification:

Preventative Maintenance (Non-critical)			
Civil and Building Works	**Electrical Works**	**Mechanical Works**	**Facilities Services**
- Glazing and glass works. - Painting for interior/exterior walls, doors, and windows. - Install, maintain, and repair systems used for potable (drinking) and non-potable water, sewage, and drainage - Maintain and repair SANParks roofs.	- Earth leakage half yearly testing. - Check distribution board compliances	- Providing HVAC Annual Major service	- Ad hoc standard signage - Cleaning of upholstery - Replacement of keypad and key lock cylinders. - Keys cutting (Yale keys, cylinder lock keys and 2/3 level lock. - Window tinting

Corrective Maintenance (Critical)		
Civil and Building Works	**Electrical Works**	**Mechanical Works**
- Emergency pipe burst repairs - Reticulation Repairs - Draining of Septic tanks - Unblock main sewer lines and overflowing of manholes - Repair Broken Windows	- Emergency main power failure - All electrical supply faults linked with distribution boards - Rewiring over loaded circuits - Replace damaged distribution boards components - Provide certificate of compliance	- HVAC unit major breakdown. - Repair of major breakdown of refrigeration equipment/ walk in freeze.
Renovations and Renewal (Non-critical)		
Civil and Building Works	**Electrical Works**	**Mechanical Works**
- Repainting offices - Partitioning of offices - Replacing of sewer water reticulation - Renovations to kitchens and bathrooms - Retiling of floors and walls - Replacement of ceilings	- Rewiring distribution boards - Upgrading distribution board - Reinstalling of broken power skirting. - Light fittings replacements - Upgrade of electrical reticulation	- HVAC annual replacements

Annexure B

Health and Safety Specifications for South African National Parks

South African NATIONAL PARKS

HEALTH & SAFETY SPECIFICATIONS FOR

GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS

CONTRACT NO: GNP-033-26

(Contractor)

Date: 08 September 2026

Contact person: Tebogo Mokgesi

Address: PO Box 787
Pretoria, 0001
Tel No: (012) 426 5086
Email:Tebogo.mokgesi@sanparks.org

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Contractor	Witness for Contractor	Employer	Witness for Employer

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8. BASELINE RISK ASSESMENT

1. PURPOSE OF THE HEALTH AND SAFETY SPECIFICATION

This Health and Safety Specification has been prepared to comply with the requirements of the Construction Regulations 2014.

The purpose of this site specific Health and Safety Specification is to comply with legal requirements and to provide health and safety information about specific project risks known by the Client, Designer and Client Agent to be applicable to this project. This document also provides minimum health and safety requirements, standards and expectations that the principal contractor and contractors must adhere to.

The Contractor must take into account all information in this specification and ensure that their tenders include adequate resource and competence to deal with the matters detailed herein so that all relevant contents are dealt with in a way which is in compliance with legislation and the ethical concerns for the safeguarding of employees, contractors and other persons affected by the construction activities.

The Health and Safety Specification will be implemented during construction of the works and any construction activity that the Client has control over.

This will also assist in ensuring that all the costs related to the compliance with Occupational Health Act 85 of 1993 and the Construction Regulations 2014, as well as this Health and Safety Specification, are taken into consideration at Tender stage.

No advice, approval of any document required by the Health and Safety Specification such as hazard identification and risk assessment action plans or any other form shall be construed as an acceptance by the Client of any obligation that absolves the Contractor from achieving the required level of performance and compliance with legal requirements.

Further, there is no acceptance of liability by the Client which may result from the Contractor failing to comply with the Health and Safety Specification unless the Client has issued an instruction to any requirement, i.e. the Contractor remains responsible for achieving the required performance levels.

2. IMPLEMENTATION OF THE HEALTH AND SAFETY SPECIFICATION

This Health and Safety Specification forms an integral part of the Contract, and Contractors shall make it an integral part of their Contracts with Sub Contractors and Suppliers. Contractors employed by the Client are to ensure that the provisions of the Health and Safety Specification are applied both on the site and in respect of all off site activities relating to the project, in particular in transport activities and project dedicated off site fabrication works.

The Contractor shall enforce the provisions of the Health and Safety Specification amongst all sub-contractors and suppliers for the project.

The Contractor shall sign the acknowledgment on the last page of this safety specification that he/she has familiarized him/herself with the content of the Health and Safety Specification and shall comply with all obligations in respect thereof.

The successful Contractor will be required to compile a Health and Safety Plan based on the requirements of the Occupational Health Act 85 of 1993 and these Specifications, which will need to be approved by Client prior to commencement with construction work.

3. APPLICATION AND INTERPRETATION

This document is to be read and understood in Conjunction with the following inter alia:

- Occupational Health and Safety Act (Act 85 of 1993)
- SABS codes and standards referred to by the Occupational Health and Safety Act
- Regulations as per the Occupational Health and Safety Act (Act 85 of 1993) with specific reference but not limited to:
    - General Safety Regulations (GN 928, 25 June 2003)
    - General Machinery Regulations (GN R1521, 5 August 1988)
    - Electrical Machinery Regulations (GN R250, 25 March 2011)
    - Electrical Installation Regulations (GN R242, 6 March 2009)
    - Driven Machinery Regulations (GN R1010, 18 July 2003)
    - Hazardous Chemical Substance Regulations (GN R930, 25 June 2003)
    - Hazardous Biological Agents Regulations(GN R 1390, 27 December 2001)
- Basic Conditions of Employment Act (Act 75 of 1997)
- SANParks Environmental Management Plan
- SANParks Code of Conduct of working in a National Park
- Disaster Management Act (Act No. 57 of 2002)
- Consolidated Covid-19 direction on health and safety in the workplace

4. DEFINITIONS

ALL REFERENCES TO CLIENT IN THIS HEALTH AND SAFETY SPECIFICATION ALSO REFER TO CLIENT AGENT, WHERE SO APPOINTED.

Definitions (as per the Construction Regulations 2014) applicable to this Health and Safety Specification:

Contractor	Witness for Contractor	Employer	Witness for Employer

"agent" means a competent person who acts as a representative for a client;

"angle of repose" means the steepest angle of a surface at which a mass of loose or fragmented material will remain stationary in a pile on the surface, rather than sliding or crumbling away;

"bulk mixing plant" means machinery, appliances or other similar devices that are assembled in such a manner so as to be able to mix materials in bulk for the purposes of using the mixed product for construction work;

"client" means any person for whom construction work is being performed;

"competent person" means a person who has, in respect of the work or task to be performed, the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the Act and with
the applicable regulations made under the Act;

"construction manager" means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;
"construction site" means a work place where construction work is being performed;

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

"construction vehicle" means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

"construction work" means any work in connection with-

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

"construction work permit" means a document issued in terms of regulation 3;

"contractor" means an employer who performs construction work;

"demolition work" means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives;

"design" in relation to any structure, includes drawings, calculations, design details and specifications ;

"designer" means a competent person who-

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

"electrical contractor" means a person who undertakes to perform electrical installation work on behalf of any other person, but excludes an employee of such first-mentioned person;

"electrical installation" means any machinery, in or on any premises, used for the transmission of electricity from a point of control to a point of consumption anywhere on the premises, including any article forming part of such an electrical installation irrespective of whether or not it is part of the electrical circuit, but excluding (a) any machinery of the supplier related to the supply of electricity on the premises; (b) any machinery which transmits electrical energy in communication, control circuits, television or radio circuits; (c) an electrical installation on a vehicle, vessel, train or aircraft; and (d) control circuits of 50 V or less between different parts of machinery or system components, forming a unit, that are separately installed and derived from an independent source or an isolating transformer;

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

"explosive actuated fastening device" means a tool that is activated by an explosive charge and that is used for driving bolts, nails and similar objects for the purpose of providing fixing;

"fall arrest equipment" means equipment used to arrest a person in a fall, including personal equipment, a body harness, lanyards, deceleration devices, lifelines or similar equipment;

"fall prevention equipment" means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines or physical equipment such as guard-rails, screens, barricades, anchorages or similar equipment;

"fall protection plan" means a documented plan, which includes and provides for -

- all risks relating to working from a fall risk position, considering the nature of work undertaken;
- the procedures and methods to be applied in order to eliminate the risk of falling; and
- a rescue plan and procedures;

"fall risk" means any potential exposure to falling either from, off or into;

"health and safety file" means a file, or other record containing the information in writing required by these Regulations;

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

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

"installation electrician" means a person who has been registered as an installation electrician in terms of regulation 11 (2) for the verification and certification of the construction, testing and inspection of any electrical installation, excluding specialised electrical installations;

"installation work" means (a) the installation, extension, modification or repair of an electrical installation; (b) the connection of machinery at the supply terminals of such machinery; or (e) the inspection, testing and verification of electrical installations for the purpose of issuing a certificate of compliance;

"master installation electrician" means a person who has been registered as a master installation electrician in terms of regulation 11 (2) for the verification and certification of the construction, testing and inspection of any electrical installation;

"material hoist" means a hoist used to lower or raise material and equipment, excluding passengers;

"medical certificate of fitness" means a certificate contemplated in regulation 7(8);

"mobile plant" means any machinery, appliance or other similar device that is able to move independently, and is used for the purpose of performing construction work on a construction site;

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

"person day" means one normal working shift of carrying out construction work by a person on a construction site;

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

"Professional Engineer or Professional Certificated Engineer" means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000);

"Professional Technologist" means a person holding registration as a Professional Engineering Technologist in terms of the Engineering Profession Act, 2000;
"provincial director" means the provincial director as defined in regulation 1 of the General Administrative Regulations, 2003;

"scaffold" means a temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both;

"shoring" means a system used to support the sides of an excavation and which is intended to prevent the cave-in or the collapse of the sides of an excavation;

"structure" means-

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

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

"suspended platform" means a working platform suspended from supports by means of one or more separate ropes from each support;

"temporary works" means any false work, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work;

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

"tunneling" means the construction of any tunnel beneath the natural surface of the earth for a purpose other than the searching for or winning of a mineral.

5. GENERAL REQUIREMENTS in terms of Construction Regulations 2014 and OHS Act and Regulations

5.1 Construction Work Permit

It must be noted that from August 2015 all projects that meet the following criteria will require a construction work permit to be applied for at least 30 days prior to the work being carried out:

- Exceeds 180 days
- Will involve more than 1800 person days of construction work
- Works contract is of a value equal to or exceeding thirteen million rand, or Construction Industry Grading Board (CIDB) grading level 6

It is the client's responsibility to apply for this permit from the Provincial Director and construction work may not commence until the permit has been issued by the Provincial Director.

A copy of this permit will be required to be kept in the principal contractor's safety file, and the site specific number issued by the Provincial Director must be displayed at the site entrance.

5.2 Notification of Intention to Commence Construction Work

The Contractor shall notify the Provincial Director of the Department of Labour of the intention to commence construction work at least 7 days prior to the works commencing if the intended construction work will:

- include excavation work
- Include work at height where there is a risk of falling
- Include the demolition of a structure, or
- Include the use of explosives to perform construction work.

If the construction work involves construction of a single storey dwelling for a client, and such client will be residing in such dwelling upon completion, the contractor must also notify the Provincial Director of the Department of Labour at least 7 days before the works commence.

This must be done on a form similar to an Annexure 2 (template of which can be found in the Construction Regulations, 2014). A copy of the notification letter to the Provincial Director shall be forwarded to the Client for record purposes.

5.3 Duties of Principal Contractor / Contractor

A Principal Contractor must:

- provide and demonstrate to the client a suitable, sufficiently documented and coherent site specific health and safety plan, based on the client's documented health and safety specifications, which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the principal contractor as work progresses;
- open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor; and
- on appointing any other contractor, in order to ensure compliance with the provisions of the Act –
    - provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications pertaining to the construction work which has to be performed;
    - ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
    - ensure that no contractor is appointed to perform construction work unless the principal contractor is reasonably satisfied that the

contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;
  - ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
  - appoint each contractor in writing for the part of the project on the construction site
  - take reasonable steps to ensure that each contractor's health and safety plan is implemented and maintained on the construction site;
  - ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
  - stop any contractor from executing construction work which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons;
- where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the contractor to execute the work safely;
- discuss and negotiate with the contractor the contents of their health and safety plan and finally approve that plan for implementation;
- ensure that a copy of both the principal contractor and contractor's health and safety plan is available on request to an employee, an inspector, a contractor, the client or the client's agent;
- hand over a consolidated health and safety file to the client upon completion of the construction work, to include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
- in addition to the documentation required in the health and safety file include and make available a comprehensive and updated list of all the contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done;
- ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.

A contractor must prior to performing any construction work-

- provide and demonstrate to the principal contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety specification and provided by the principal contractor, which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the contractor as work progresses;
- open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, the client, the client's agent or the principal contractor;
- before appointing another contractor to perform construction work be reasonably satisfied that the contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
- co-operate with the principal contractor as far as is necessary to enable each of them to comply with the provisions of the Act;
- as far as is reasonably practicable, promptly provide the principal contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.

Where a contractor appoints another contractor to perform construction work, the duties that apply to the principal contractor will apply to the contractor as if he or she were the principal contractor.

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

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

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

A contractor must at all times keep on his or her construction site records of the health and safety induction training and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor.

A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3 (a template of which can be found in the Construction Regulations, 2014).

5.4 Management and Supervision of Construction Work

A principal contractor must, in writing, appoint one full-time competent person as the construction manager with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the principal contractor.

A principal contractor must upon having considered the size of the project, in writing appoint one or more assistant construction managers for different sections thereof: Provided that the designation of any such person does not relieve the construction manager of any personal accountability for failing in his or her management duties in terms of this regulation.

Where the construction manager has not appointed assistant construction managers, or, in the opinion of an inspector, a sufficient number of such assistant construction managers have not been appointed, that inspector must direct the construction manager in writing to appoint the number of assistant construction managers indicated by the inspector, and those assistant construction managers must be regarded as having been appointed.

No construction manager appointed in terms of the Regulations may manage any construction work on or in any construction site other than the site in respect of which he or she has been appointed.

A contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction health and safety officer in writing to assist in the control of all health and safety related aspects on the site: Provided that, where the question arises as to whether a construction health and safety officer is necessary, the decision of an inspector is decisive.
No contractor may appoint a construction health and safety officer to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the construction health and safety officer that he or she intends to appoint is registered with a statutory body approved by the Chief Inspector and has necessary competencies and resources to assist the contractor

A construction manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.

A contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the construction supervisor, and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the construction supervisor: Provided that the designation of such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties.

Where the contractor has not appointed such an employee, or, in the opinion of an inspector, a sufficient number of such employees have not been appointed, that inspector must instruct the employer to appoint the number of employees indicated by the inspector.

No construction supervisor appointed may supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated on all the relevant construction sites, the appointed construction supervisor may supervise more than one site.

5.5 Assignment of Contractor's Responsible Persons to Manage Health and Safety on Site

The Contractor shall submit management and supervisory appointments as well as any relevant appointments in writing (as stipulated by the Construction Regulations 2014 and the Occupational Safety and Health Act 1993), prior to commencement of work (refer to **Annexure B** at the end of this Health and Safety Specification).

5.6 Competency for Contractor's Responsible Persons

The Contractor's responsible persons shall be competent in health and safety and be familiar with the Occupational Health and Safety Act 1993, and applicable regulations. The Occupational Health and Safety Officer must be appointed on a fixed term contract with the following qualifications and experience: National Diploma Safety Management (NQF level 6) and 3 years' experience in occupational health and safety.

5.7 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

The successful Contractor shall submit to the Client a valid letter of good standing with the Compensation Insurer prior to appointment.

5.8 Occupational Health and Safety Policy

The Contractor shall submit their Health and Safety Policy, prior to construction commencement, signed by the Chief Executive Officer. The Policy must outline objectives and how they will be achieved and implemented within the operations.

5.9 Health and Safety Organogram

The Contractor shall submit an organogram, prior to construction commencement, outlining the Health and Safety Site Team that will be assigned to the project, if successful with the tender. In cases where appointments have not been made, the organogram shall reflect the position. The organogram shall be updated, when there is a change in the site team.

5.10 Risk Assessments

Baseline Risk Assessment

The Client shall cause a baseline risk assessment to be conducted by a competent person before the design process and tender process commence, and the assessed risks shall form part of the health and safety specifications.

The Contractor must, before commencement of any construction work, and during construction work, have risk assessments performed by a competent person appointed in writing, which risk assessments form part of the health and safety plan to be applied on the site and must include:

- The identification of the risks and hazards to which persons may be exposed to;
- An analysis and evaluation of the risks and hazards identified; based on a documented method
- A documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
- A monitoring plan; and
- A review plan

The Contractor must ensure that, as far as is reasonably practicable, ergonomic related hazards are analysed, evaluated and addressed in a risk assessment.

The Contractor must ensure that all employees under his control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and/or control measures **before any work commences** and thereafter **at the times determined in the risk assessment monitoring and review plan of the relevant site.**

The Principal Contractor must ensure that all contractors are informed regarding any hazard that is stipulated in the risk assessment **before any work commences** and thereafter **at the times determined in the risk assessment monitoring and review plan of the relevant site.**

The Contractor must consult with the health and safety committee or with a representative trade union or representative group of employees if no health and safety committee exists, on the monitoring and review of the risk assessments for the site.

The Contractor must ensure that copies of risk assessment for this site are available on site for inspection purposes by interested parties (inspector, the client, client's agent, any contractor, any employee, a representative trade union, a health and safety representative or safety committee member.

A Contractor must review the relevant risk assessment where changes are effected to the design and/or construction that result in a change to the risk profile, or when an incident has occurred.

Preventative measures must first address the elimination of the hazard or risk. Should PPE be required to reduce risk, the equipment or clothing to be used must be SABS approved

In general the Contractor must ensure that the Risk Assessment involves identifying the hazards present in a work activity on site. This is followed by an evaluation of the extent of the risk involved taking into account those precautions already being taken.

The following general principle should be followed when conducting a risk assessment:

- All relevant risks and/or hazards should be systematically addressed;
- The risk assessment should address what actually happens in the workplace during the work activity;
- All employees and those who may be affected must be considered, including maintenance staff, security guards, visitors and subcontractors;
- The risk assessment should highlight those groups and individuals who may be required to work alone or who have disabilities;
- The risk assessment process should take into account the existing safety measures and controls.
- The level of detail on a risk assessment should be appropriate to the level of risk.

5.11 Safe Work Procedures

Safe Work Procedures are to form part of the H&S Plan and **must be compiled for all the identified activities.**
The safe work procedures must address the following elements:

- The work method to be followed to conduct work safely
- Mitigation of identified risks
- Reducing and controlling risks and hazards that have been identified
- Responsibilities of competent persons

- Required personal protective equipment
- Correct equipment/tools/machinery to be used
- Reference to relevant registers to be completed
- Reference to applicable risk assessment

5.12 Health and Safety Representative(s)

The Contractor shall ensure that Health and Safety Representative(s) is/are elected and trained to carry out his / her functions. The appointment must be in writing. The Health and Safety Representative shall carry out regular inspections, keep records and report to the supervisor to take appropriate action. He / she shall attend Health and Safety Committee Meetings. The Health and Safety Representative shall be part of the team that will investigate incidents, accidents and non-conformances.

5.13 Health and Safety Committee

Where two or more health and safety representatives have been appointed on site, the Contractor shall ensure that monthly health and safety meetings are held with such representatives and minutes are kept on record. Meetings must be organized and chaired by the Contractor's Health and Safety Committee Chairperson. Minutes of these meetings must be available for the employees of the contractor to refer to.

5.14 Medical Certificate of Fitness

The contractor must ensure that their employees on site have a valid medical certificate of fitness, specific to the construction work being performed, issued by an occupational health practitioner in the form of an Annexure 3 template (refer to the Construction Regulations 2014 on the Department of Labour website for a sample of this form).

5.15 Health and Safety Training

The Contractor shall quarterly conduct a training needs analysis to ascertain what health and safety training is required. A plan of action should be devised and forwarded to the Client for records. Once the identified people have attended the training, the Contractor must provide the Client with copies of certificates obtained.

5.15.1 Induction

No Contractor may allow or permit any employee or person to enter site unless they have undergone health and safety induction training pertaining to the hazards prevalent on site at the time of entry. This includes visitors to site. The Contractor must ensure that visitors to site have the necessary protective equipment (PPE). A copy of attendance registers of all employees who attend inductions shall be kept.

5.15.2 Awareness

The Contractor shall conduct periodic toolbox talks on site, preferably weekly or before any hazardous work takes place. The talks shall cover the relevant activity and an attendance register must be signed by all attendees. This record of who attended and the content of the topic will be kept on the site health a safety file as evidence of training

5.16 Competency

After the Contractor has identified the training to be conducted as part of the competency requirement, and based on Risk Assessment, he shall send the relevant persons on appropriate courses and keep certificates of training for reference. Familiarity with the Health and Safety Act and Regulations is an integral part of the definition of competence.

5.17 General Record Keeping

The Contractor shall keep and maintain Health and Safety records to demonstrate compliance with the Health and Safety Specification and the Occupational Health and Safety Act. The contractor shall ensure that all records of incidents, spot fines, training etc. are kept on site. All documents shall be available for inspection by the Client, or the Department of Labour's Inspectors.

5.18 General Inspection, Monitoring and Reporting

The Contractor shall carry out inspections as required by **Annexure C** in this Health and Safety Specification, as well as by health and safety legislation.

5.19 Emergency Procedures

The Contractor shall submit a detailed Emergency Procedure for approval by the Client prior to commencement on site. The procedure shall detail the response plan including the following:

- List of key personnel;
- Details of emergency services;
- Actions or steps to be taken in the event of the emergency; and
- Information on hazardous materials / situations, including each material's hazardous potential impact or risk on the environment or human and measures to be taken in the event of an accident.

Emergency procedure(s) shall include, but shall not be limited to, fire, spills, accidents to employees, use of hazardous substances, dangers as a result of riot / service deliver protests / intimidation, etc. The Contractor shall advise the Client in writing of any on-site emergencies, together with a record of action taken, within 24 hours of the emergency occurring. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc) must be maintained and available to site personnel.

5.20 First Aid Box and First Aid Equipment

The Contractor shall provide first aid box/es and appoint, in writing, First Aider(s) for this project in line with the results of the Contractor's risk assessment for the project, this health and safety specification as well as the provisions of the General Safety Regulations. The appointed First Aider(s) are to be sent for accredited first aid training before starting on site. Valid certificates are to be kept on site.

First Aid box/es must be adequately stocked at all time, accessible and be controlled by a qualified First Aider. If required by the Client, the Contractor shall have a stretcher on site to be used in case of a serious incident.

5.21 Accident / Incident Reporting and Investigation

The Contractor shall, in addition to the prescribed requirements of the Occupational Health and Safety Act and General Safety Regulations, investigate, record and report all Section 24 reportable incidents to the Client within 24 hours of the incident occurring. Incident investigations shall be conducted by the Contractor's appointed Accident Investigator – this Investigator must be a competent person or persons who have sufficient knowledge to carry out an investigation.

In the event of a fatality or a permanent disabling injury the Contractor must submit proof of reporting of incident to Department of Labour as well as proof of preventative measures to the Client. The Client reserves the right to conduct investigations into any incidents that they deem fit and the Contractor is required to provide full co-operation in this regard.

5.22 Hazards and Potential Situations

The Contractor shall immediately notify other Contractors of any hazardous or potentially hazardous situations, which may arise during performance of the activities.

5.23 Occupational Health and Safety Signage

The Contractor shall ascertain and provide adequate on site health and safety signage. This signage shall include, but shall not be limited to, Hard Hat / Helmet Area; Safety Shoes to be worn on site; Dust Masks to be worn in areas where there might be exposure to excessive dust; Ear Plugs / Muffs to be worn where there might be noise exposure over 85 db; Gloves; Safety Goggles; Safety Harness, Workers in Excavation, traffic management, etc. The Contractor shall be responsible to maintain the quality and replacement of signage.

5.24 Management of Contractors by Principal Contractor

The Principal Contractor shall ensure that all contractors under his control are complying with the respective Health and Safety Plans, as well as Health and Safety Legislation.

5.25 Fall protection

The Contractor must:

- designate a competent person to be responsible for the preparation of a fall protection plan
- ensure that the fall protection plan contemplated above is implemented, amended where and when necessary and maintained as required; and
- take steps to ensure continued adherence to the fall protection plan.

A fall protection plan contemplated above must include-

- a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location;
- the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof;
- a programme for the training of employees working from a fall risk position and the records thereof;
- the procedure addressing the inspection, testing and maintenance of all fall protection equipment; and
- a rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.

A contractor must ensure that a construction manager appointed under regulation 8(1) is in possession of the most recently updated version of the fall protection plan.

A contractor must ensure that all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings;

Also that no person is required to work in a fall risk position, unless such work is performed safely as contemplated in above and fall prevention and fall arrest equipment are approved as suitable and of sufficient strength for the purpose for which they are being used, having regard to the work being carried out and the load, including any person, they are intended to

bear; and securely attached to a structure or plant, and the structure of plant and the means of attachment thereto are suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and person who could fall, and fall arrest equipment is used only where it is not reasonably practicable to use fall prevention equipment.

5.26 Structures

A contractor must ensure that-

- all reasonably practicable steps are taken to prevent the uncontrolled collapse of any new or existing structure or any part thereof, which may become unstable or is in a temporary state of weakness or instability due to the carrying out of construction work;
- no structure or part of a structure is loaded in a manner which would render it unsafe; and
- all drawings pertaining to the design of the relevant structure are kept on site and are available on request to an inspector, other contractors, the client and the client's agent or employee.

An owner of a structure must ensure that-

- inspections of that structure are carried out periodically by competent persons in order to render the structure safe for continued use;
- that the inspections contemplated in paragraph (a) are carried out at least once every six months for the first two years and thereafter yearly;
- the structure is maintained in such a manner that it remains safe for continued use;
- the records of inspections and maintenance are kept and made available on request to an inspector.

5.27 Temporary works

A contractor must appoint a temporary works designer in writing to design, inspect and approve the erected temporary works on site before use.

A contractor must ensure that all temporary works operations are carried out under the supervision of a competent person who has been appointed in writing for that purpose.

A contractor must ensure that-

- all temporary works structures are adequately erected, supported, braced and maintained by a competent person so that they are capable of supporting all anticipated vertical and lateral loads that may be applied to them, and that no loads are imposed onto the structure that the structure is not designed to withstand;
- all temporary works structures are done with close reference to the structural design drawings, and where any uncertainty exists the structural designer should be consulted;
- detailed activity specific drawings pertaining to the design of temporary works structures are kept on the site and are available on request to an inspector, other contractors, the client, the client's agent or any employee;
- all persons required to erect, move or dismantle temporary works structures are provided with adequate training and instruction to perform those operations safely;
- all equipment used in temporary works structure are carefully examined and checked for suitability by a competent person, before being used;
- all temporary works structures are inspected by a competent person immediately before, during and after the placement of concrete, after inclement weather or any other imposed load and at least on a daily basis until the temporary works structure has been removed and the results have been recorded in a register and made available on site;
- no person may cast concrete, until authorization in writing has been given by the competent person contemplated above;
- if, after erection, any temporary works structure is found to be damaged or weakened to such a degree that its integrity is affected, it is safely removed or reinforced immediately;
- adequate precautionary measures are taken in order to-
- secure any deck panels against displacement; and
- prevent any person from slipping on temporary works due to the application of release agents;
- as far as is reasonably practicable, the health of any person is not affected through the use of solvents or oils or any other similar substances;
- upon casting concrete, the temporary works structure is left in place until the concrete has acquired sufficient strength to safely support its own weight and any imposed load, and is not removed until authorization in writing has been given by the competent person
- the foundation conditions are suitable to withstand the loads caused by the temporary works structure and any imposed load in accordance with the temporary works design.
- provision is made for safe access by means of secured ladders or staircases for all work to be carried out above the foundation bearing level;
- a temporary works drawing or any other relevant document includes construction sequences and methods statement;
- the temporary works designer has been issued with the latest revision of any relevant structural design drawing;
- a temporary works design and drawing is used only for its intended purpose and for a specific portion of a construction site; and

- the temporary works drawings are approved by the temporary works designer before the erection of any temporary works.

No contractor may use a temporary works design and drawing for any work other than its intended purpose.

5.28 Excavation

A contractor must-

- ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing for that purpose; and
- Evaluate, as far as is reasonably practicable, the stability of the ground before excavation work begins.

A contractor who performs excavation work-

- must take reasonable and sufficient steps in order to prevent, as far as is reasonably practicable, any person from being buried or trapped by a fall or dislodgement of material in an excavation;
- may not require or permit any person to work in an excavation which has not been adequately shored or braced: Provided that shoring and bracing may not be necessary where-
- the sides of the excavation are sloped to at least the maximum angle of repose measured relative to the horizontal plane; or
- such an excavation is in stable material: Provided that-
- permission has been given in writing by the appointed competent person contemplated above upon evaluation by him or her of the site conditions; and
- where any uncertainty pertaining to the stability of the soil still exists, the decision from a professional engineer or a professional technologist competent in excavations is decisive and such a decision must be noted in writing and signed by both the competent person and the professional engineer or technologist, as the case may be;
- must take steps to ensure that the shoring or bracing contemplated above is designed and constructed in a manner that renders it strong enough to support the sides of the excavation in question;
- must ensure that no load, material, plant or equipment is placed or moved near the edge of any excavation where it may cause its collapse and consequently endangers the safety of any person, unless precautions such as the provision of sufficient and suitable shoring or bracing are taken to prevent the sides from collapsing;
- must ensure that where the stability of an adjoining building, structure or road is likely to be affected by the making of an excavation, steps are taken to ensure the stability of such building, structure or road and the safety of persons;
- must cause convenient and safe means of access to be provided to every excavation in which persons are required to work, and such access may not be further than six meters from the point where any worker within the excavation is working;
- must ascertain, as far as is reasonably practicable, the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and must before the commencement of excavation work that may affect any such service, take the steps that are necessary to render the circumstances safe for all persons involved;
    - must ensure that every excavation, including all bracing and shoring, is inspected-
    - daily, prior to the commencement of each shift;
    - after every blasting operation;
    - after an unexpected fall of ground;
    - after damage to supports; and
    - after rain,

by the competent person, in order to ensure the safety of the excavation and of persons, and those results must be recorded in a register kept on site and made available on request to an inspector, the client, the client's agent, any other contractor or any employee;

- must cause every excavation which is accessible to the public or which is adjacent to public roads or thoroughfares, or whereby the safety of persons may be endangered, to be –
    - adequately protected by a barrier or fence of at least one metre in height and as close to the excavation as is practicable; and
    - provided with warning illuminates or any other clearly visible boundary indicators at night or when visibility is poor, or have resort to any other suitable and sufficient precautionary measure where this is not practicable;
- must ensure that all precautionary measures stipulated for confined spaces as determined in the General Safety Regulations, 2003, are complied with by any person entering any excavation;
- must, where the excavation work involves the use of explosives, appoint a competent person in the use of explosives for excavation, and must ensure that a method statement is developed by that person in accordance with the applicable explosives legislation; and
- must cause warning signs to be positioned next to an excavation within which or where persons are working or carrying out inspections or tests.

5.29 Demolition Work

A contractor must-

- Appoint a competent person in writing to supervise and control all demolition work on site.
- ensure that before any demolition work is carried out, and in order to ascertain the method of demolition to be used, a detailed structural engineering survey of the structure to be demolished is carried out by a competent person and that a method statement on the procedure to be followed in demolishing the structure is developed by that person.
- During a demolition, the competent person contemplated in sub regulation (1) must check the structural integrity of the structure at intervals determined in the method statement contemplated in sub regulation (2), in order to avoid any premature collapses.

A contractor who performs demolition work must-

- with regard to a structure being demolished, take steps to ensure that-
  - no floor, roof or other part of the structure is overloaded with debris or material in a manner which would render it unsafe;
  - all reasonably practicable precautions are taken to avoid the danger of the structure collapsing when any part of the framing of a framed or partly framed building is removed, or when reinforced concrete is cut; and
  - precautions are taken in the form of adequate shoring or other means that may be necessary to prevent the accidental collapse of any part of the structure or adjoining structure;

- ensure that no person works under overhanging material or a structure which has not been adequately supported, shored or braced;
- ensure that any support, shoring or bracing contemplated in paragraph (b), is designed and constructed so that it is strong enough to support the overhanging material;
- where the stability of an adjoining building, structure or road is likely to be affected by demolition work on a structure, take steps to ensure the stability of such structure or road and the safety of persons;
- ascertain as far as is reasonably practicable the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and must before the commencement of demolition work that may affect any such service, take the steps that are necessary to render circumstances safe for all persons involved;
- cause every stairwell used and every floor where work is being performed in a building being demolished, to be adequately illuminated by either natural or artificial means;
- cause convenient and safe means of access to be provided to every part of the demolition site in which persons are required to work; and
- erect a catch platform or net above an entrance or passageway or above a place where persons work or pass under, or fence off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe where there is a danger or possibility of persons being struck by falling objects.
- ensure that no material is dropped to any point, which falls outside the exterior walls of the structure, unless the area is effectively protected. (
- No person may dispose of waste and debris from a high place by a chute unless the chute-
  - is adequately constructed and rigidly fastened;
  - if inclined at an angle of more than 45 degrees to the horizontal, is enclosed on its four sides;
  - if of the open type, is inclined at an angle of less than 45 degrees to the horizontal;
  - where necessary, is fitted with a gate at the bottom end to control the flow of material; and
  - discharges into a container or an enclosed area surrounded by barriers.

- A contractor must ensure that every chute used to dispose of rubble is designed in such a manner that rubble does not free-fall and that the chute is strong enough to withstand the force of the debris travelling along the chute.
- A contractor must ensure that no equipment is used on floors or working surfaces, unless such floors or surfaces are of sufficient strength to support the imposed loads.
- Where a risk assessment indicates the presence of asbestos, a contractor must ensure that all asbestos related work is conducted in accordance with the Asbestos Regulations, 2001, promulgated by Government Notice No. R. 155 of 10 February 2002.
- Where a risk assessment indicates the presence of lead, a contractor must ensure that all lead related work is conducted in accordance with the Lead Regulations, 2001, promulgated by Government Notice No. R.236 of 28 February 2002. (11) Where the demolition work involves the use of explosives, a method statement must be developed in accordance with the applicable explosives legislation, by an appointed person who is competent in the use of explosives for demolition work and all persons involved in the demolition works must adhere to demolition procedures issued by the appointed person.
- A contractor must ensure that all waste and debris are as soon as reasonably practicable removed and disposed of from the site in accordance with the applicable legislation.

5.30 Tunnelling

No person may enter a tunnel, which has a height dimension of less than 800 millimetres.

5.31 Scaffolding

A contractor must appoint a competent person in writing who must ensure that all scaffolding work operations are carried out under his or her supervision and that all scaffold erectors, team leaders and inspectors are competent to carry out their work.

A contractor using access scaffolding must ensure that such scaffolding, when in use, complies with the safety standards incorporated for this purpose into these Regulations under section 44 of the Act.

5.32 Suspended Platforms

A contractor must appoint a competent person in writing who must ensure that all suspended platforms work operations are carried out under his or her supervision and that all suspended platform erectors, operators and inspectors are competent to carry out their work.

No contractor may use or permit the use of a suspended platform, unless-

- the design, stability and construction thereof comply with the safety standards incorporated for this purpose into these Regulations under section 44 of the Act;
- he or she is in possession of a certificate of system design issued by a professional engineer, certificated engineer or a professional technologist for the use of the suspended platform system; and
- he or she is, before the commencement of the work, in possession of an operational compliance plan developed by a competent person based on the certificate of system design contemplated in subparagraph (b) and applicable to the environment in which the system is being used, which operational compliance plan must include proof of the- (i) appointment of the competent person contemplated in sub regulation (1); (ii) competency of erectors, operators and inspectors; (iii) operational design calculations, which must comply with the requirements of the system design certificate; (iv) performance test results; (v) sketches indicating the completed system with the operational loading capacity of the platform; (vi) procedures for and records of inspections having been carried out; and (vii) procedures for and records of maintenance work having been carried out.

A contractor making use of a suspended platform system must submit a copy of the certificate of system design contemplated in sub regulation (2)(b), including a copy of the operational design calculations contemplated in sub regulation 2(c)(iii), sketches and test results, to the provincial director before commencement of the use of the system and must further indicate the intended type of work that the system will be used for.
A contractor must submit a copy of the certificate of system design in the manner contemplated in sub regulation (3) for every new project. (5) A contractor must ensure that the outriggers of each suspended platform – (a) are constructed of material of adequate strength and have a safety factor of at least four in relation to the load it is to carry; and (b) have suspension points provided with stop devices or other effective devices at the outer ends to prevent the displacement of ropes.
A contractor must ensure that-

- the parts of the building or structure on which the outriggers of a suspended platform are supported, are checked by means of calculations to ensure that the required safety factor is adhered to without risk of damage to the building or structure;
- the suspension wire rope and the safety wire rope are separately connected to the outrigger;
- each person on a suspended platform is provided with and wears a body harness as a fall prevention device, which must at all times be attached to the suspended platform;
- the hand or power driven machinery to be used for the lifting or lowering of the working platform of a suspended platform is constructed and maintained in such a manner that an uncontrolled movement of the working platform cannot occur;
- the machinery referred to in paragraph (d) is so situated that it is easily accessible for inspection;
- the rope connections to the outriggers are vertically above the connections to the working platform; and
- when the working platform is suspended by two ropes only, the connections of the ropes to the working platform are of a height above the level of the working platform to ensure the stability of the working platform.

A contractor must ensure that a suspended platform-

- is suspended as near as possible to the structure to which work is being done to prevent as far as is reasonably practicable horizontal movement away from the face of the structure;
- is fitted with anchorage points to which workers must attach the lanyard of the safety harness worn and used by the worker, and such anchorage connections must have sufficient strength to withstand any potential load applied to it; and
- is fitted with a conspicuous notice easily understandable by all workers working with the suspended platform, showing- (i) the maximum mass load; (ii) the maximum number of persons; and (iii) the maximum total mass load, including load and persons, which the suspended platform can carry.

A contractor must cause-

- the whole installation and all working parts of a suspended platform to be thoroughly examined by a competent person in accordance with the manufacturer's specification;
- the whole installation to be subjected to a performance test as determined by the standard to which the suspended platform was manufactured;
- the performance test contemplated in paragraph (b) to be done by a competent person appointed in writing, with the knowledge and experience of erection and maintenance of suspended platforms or similar machinery, and who must determine the serviceability of the structures, ropes, machinery and safety devices before they are used, every time suspended platforms are erected; and
- the performance test contemplated in paragraph (b) of the whole installation of the suspended platform to be subjected to a load equal to that prescribed by the manufacturer or, in the absence of such load, to a load of 110 per cent of the rated mass load, at intervals not exceeding 12 months and in such a manner that every part of the installation is stressed accordingly.

A contractor must, in addition to sub regulation (8), cause every hoisting rope, hook or other load-attaching device which forms part of the suspended platform to be thoroughly examined in accordance with the manufacturer's specification by the competent person contemplated in sub regulation (8) before they are used every time they are assembled, and, in cases of continuous use, at intervals not exceeding three months.
A contractor must ensure that the suspended platform supervisor contemplated in sub regulation (1), or the suspended platform inspector contemplated in sub regulation (8)(c), carries out a daily inspection of all the equipment prior to use, including establishing whether-

- all connection bolts are secure;
- all safety devices are functioning;
- all safety devices are not tampered with or vandalized;
- the total maximum mass load of the platform is not exceeded;
- the occupants in the suspended platform are using body harnesses which have been properly attached; there are no visible signs of damage to the equipment; and
- all reported operating problems have been attended to.

A contractor must further ensure that –

- all inspection and performance test records are kept on the construction site at all times and made available to an inspector, the client, the client's agent or any employee upon request.
- all employees required to work or to be supported on a suspended platform are- (a) medically fit to work safely in a fall risk position or such similar environment by being in possession of a medical certificate of fitness; (b) competent in conducting work related to suspended platforms safely; (c) trained or received training, which includes at least- (i) how to access and egress the suspended platform safely; (ii) how to correctly operate the controls and safety devices of the equipment; (iii) information on the dangers related to the misuse of safety devices; and (iv) information on the procedures to be followed in the case of- (aa) an emergency; (bb) the malfunctioning of equipment; and (cc) the discovery of a suspected defect in the equipment; and (v) instructions on the proper use of body harnesses.
- where the outriggers of a suspended platform are to be moved, only persons trained and under the supervision of the competent person effect such move, within the limitation stipulated in the operational compliance plan contemplated in sub regulation (2)(c), and that the supervisor must carry out an inspection and record the result thereof prior to re-use of the suspended platform.
- the suspended platform is properly isolated after use at the end of each working day in such a manner that no part of the suspended platform presents a danger to any person thereafter.

5.33 Rope Access Work

A contractor must-

- appoint a competent person in writing as a rope access supervisor with the duty of supervising all rope access work on the site, including the duty of ensuring occupational health and safety compliance in relation to rope access work: Provided that the appointment of any such person does not relieve the construction manager of any personal accountability for failing in his management duties in terms of this regulation;
- ensure that all rope access work on the construction site is carried out under the supervision of a competent person; and
- ensure that all rope access operators are competent and licensed to carry out their work.

No contractor may use or allow the use of rope access work unless-

- the design, selection and use of the equipment and anchors comply with the safety standards incorporated for this purpose into these Regulations under section 44 of the Act; and
- he or she is in possession of a site specific fall protection plan developed by a competent person applicable to the specific work and environment prior to the commencement of the work, including records of maintenance and inspections of all the equipment used for the work operations.

A contractor must ensure that adequate measures are in place to allow rescue procedures to commence immediately in the event of a fall incident taking place.

5.34 Material Hoists

A contractor must ensure that-

- every material hoist and its tower have been constructed in accordance with the generally accepted technical standards and are strong enough and free from defects.
- the tower of every material hoist is- (a) erected on firm foundations and secured to the structure or braced by steel wire guy ropes, and extends to a distance above the highest landing to allow a clear and unobstructed space of at least 900 millimeters for over travel; (b) enclosed on all sides at the bottom, and at all floors where persons are at risk of being struck by moving parts of the hoist, except on the side or sides giving access to the material hoist, with walls or other effective means to a height of at least 2100 millimeters from the ground or floor level; and (c) provided with a door or gate at least 2100 millimeters in height at each landing, and that door or gate must be kept closed except when the platform is at rest at such a landing.
- every material hoist- (a) is inspected on daily basis by a competent person appointed in writing by the contractor and such competent person must have the experience pertaining to the erection and maintenance of material hoists or similar machinery; (b) inspection contemplated in paragraph (a) , includes the determination of the serviceability of the entire material hoist, including guides, ropes and their connections, drums, sheaves or pulleys and all safety devices; (c) inspection results are entered and signed in a record book by a competent person, which book must be kept on the premises for that purpose; (d) is properly maintained and the maintenance records in this regard are kept on site.
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A contractor must cause-

- the platform of every material hoist to be designed in a manner that it safely contains the loads being conveyed and that the combined mass of the platform and the load does not exceed the designed lifting capacity of the hoist;
- the hoisting rope of every material hoist which has a remote winch to be effectively protected from damage by any external cause to the portion of the hoisting rope between the winch and the tower of the hoist; and
- every material hoist to be provided with an efficient brake capable of holding the platform with its maximum load in any position when power is not being supplied to the hoisting machinery.
- a notice, indicating the maximum mass load which may be carried at any one time and the prohibition of persons from riding on the platform of the material hoist, to be affixed around the base of the tower and at each landing.

No contractor may require or permit trucks, barrows or material to be conveyed on the platform of a material hoist and no person may so convey trucks, barrows or material unless those articles are secured or contained in a manner that displacement thereof cannot take place during movement. A contractor of a material hoist may not require or permit any person to operate a hoist, unless the person is competent in the operation of that hoist. No contractor may require or permit any person to ride on a material hoist.

5.35 Bulk mixing plant

A contractor must ensure that the operation of a bulk mixing plant is supervised by a competent person who has been appointed in writing and is –

- aware of all the dangers involved in the operation thereof; and
- conversant with the precautionary measures to be taken in the interest of health and safety.

No person supervising or operating a bulk mixing plant may authorize any other person to operate the plant, unless that person is competent to operate a bulk mixing plant.

A contractor must ensure that the placement and erection of a bulk mixing plant complies with the requirements set out by the manufacturer and that such plant is erected as designed.

A contractor must ensure that all devices to start and stop a bulk mixing plant are provided and that those devices are placed in an easily accessible position and constructed in a manner to prevent accidental starting.

A contractor must ensure that the machinery and plant selected is suitable for the mixing task and that all dangerous moving parts of a mixer are placed beyond the reach of persons by means of doors, covers or other similar means.

No person may remove or modify any guard or safety equipment relating to a bulk mixing plant, unless authorized to do so by the appointed person.

A contractor must ensure that all precautionary measures stipulated for confined spaces as determined in the General Safety Regulations, 2003, are complied with when entering any silo.

A contractor must ensure that a record is kept of all repairs or maintenance to a bulk mixing plant and that the record is available on site to an inspector, the client, the client's agent or any employee.

5.36 Explosive Actuated Fastening Device

No contractor may use or permit any person to use an explosive actuated fastening device, unless-

- the user is provided with and uses suitable protective equipment;

- the user is trained in the operation, maintenance and use of such a device;
- the explosive actuated fastening device is provided with a protective guard around the muzzle end, which effectively confines any flying fragments or particles; and
- the firing mechanism is so designed that the explosive actuated fastening device, will not function unless it is held against the surface with a force of at least twice its weight; and the angle of inclination of the barrel to the work surface is not more than 15 degrees from a right angle. (

A contractor must ensure that-

- only cartridges suited for the relevant explosive actuated fastening device, and the work to be performed, are used;
- an explosive actuated fastening device is cleaned and examined daily before use and as often as may be necessary for its safe operation by a competent person who has been appointed for that purpose;
- the safety devices of an explosive actuated fastening device are in good working order prior to use;
- when not in use, an explosive actuated fastening device and its cartridges are locked up in a safe place, which is inaccessible to unauthorized persons;
- an explosive actuated fastening device is not stored in a loaded condition; a warning notice is displayed in a conspicuous manner in the immediate vicinity wherever an explosive actuated fastening device is used; and
- the issuing and collection of cartridges and nails or studs of an explosive actuated fastening device are- (i) controlled and done in writing by a person having been appointed in writing for that purpose; and (ii) recorded in a register by a competent person and that the recipient has accordingly signed for the receipt thereof as well as the returning of any spent and unspent cartridges.

5.37 Cranes

A contractor must, in addition to compliance with the Driven Machinery Regulations, 1988 ensure that where tower cranes are used-

- they are designed and erected under the supervision of a competent person;
- a relevant risk assessment and method statement are developed and applied;
- the effects of wind forces on the crane are taken into consideration and that a wind speed device is fitted that provides the operator with an audible warning when the wind speed exceeds the design engineer's specification;
- the bases for the tower cranes and tracks for rail-mounted tower cranes are firm, level and secured;
- the tower crane operators are competent to carry out the work safely; and the tower crane operators have a medical certificate of fitness to work in such an environment, issued by an occupational health practitioner.

5.38 Construction Vehicles and Mobile Plant

A contractor must ensure that all construction vehicles and mobile plant-

- are of an acceptable design and construction;
- are maintained in a good working order;
- are used in accordance with their design and the intention for which they were designed, having due regard to safety and health;
- are operated by a person who-
- has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate those construction vehicles and mobile plant;
- has a medical certificate of fitness to operate those construction vehicles and mobile plant, issued by an occupational health practitioner in the form of Annexure 3.
- have safe and suitable means of access and egress;
- are properly organized and controlled in any work situation by providing adequate signalling or other control arrangements to guard against the dangers relating to the movement of vehicles and plant, in order to ensure their continued safe operation;
- are prevented from falling into excavations, water or any other area lower than the working surface by installing adequate edge protection, which may include guard-rails and crash barriers;
- are fitted with structures designed to protect the operator from falling material or from being crushed should the vehicle or mobile plant overturn;
- are equipped with an acoustic warning device which can be activated by the operator;
- are equipped with an automatic acoustic reversing alarm; and
- are inspected by the authorised operator or driver on a daily basis using a relevant checklist prior to use and that the findings of such inspection are recorded in a register kept in the construction vehicle or mobile plant.

A contractor must ensure that-

- no person rides or is required or permitted to ride on a construction vehicle or mobile plant otherwise than in a safe place provided thereon for that purpose;
- every construction site is organized in such a way that, as far as is reasonably practicable, pedestrians and vehicles can move safely and without risks to health;
- the traffic routes are suitable for the persons, construction vehicles or mobile plant using them, are sufficient in number, in suitable positions and of sufficient size;
- every traffic route is, where necessary, indicated by suitable signs;
- all construction vehicles and mobile plant left unattended at night, adjacent to a public road in normal use or adjacent to construction areas where work is in progress, have appropriate lights or reflectors, or barricades equipped with

appropriate lights or reflectors, in order to identify the location of the vehicles or plant;
- all construction vehicles or mobile plant when not in use, have buckets, booms or similar appendages, fully lowered or blocked, controls in a neutral position, motors stopped, wheels chocked, brakes set and ignition secured;
- whenever visibility conditions warrant additional lighting, all mobile plant are equipped with at least two headlights and two taillights when in operation;
- tools, material and equipment are secured and separated by means of a physical barrier in order to prevent movement when transported in the same compartment with employees;
- vehicles used to transport employees have seats firmly secured and adequate for the number of employees to be carried; and
- all construction vehicles or mobile plant travelling, working or operating on public roads comply with the requirements of the National Road Traffic Act, 1996.

5.39 Electrical Installations and Machinery on Construction Sites

A contractor must, in addition to compliance with the Electrical Installation Regulations and the Electrical Machinery Regulations, ensure that –
- before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus which is under, over or on the site;
- all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
- the control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;
- all temporary electrical installations used by the contractor are inspected at least once a week by a competent person and the inspection findings are recorded in a register kept on the construction site; and
- all electrical machinery is inspected by the authorized operator or user on a daily basis using a relevant checklist prior to use and the inspection findings are recorded in a register kept on the construction site.

5.40 Use and Temporary Storage of Flammable Liquids on Construction Sites

A contactor must, in addition to compliance with the provisions for the use and storage of flammable liquids in the General Safety Regulations, 2003, ensure that –
- where flammable liquids are being used, applied or stored at the workplace concerned, it is done in a manner that does not cause a fire or explosion hazard, and that the workplace is effectively ventilated;
- no person smokes in any place in which flammable liquid is used or stored, and the contractor must affix a suitable and conspicuous notice at all entrances to any such areas prohibiting such smoking;
- an adequate amount of efficient fire-fighting equipment is installed in suitable locations around the flammable liquids store with the recognized symbolic signs;
- only the quantity of flammable liquid needed for work on one day is taken out of the store for use;
- all containers holding flammable liquids are kept tightly closed when not in actual use and, after their contents have been used up, are removed from the construction site and safely disposed of;
- where flammable liquids are decanted, the metal containers are bonded and earthed; and
- no flammable material, including cotton waste, paper, cleaning rags or similar material is stored together with flammable liquids

5.41 Water environments

A contractor must ensure that where construction work is done over or in close proximity to water, provision is made for-
- preventing persons from falling into water; and
- the rescuing of persons in danger of drowning.

A contractor must ensure that where a person is exposed to the risk of drowning by falling into the water, the person is provided with and wears a lifejacket.

5.42 Housekeeping and General Safeguarding on Construction Sites

A contractor must, in addition to compliance with the Environmental Regulations for Workplaces, 1987, promulgated by Government Notice No. R. 2281 of 16 October 1987, ensure that suitable housekeeping is continuously implemented on each construction site, including-
- the proper storage of materials and equipment;
- the removal of scrap, waste and debris at appropriate intervals;
- ensuring that materials required for use, are not placed on the site so as to obstruct means of access to and egress from workplaces and passageways;
- ensuring that materials which are no longer required for use, do not accumulate on and are removed from the site at appropriate intervals;
- ensuring that waste and debris are not disposed of from a high place with a chute, unless the chute complies with the requirements set out in the regulations;
- ensuring that construction sites in built-up areas adjacent to a public way are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons; and

- ensuring that a catch platform or net is erected above an entrance or passageway or above a place where persons work or pass under, or fencing off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe in the case of danger of possibility of persons being struck by falling objects.

5.43 Stacking of Materials

In addition to the provisions for the stacking of articles in the General Safety Regulations, 2003, the contractor must ensure that –

- a competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;
- adequate storage areas are provided;
- there are demarcated storage areas; and
- storage areas are kept neat and under control.

5.44 Fire precautions on Construction Sites

A contractor must, in addition to compliance with the Environmental Regulations for Workplaces, 1987, ensure that –

- all appropriate measures are taken to avoid the risk of fire;
- sufficient and suitable storage is provided for flammable liquids, solids and gases;
- smoking is prohibited and notices in this regard are prominently displayed in all places containing readily combustible or flammable materials;
- in confined spaces and other places in which flammable gases, vapours or dust can cause danger-
    - only suitably protected electrical installations and equipment, including portable lights, are used;
    - there are no flames or similar means of ignition;
    - there are conspicuous notices prohibiting smoking;
    - oily rags, waste and other substances liable to ignite are without delay removed to a safe place; and
    - adequate ventilation is provided;

- combustible materials do not accumulate on the construction site;
- welding, flame cutting and other hot work are done only after appropriate precautions have been taken to reduce the risk of fire;
- suitable and sufficient fire-extinguishing equipment is placed at strategic locations or as may be recommended by the Fire Chief or local authority concerned, and that such equipment is maintained in a good working order;
- the fire equipment contemplated above is inspected by a competent person, who has been appointed in writing for that purpose, in the manner indicated by the manufacturer thereof;
- a sufficient number of workers are trained in the use of fire- extinguishing equipment;
- where appropriate, suitable visual signs are provided to clearly indicate the escape routes in the case of a fire;
- the means of escape is kept clear at all times;
- there is an effective evacuation plan providing for all -
    - persons to be evacuated speedily without panic;
    - persons to be accounted for; and
    - plant and processes to be shut down; and
    - a siren is installed and sounded in the event of a fire.

5.45 Construction Employees' Facilities

A contractor must, in terms of the Construction Regulations 2014, provide:

- Shower facilities after consultation with the employees or employees representatives, or at least one shower facility for every 15 persons;
- at least one sanitary facility for each sex and for every 30 workers;
- changing facilities for each sex;
- and sheltered eating area.

A contractor must provide reasonable and suitable living accommodation for the workers at construction sites who are far removed from their homes and where adequate transportation between the site and their homes, or other suitable living accommodation, is not available.

5.46 Hazardous Chemical Substances (HCS)

In addition to the requirements in the HCS Regulations, the principal contractor must provide proof in the Health and Safety Plan that:

- Material Safety Data Sheets (MSDS's) of the relevant materials / hazardous chemical substances are available prior to use by the contractor. All MSDS's shall be available for inspection by the agent at all times.
- Risk assessments are done at least once every 6 months.
- Exposure monitoring is done according to OESSM and by an Approved Inspection Authority (AIA) and that the medical surveillance programme is based on the outcomes of the exposure monitoring.
- How the relevant HCS's are being/going to be controlled by referring to:
    - Limiting the amount of HCS
    - Limiting the number of employees
    - Limiting the period of exposure
    - Substituting the HCS

- Using engineering controls
- Using appropriate written work procedures

- The correct PPE is being used.
- HCS are stored and transported according to SABS 072 and 0228.
- Training with regards to these regulations was given.

The Health and Safety plan should make reference to the disposal of hazardous waste on classified sites and the location thereof (where applicable).

The First Aider must be made aware of the MSDS and trained in how to treat HCS incidents appropriately.

5.47 Hazardous Biological Agents (HBA)

Because of the possible exposure of workers to raw sewage the H&S Plan shall include details of the following:

- The conducting of Risk Assessment specifically aimed at exposure to HBA which shall include the following
  - Nature and dose of HBA
  - Where HBA may be present and in what physical form
  - The nature of work or process
  - Steps in the event of failure of control measures
  - The effect of the HBA
  - The period of exposure
  - Control measures to be implemented

- Monitoring of exposure of workers shall be conducted to establish whether any worker is infected with an HBA associated with working or being exposed to raw sewage, in terms of the following:
  - By an occupational medical practitioner
  - Before entering the site to establish the workers baseline
  - During the period of the contract the risk assessment indicate possible exposure
  - After completion of the contract
- Medical surveillance should such be required after the above-mentioned by an occupational health practitioner.
- Indication on how all records of assessment, monitoring, etc will be kept, taking into account that records have to be kept for a period of 40 years.
- How exposure to HBA is to be controlled
- The provision of personal protective equipment
- What information and training is to be provided to employees regarding the following:
  - The contents of these regulations
  - Potential risks to health
  - Control measures to be implemented
  - The correct use and maintenance of personal protective equipment
  - The results of the risk assessment.

5.48 Noise Induced Hearing Loss

Where noise is identified as a hazard the requirements of the NIHL regulations must be complied with and the following must be included / referred to in the Health and Safety Plan:

- Proof of training with regards to these regulations.
- Risk assessment done within 1 month of commencement of work.
- That monitoring carried out by an AIA and done according to SABS 083.
- Medical surveillance programme established and maintained for the necessary employees.
- Control of noise by referring to:
  - Engineering methods considered
  - Admin control (number of employees exposed) considered
  - Personal protective equipment considered/decided on
  - Describe how records are going to be kept for 40 years.

5.49 Personal Protective Equipment (PPE)

The Contractor shall carry out PPE or clothing needs analysis in accordance with his risk assessment, to determine the necessary PPE or clothing to be used during construction. The Contractor shall make provision and keep adequate quantities of SABS approved PPE or clothing on site at all times.

The Contractor must ensure that personnel are trained in the correct use of PPE to be used.

The Contractor must ensure that lost, stolen, worn out or damaged PPE is replaced as required and receipt signed for by employees on site.

5.50 Asbestos

Should asbestos be identified as a hazard whilst work is carried out, the following must be included in the health and safety plan:

- Notification to the Provincial Director in writing, prior to commencement of asbestos work.

- Proof of a structured medical surveillance programme, drawn up by an occupational medicine practitioner.
- Proof that an occupational health practitioner carried out an initial health evaluation within 14 days after commencement of work.

- Copies of the results of all assessments, exposure monitoring and the written inventory of the location of the asbestos at the workplace.
- Only proof that medical surveillance has been conducted and not the actual records itself since these areas of a confidential nature.
- How records are going to be kept safe for the stipulated period of 40 years.
- Proof that asbestos demolition (if applicable) is going to be done by a registered asbestos contractor and provide proof that a plan of work for such demolition is submitted to an Approved Asbestos Inspection Authority 30 days prior to commencement of the demolition.
- Provide proof that the plan of work was approved by the asbestos AIA and submitted to the provincial director 14 days prior to commencement of demolition work together with the approved standardised procedures for demolition work

5.51 Lead

Should lead be identified as a hazard whilst work is carried out, the following must be included in the health and safety plan:

- Proof that an occupational health practitioner carried out an initial health evaluation within 14 days after commencement of work.
- Copies of the results of all assessments, exposure monitoring and the written inventory of the location of the lead at the workplace.
- Only proof that medical surveillance has been conducted and not the actual records since these are of a confidential nature.
- How records are going to be kept safe for the stipulated period of 40 years.

5.52 Fire Extinguishers and Fire Fighting Equipment

The Contractor shall provide adequate, regularly serviced fire extinguishers located at strategic points on site. The Contractor shall keep spare serviced portable fire extinguishers. The Contractor shall have adequate persons trained or competent to use the Fire Fighting Equipment.

Safety signage shall be posted up in all areas where fire extinguishers are located.

5.53 Ladders and Ladder work

The Contractor shall ensure that all ladders are numbered and inspected regularly keeping record of inspections. It should be noted that Aluminium ladders are preferred to wooden ladders.

5.54 General Machinery

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

5.55 Pressure Equipment

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

5.56 Portable Electrical Tools

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

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

5.57 High Voltage Electrical Equipment

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

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

5.58 Welding, Flame-Cutting, Soldering and Similar Operations

No employer or user of machinery shall require or permit welding or flame cutting operations to be undertaken, unless –

- the person operating the equipment has been fully instructed in the safe operation and use of such equipment and in the hazards which may arise from its use;
- effective protection is provided and used for the eyes and respiratory system and, where necessary, for the face, hands, feet, legs, body and clothing of persons performing such operations, as well as against heat, incandescent or flying particles or dangerous radiation;
- leads and electrode holders are effectively insulated; and
- the workplace is effectively partitioned off where practicable and where not practicable all other persons exposed to the hazards contemplated in paragraph (b) are warned and provided with suitable protective equipment.

No employer or user of machinery shall require or permit welding or name cutting operations to be undertaken in a confined space, unless –

- effective ventilation is provided and maintained; or
- masks or hoods maintaining a supply of safe air for breathing are provided and used by the persons performing such operations.

No employer or user of machinery shall require or permit electric welding to be undertaken in wet or damp places, inside metal vessels or in contact with large masses of metal, unless

- the insulation of the electrical leads is in a sound condition;
- the electrode holder is completely insulated to prevent accidental contact with current-carrying parts;
- the welder is completely insulated by means of boots, gloves or rubber mats; and
- at least one other person who has been properly instructed to assist the welder in case of an emergency is and remains in attendance during operations: Provided that the provisions of this sub-regulation shall not apply to a welding process where the maximum voltage to earth does not exceed 50 volts.

No employer or user of machinery shall require or permit welding, flame cutting, grinding, soldering or similar work to be undertaken in respect of any tube, tank, drum, vessel or similar object or container where such object or container –

- is completely closed, unless a rise in internal pressure cannot render it dangerous; or
- contains any substance which, under the action of heat, may --
  (i) ignite or explode; or
  (ii) react to form dangerous or poisonous substances, unless a person who is competent to pronounce on the safety thereof has, after examination, certified in writing that any such danger has been removed by opening, ventilating or purging with water or steam, or by any other effective means.

Where hot work involving welding, cutting, brazing or soldering operations is carried out at places, other than workplaces which have been specifically designated and equipped for such work, the employer shall take steps to ensure that proper and adequate fire precautions are taken.

5.59 Public Health and Safety

The Contractor shall ensure that each person working on or visiting a site, and the surrounding community, shall be made aware of the dangers likely to arise from onsite activities and the precautions to be observed to avoid or minimize those dangers. Appropriate health and safety signage shall be posted at all times.

5.60 Work in confined space

An employer or a user of machinery shall take steps to ensure that a confined space is entered by an employee or other person only after the air therein has been tested and evaluated by a person who is competent to pronounce on the safety thereof, and who has certified in writing that the confined space is safe and will remain safe while any person is in the confined space, taking into account the nature and duration of the work to be performed therein.

Where the provisions of sub regulation (1) cannot be complied with the employer or user of machinery, as the case may be, shall take steps to ensure that any confined space in which there exists or is likely to exist a hazardous gas, vapor, dust or fumes, or which has or is likely to have, an oxygen content of less than 20 per cent by volume, is entered by an employee or other person only when—

- subject to the provisions of sub regulation (3), the confined space is purged and ventilated to provide a safe atmosphere therein and measures necessary to maintain a safe atmosphere therein have been taken; and
- the confined space has been isolated from all pipes, ducts and other communicating openings by means of effective blanking other than the shutting or locking of a valve or a cock, or, if this is not practicable, only when all valves and cocks which are a potential source of danger have been locked and securely fastened by means of chains and padlocks.

Where the provisions of sub regulation (2)(a) cannot be complied with, the employer or user of machinery shall take steps to ensure that the confined space in question is entered only when the employee or person entering is using breathing apparatus of a type approved by the chief inspector and, further, that—

- the provisions of sub regulation (2) (b) are complied with;
- any employee or person entering the confined space is using a safety harness or other similar equipment, to which a rope is securely attached which reaches beyond

the access to the confined space, and the free end of which is attended to by a person referred to in paragraph (c);
- at least one other person trained in resuscitation is and remains in attendance immediately outside the entrance of the confined space in order to assist or remove any or persons from the confined space, if necessary; and
- effective apparatus for breathing and resuscitation of a type approved by the chief inspector is available immediately outside the confined space.

An employer or user of machinery shall take steps to ensure that all persons vacate a confined space on completion of any work therein.
Where the hazardous gas, vapor, dust or fumes contemplated in sub regulation (2) are of an explosive or flammable nature, an employer or user of machinery shall further take steps to ensure that such a confined space is entered only if –
- the concentration of the gas, vapor, dust or fumes does not exceed 25 per cent of the lower explosive limit of the gas, vapor, dust or fumes concerned where the work to be performed is of such a nature that it does not create a source of ignition; or
- such concentration does not exceed 10 per cent of the lower explosive limit of the gas, vapor, dust or fumes where other work is performed.

The provisions of this regulation shall mutatis mutandis also apply, in so far as they can be so applied, to any work which is performed in any place or space on the outside of and bordering on or in the immediate vicinity of, any confined space, and in which place or space, owing to its proximity to the confined space, any hazardous article, oxygen-deficient atmosphere or dangerous concentration of gas, vapor, dust or fumes may occur or be present.

5.61 Work in Elevated Heights

No employer shall require or permit any person to work in an elevated position, and no person shall work in an elevated position, unless such work is performed safely from a ladder or scaffolding, or from a position where such person has been made as safe as if he were working from scaffolding

5.62 Lighting

Where poor or lack of illumination is identified as a hazard the lighting regulations must be complied with and the following must be included in the H&S Plan:
- How lighting will be ensured/ provided where daylight is not sufficient and /or after hours are worked.
- Planned maintenance programme for replacing luminaries.
- Proof of illumination levels of artificial illumination equipment.

5.63 Environmental Conditions and Flora and Fauna

The Contractor must be mindful of adverse weather conditions upon the health and safety of the workforce. This includes inclement weather, strong wind, heat stress, extreme cold, etc. The Contractor's risk assessment process must take into account the risks associated with such weather conditions. The same is true when working in an environment where there is a risk to employees' health and safety from presence of poisonous flora, or wildlife (including bees, snakes, etc). The Contractor's risk assessment process must take these risks into account.

5.64 Occupational Health

Exposure of workers to occupational health hazards and risks are very common in any work environment, especially in construction. Occupational health hazards and risks exposure is a major problem and all Contractors are to ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards and risks.

The occupational hazards and risks may enter the body in three ways:
- Inhalation through breathing e.g. cement dust;
- Ingestion through swallowing maybe through food intake;
- Absorption through the skin (pores) e.g. painting or use of thinners.

The contractor is required to ensure that all his personnel are medically fit prior to being allowed onto the work site.

All Contractors should ensure that Occupational Hygiene surveys are conducted as per the Occupational Health and Safety Act to ensure employees are not exposed to hazards. Risk Assessments should identify areas where surveys are to be conducted.

5.65 Blasting and Explosives

The Contractor shall comply with the Explosives Regulations with regards to the Danger Area, Safeguarding workplace, Supervision, Safe Handling, and permissions.

5.66 COVID-19

Ensure compliance to the requirements of the consolidated Covid-19 direction on health and safety in the workplace.
Covid-19 risk assessment was conducted and employees trained.
Workplace plans are documented and readily available.
Workplace Covid-19 protocols are implemented and complied to.

5.67 Waste Management

Contractors are to ensure that the area immediately around the workplace is always kept neat and free of obstruction and waste.

Contractor to develop waste management plan per their scope of work and ensure compliance.

Ensure that waste does not accumulate, and that waste is disposed of in the bins provided.

Contractor	Witness for Contractor	Employer	Witness for Employer

1. TRAINING, INSPECTIONS AND RECORDS

The Contractor must be aware of the following additional requirements:

What	When	Output
Awareness training (Toolbox Talks)	At least fortnightly and before hazardous work is carried out	Attendance Register
Health and Safety Committee Meetings	Monthly	Minutes signed by employer
Health and Safety Reports	Monthly	Report covering: a) Incidents / Accidents and investigation b) Non conformance c) Health and Safety Training d) HIRA Updates e) Internal & External Audits
General Inspections	As per Health and Safety Specifications & OHSA	Report of Health and Safety Specifications and OHSA compliance: a) Scaffolding b) Lifting Machinery c) Excavations d) Construction vehicle
General Inspections	Monthly	Covering: a) Fire Fighting Equipment b) Portable Electrical Equipment c) Hand Tools d) Ladders
Record Keeping	On-going	Covering: a) General Complaints b) Fines c) General Incidents d) MSDS e) Surveillance Medicals f) Inspection Registers g) Department of Labour Notices h) Safe Disposal Certificate (Waste)

ANNEXURE A

The contractor shall submit the info below prior to construction commencement.

Item No.	Health and Safety Specification Requirement	OHSA Requirement	Submission date
1	Notification of Intention to Commence Construction	Construction Regulation 2014	At least 7 days before commencement on site
2	Construction Work Permit	Construction Regulation 2014	At least 30 days prior to project commencement
3	Assignment of Responsible Person to Manage Building Work Via Health and Safety Organogram	Construction Regulation 2014	Before commencement on site
4	Competency for Health and Safety Positions	Client / Client Agent requirement	Before commencement on site
5	Letter of Good Standing	Compensation of Occupational Injuries & Disease Act (COIDA) 130 of 1993	Before commencement on site
6	Public Liability Insurance	Client / Client Agent requirement	Before commencement on site
7	Occupational Health and Safety Policy	Client / Client Agent requirement	Before commencement on site
8	Section 37(2)	Client / Client Agent requirement	Before commencement on site
9	Health and Safety File With the Following including 1-8 of this annexure: •Scope of work + Occupational health and Safety plan •Health and Safety Policy •Responsibilities and Appointment letters+ Organogram •Training and Toolbox talks •Medicals(if applicable) •Safe Working Procedures •Risk assessment and Method Statement(s) •Fall protection plan •Registers, Inspections and Audits •Incident Management and emergency procedures+ Emergency Numbers •Waste Management •Subcontractors management	Client / Client Agent requirement	Before commencement on site
10	Induction	Client / Client Agent requirement	Before commencement on site
11	Covid-19 Regulations and Protocols	Client / Client Agent requirements	Before commencement on site

ANNEXURE B: APPOINTMENTS
The Contractor shall make the following appointments:

No	Description	No	Description
1	Chief Executive Officer (OSHACT 16(1))	17	Material Hoist Inspector (CR19(8)(a))
2	Contract Director/Manager (OSHACT 16(2))	18	Material Hoist Operator (CR19(6))
3	Construction Manager (CR 8(1))	19	Bulk Mixing Plant Supervisor (CR20(1))
4	Construction Supervisor (CR 8(7))	20	Bulk Mixing Plant Operator (CR20(2))
5	Assistant Construction Supervisor (CR 8(8))	21	Controller of Explosive Actuated Fastening Devices (CR21(2)(g)(1))
6	Construction Safety Officer (CR 8(5))	22	Construction Vehicle and Mobile Plant Operator (CR23(1)(d)(i)
7	Construction risk assessor (CR 9(1))	23	Controller of Temporary Electrical Installations (CR24('c))
8	Fall Protection Competent Person (CR 10(1))	24	Stacking Supervisor (CR28(a))
9	Traffic Safety Officer	25	Fire Extinguishing Equipment Inspector (CR29(h))
10	Safety Representative (where > 20 employees on site)	26	Fire Fighters (CR29(i))
11	Temporary work Designer (CR 12(1))	27	First Aider (GSR 3)
12	Temporary work Supervisor (CR12(2))	28	Fall Protection Plan Developer (CR 10(1)(a))
13	Excavation Supervisor (CR13(1)(a))	29	Incident Investigator (OSHACT 9(2))
14	Demolition Supervisor (CR14(1))	30	Competent Person – Confined Spaces (GAR 5(1))
15	Scaffold Supervisor (CR16(1))	31	Health and Safety technical Committee (CR 31)
16	Suspended Platform Supervisor (CR17(1))	32	General Machinery Competent Person (GMR 2)
		33	Covid-19 Compliance Officer

7. PROJECT DETAILS

PROJECT DIRECTORY:		
Client Agent	**SANParks Facilities Management** **643 Leyds Street, Muckleneuk** **Pretoria** **Contact: Mr S Mewalal**	Tel: 012-426 5196 email: suveer.mewalal@sanparks.org
Safety Officer	**SANParks** **643 Leyds Street, Muckleneuk** **Pretoria** **Contact: Ms T Mokgesi**	Tel: 012-426 5086 email: tebogo.mokgesi@sanparks.org

PROJECT DETAILS:
Description of Works **GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS** **CONTRACT NO: GNP-033-26**
Anticipated Construction Duration 5 Years (60-months)
Provisional Start Date March 2027
Completion Date February 2032

EXISTING ENVIRONMENT:	
Hazards particular to this project by virtue of location: **Members of public and children:** All necessary steps to be taken to protect them from any dangers associated with the construction works being undertaken. **Public Roads:** Use of roads network to be carefully planned to accommodate public, tenants and traffic **Wild Animals:** Snakes are known in the area	
Overhead, Above Ground and Underground Services crossing the site:	
Overhead:	Not Applicable
Underground:	Not Applicable
Ground Level:	Not Applicable
Services Drawings available	Not Applicable
Way leaves required:	Not Applicable
Permits required:	Not Applicable
Isolation required:	Not Applicable
Existing structures and surrounding land use (with a significant impact on Health and Safety): The work entails maintenance of standby power supply.	
Existing ground conditions and ground survey report: Normal or levelled ground conditions.	
Existing Traffic Systems:	
Conditions:	Tar roads
Restrictions to access:	Applicable
Speed restrictions:	Normal road restrictions: 20km/h

PROJECT HEALTH AND SAFETY REQUIREMENTS:

Significant health and safety hazards identified by Designer and Client Agent:
Working at Heights: With the additions and alterations, the Principal Contractor must ensure that all registers and scaffolding being used is according to SANS 10085.

Accommodation of Traffic (Management Plan): The Principal Contractor must supply a proper and comprehensive Traffic Management Plan for the various sites within this identification, i.e. the site camp and surrounds as well as the work area and surrounds.

Members of the Public: The works is in a very busy area. The Principal Contractor is responsible for the safety of the workers as well as the public. The Principal Contractor will have to have sufficient warning & information signage to assist with the information to the public. The Principal Contractor will be responsible to have sufficient directional signage.

Wild Animals:

Normal construction hazards expected are as follow:

Bricklaying
Brush Cutting
Compacting and filling / Compactors Operations
Concrete / Concrete pumping
Electric Tools & Electrical Installations
Excavations
Fire
Hand Tools
Hazardous Substances
Kerb Laying
Manual Handling of plant/material/equipment
Members of public
Metal work
Noise and Dust
Painting
Plant / Vehicle and Equipment Operations
Plastering
Plumbing
Road Construction
Road Markings
Scaffolding
Site Establishment
Steel fixing
Temporary Works
Traffic Management
Transportation of workers
Working at heights

NOTE: Please refer to the end of this Health and Safety Specification for the baseline risk assessment of these risks.

ACTIVITIES REQUIRING APPROVED METHOD STATEMENTS
Protection of Public

ACTIVITIES REQUIRING PERMITS	
Permit to Dig / Permit to Enter Excavations:	Not applicable on this project
Permit to Work with Electricity:	Not applicable on this project
Confined Space Permit:	Not applicable on this project
Hot Works Permit:	Not applicable on this project
Permit to work under Power Lines:	Not applicable on this project
Blasting:	Not applicable on this project
Temporary Works:	Not applicable on this project

GENERAL ARRANGEMENTS		
Restrictions on times:	Monday - Friday 08:00 to 16:00	Saturday 08:00-16:00
Access to site by Construction Vehicles:	Yes, principal contractor to manage	
Access to site by Construction workers & Visitors:	Visitors and personnel to report to site office	
Site camp location and set up:	Restrictions/requirements, storage areas and security to be advised in consultation with principal agent	
Ablution and Welfare:	Site facilities	
Environmental Conditions:	Contractor must take into account adverse weather conditions on site activities and implement control measures to mitigate risk	
Induction Training:	All workers to receive induction training prior to commencement on site. Special reference to SANParks Health and Safety Policy and Induction Awareness Training; SANParks EMP and Code of Conduct.	

PROTECTION OF SITE AGAINST UNUATHORIZED ACCESS BY PUBLIC
Excavation Fencing: Note that excavations that are accessible to public and must have suitable precautionary measures. **Fencing:** Note that excavations accessible to public, or adjacent to public roads / through fares, must have (1) barrier / fence of at least 1m in height, and (2) warring illuminates at night or when visibility is poor, or have other suitable precautionary measures if both of these are not practicable. The entire site is to be fenced off with ready fencing. There needs to be access control as well as security personnel on site at all times.
General Fencing of Site: Note that construction site must be **fenced off** and have controlled access point.
Warning Notices: Construction site, Visitors to report to the site office. Pedestrian arrow signage towards the other side of the road, Fire Extinguisher, First Aid, Emergency Assembly area and Emergency telephone numbers. Reflective vests, safety boots and dust masks signage to be displayed.

PERSONAL PROTECTIVE EQUIPMENT (PPE)	
The Client requires the Contractor to ensure that employees (and other under his/her control) wear the following minimum PPE:	
Overalls:	Yes, required
Safety Harnesses:	May be, required
Hard Hats:	Yes, required
Safety Footwear:	Yes, required
Reflective Vests:	Yes, required
Goggles / Gloves / ear and respiratory protection	As per job function
Specialist equipment:	As per job function

HAZARDOUS SUBSTANCES	
The following materials and substances have, or may have, to be used in the works and are identified as potentially posing special health and / or safety hazards during the project. Appropriate measures will need to be specified for their control:	
Petrol	Cement
Diesel	Silicone
Bitumen	Concrete additives
Paint	

BASELINE RISK ASSESMENT

Baseline Risk Assessment

GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS

CONTRACT NO: GNP-033-26

Risk Rating is measured by determining the Likelihood (L) and Consequence (C) and using the Matrix to determine the Risk Rating (R).

Risk Ranking below 10 is deemed Tolerable, between 11 and 19 is deemed Medium Risk and above 20 is deemed High Risk

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
General Onsite Activities	A1	Access to Site	Pedestrian & people equipment interaction causing injury	4	2	12	Occupational Health and Safety Act 24(1)	Area to be secured and barricaded / fenced
			Dust Inhalation	3	1	4	Hazardous Chemical Substances Regulation (36)(37)(38)	Induction Training & PPE
			Unauthorised entry	3	2	8	Occupational Health and Safety Act 12(2)	Site Visit Register, signage, Permit for vehicle access
			Slip,trip, and fall	3	2	8	Occupational Health and Safety Act 12(1)(b)(c)	Induction Training & PPE
	A2	Placing of office/ containers if lifting is involved	Heavy objects swinging out of control causing injury/damage	2	4	14	Driven Machinery 18(11)	Safe work area, Induction Training, Trained operator, Lifting Plan
			Crane/lifting tackle failure causing object to fall	2	4	14	General Machinery Regulations 7(a)9b)	Inspection Register, Trained operator
			Accidental collision with overhead power lines	2	4	14	General Machinery Regulations 7(a)(b)	Assign a flag man, determine safe work area
			Lifting machine/crane falling over	2	4	14	General Machinery Regulations 5(1)(2)	Assign a flag man, determine safe work area
	A3	Hand Loading and offloading of heavy machinery & equipment	Items rolling/slipping falling causing injury	4	2	12	General Machinery Regulations 2(1)	Induction training, PPE
			Incorrect Lifting procedure resulting in injury	3	2	8	General Machinery Regulations 3(2)	Induction training, Proper lifting procedure, PPE
	A4	Machine loading and offloading of heavy machinery & equipment	Failure of machinery causing injury	3	3	13	Driven Machinery 18(1)(a)(b)	Supervision
			Equipment falling	3	3	13	General Machinery Regulations 2(2)	PPE

Contractor	Witness for Contractor	Employer	Witness for Employer

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Collision of vehicles	3	3	13	General Machinery Regulations7(a)(b)	Flag men
	A5	Traffic	Equipment interaction	3	4	18	Construction Regulation 23(1)(d)(i)(ii)	Traffic management plan
			Pedestrian collision	3	4	18	Construction Regulation 23(2)(c)	Pedestrians Walkways
	A6	Lack of employees facilities	Lack of drinking water, dehydration of workers	3	5	22	Construction Regulation 30(1)(a)	Provision of drinking water & Induction training
			Lack of sanitary facilities, unhygienic conditions	3	5	22	Construction Regulation 30(1)(b) and 30(2)	Provision of chemical toilets & proper housekeeping
	A7	Stacking & Storage	Fall, slip resulting in potential injury/damage	4	3	17	Construction Regulation 28(d)	Storage plan, induction training and restricted access
			Obstructing critical equipment and walkways	4	3	17	Construction Regulation 27 (a)(c)(g)	Storage plan, induction training and restricted access
			Flammable liquids catching fire	3	3	13	Construction Regulation 25(a)(b)(c)	Storage plan, induction training and fire fighting equipment
			Hazardous storage of materials	3	3	13	Hazardous Chemical Regulation(25)9A(2)	Storage plan, regular inspections
	A8	Handling of chemicals and fuels	Exposure	3	3	13	Hazardous Chemical Regulation 9A(1)(a-p)	PPE
			Inhalation	3	3	13	Hazardous Chemical Substances Regulation (36)(37)(38)	
			Burns to Skin	3	3	13	Hazardous Chemical Substances Regulations 9A(2); Material Data Sheet	
	A9	Temporary Low voltage Electrical installation	Exposure to live wires-electrocution	2	5	19	Construction Regulation 24(a)(b)	Lockable DB box, Inspection register
			Faulty earth leakage	2	5	19	SANS 10142	Competent person to do installation & inspection
			Short circuit causing fire	2	4	14	Construction Regulation 24(b)	Weekly inspection, Induction Training & Fire fighting equipment

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
	A10	Issue of PPE	Incorrect PPE	4	2	12	General Safety Regulation 2(1)	PPE Register
	A11	Usage of PPE	Incorrect use of PPE	4	2	12	General Safety Regulation 3(2)	PPE Register, Induction Training, supervision
			Negligence to use PPE	4	2	12	General Safety Regulation 5	PPE Register, Induction Training, supervision
	A12	Adverse storms	Struck by lightning	2	5	19	Induction Training Safe Operation Procedure	Proper warning system
	A13	Adverse heat	Dehydration, Sunburn, heat stroke	3	4	18	Induction Training Safe Operation Procedure	Proper drinking water, PPE
	A14	Working in excessive winds	Exposure to dust	3	4	18	Hazardous Chemical Substances Regulation (36)(37)(38)	PPE
	A15	House keeping	Objects lying around can result in slip/fall	4	2	12	Construction Regulation 27(a)(b)	Regular cleaning of site
			Unhygienic conditions	3	3	13	Construction Regulation 27(d)	Induction Training
			Pollution of area	3	2	8	Construction Regulation 27(e)	Proper waste bins and waste removal
	A16	Fire prevention	Open Fires	3	3	13	Construction Regulation 29(a)	SANParks EMP & Code of conduct
			Inadequate fire fighting equipment	4	3	17	Construction Regulation 29(g)(h)	Inspection register, supervision
			Run away fires	4	4	21	Emergency evacuation plan	SANParks EMP & Code of conduct
			Accidental Fires	3	4	18	Construction Regulation 29(a)(d)(iii)	Designated smoking areas
	A17	Environmental pollution	Pollution of ground, air, workspace	3	2	8	Environmental Regulation 6(d)	SANParks EMP & Code of conduct
			Littering	4	2	12	SANParks Environmental Management Plan	Induction Training, Provide proper trash bins

Contractor	Witness for Contractor	Employer	Witness for Employer

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
	A18	Working near hazardous animals incl. snakes, spiders & scorpions	Poisons bites / attack by large animals	3	3	13	SANParks Environmental Management Plan	Induction Training, SANParks ranger where required, Proper treatment in first aid kit
	A19	Working in close proximity of water	Falling into water & drowning	3	4	18	Construction Regulation 26(1)(a)(b)	Safe work area, Induction Training, barricades
			Pollution of water body	3	4	18	SANParks Environmental Management Plan Construction Regulation 26(2)	Induction Training
	A20	Emergency Evacuation Plan	Emergency contact numbers not available	3	4	18	Emergency evacuation plan	Emergency Contact Numbers displayed and readily available
			Confusion of emergency evacuation plan	3	4	18	Emergency evacuation plan	Proper induction training
Plant or vehicle & equipment	B1	Construction vehicles	Equipment Failure	4	4	21	Construction Regulation 23(1)(k)	Vehicle check list and regular maintenance
			Un-roadworthy vehicles	3	4	18	Construction Regulation 23(2)(i)(j)(k)	Vehicle check list and regular maintenance
			Speeding / Operation	3	4	18	Construction Regulation 23(2)(l)	Safe traffic route, imply penalties, traffic calming measures
			Potential accident / collision	4	4	21	General Machinery Regulations 7(a)	Induction Training, Reflective vests, safe work area
			Material / equipment fall from vehicle	4	4	21	Construction Regulations 23(1)(b)(g)(h)	Properly secure all goods
			Vehicle / plant not used for correct purpose	3	3	13	Construction Regulations 23(1)(b)(c)	Supervision, controlled access to vehicle/plant
	B2	Licencing of operators	Unauthorized operation of equipment	3	3	13	Construction Regulation 23(1)(d)(i)(ii)	Valid operator, restricted access to machinery, supervision
			Expired licenses	3	1	6	Construction Regulation 23(1)(d)(i)(ii)	Keep OHS file up to date
	B3	Parking of vehicles	Runaway vehicle	3	4	17	Safe Operation Procedures (SOP)	Vehicle check list, use stop block behind tyres
			Parking in unsafe areas	3	1	4	Construction Regulation 23(2)(i)(j)	Demarcate proper parking areas

Contractor	Witness for Contractor	Employer	Witness for Employer

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
Transportation	C1	Transportation of employees	Interaction with other vehicle- collision	4	4	21	Construction Regulation 23(1)(b)(j)	Supervisor
			Equipment not roadworthy	3	1	4		Vehicle checklist, vehicle must meet required standards
			Equipment not licensed	3	1	4	Construction Regulations 23(a)(b)	Supervision and monitor
			Operator of vehicle transporting employees not licensed and authorized	3	1	4	Construction Regulation 23(2)(i)(j)	Supervision and monitor if Driver has Valid PDP
			Vehicle not equipped to transport employees	3	1	4	Construction Regulation 23(d)(i)(j)	Vehicle checklist, vehicle must meet required standards
			Not Adhering traffic legislation	3	1	4	Construction Regulation 23(2)(j)	Supervision, implement fines
	C2	Transportation of material or equipment with people	Material/equipment fall from vehicle	4	4	21	Construction Regulation 23(g)(h)	Properly secure all goods
			Potential accident/collision	4	4	21	Construction Regulation 23(2)(g)(h)(j)	Induction Training, Reflective vests, safe work area
	C3	Towing a Trailer	Vehicle accident	4	4	21	Construction Regulations 23(e); Occupational Health and Safety Act 24(1)(c)(iii)(iv)	Awareness, trained operator
			Towing coupler failure	3	3	13	Construction Regulation 22(e)	Inspection Register
Hand Tools	D1	Injury Due to	Incorrect tools used	4	3	17	Hand tool register, Induction Training,	Supervision
			Defective tools	4	3	17	Safe Operation Procedure	Supervision
			Struck by flying debris	3	3	13	Safe Operation Procedure	PPE
	D2	Hand Drills	Clothing being grabbed by rotating drill	3	3	13	Safe Operation procedure, Toolbox Talks Electrical Machinery Regulations 10(3)(4)	PPE, Supervision
			Unsecured work piece rotating with drill	3	3	13		PPE, Supervision

Contractor	Witness for Contractor	Employer	Witness for Employer

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Shaving flying into eyes	3	3	13		PPE, Supervision
			Accidental injury	4	3	17	Electrical Machinery Regulations 10(4)	PPE, Supervision
			Electrocution	3	5	22	Electrical Machinery Regulations 10(1) (a)(b)	Tool inspection register
	D3	Angle Grinder	Cutting disc cracked and breaks	3	3	13	Safe Operation procedure, Toolbox Talks	PPE, Supervision
			Shaving flying into eyes	3	3	13	Electrical Machinery Regulations 10(3)	PPE, Supervision
			Exposure to noise	3	3	13	Noise Induced Hearing Loss Regulations (7)(1)(a)(b)(c)(d)	PPE
			Vibration	2	2	5	Safe Operation procedure, Toolbox Talks	
			Accidental injury	4	3	17	Safe Operation procedure, Toolbox Talks	PPE, Supervision
			Electrocution	3	5	22	Electrical Machinery Regulations 10(1) (a)(b)	Tool inspection register
	D4	Other electrical portable hand tools	Electrocution	3	5	22	Electrical Machinery Regulations 10(1) (a)(b)	Tool inspection register, inspect extension cord
			Exposure to noise	3	3	13	Noise Induced Hearing Loss Regulations (7)(1)(a)(b)(c)(d)	PPE
			Vibration	2	2	5	Safe Operation procedure, Toolbox Talks	
			Accidental injury	4	3	17	Safe Operation procedure, Toolbox Talks	PPE, Supervision
			Shaving flying into eyes	3	3	13	Safe Operation procedure	PPE, Supervision
	D5	Explosive actuated fastening device	Malfunction of equipment causing injury/damage	3	3	13	Explosive Regulations 15(a)(b)	Tool inspection register, inspect extension cord

Contractor | **Witness for Contractor** | **Employer** | **Witness for Employer**

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Accidental injury	3	3	13	Explosive Regulations 15(b)	PPE, Supervision
			Accidental discharge	3	3	13	Explosive Regulations 15(a)(b)	Safety mechanism working, Store in unloaded condition
Site Clearance	E1	Site/Bush Clearing	Moving machinery accident	4	3	17	Construction Regulation 23(2)(b)	Reflective vests, restricted access, induction training
			Injury due to hand tools	4	3	17	Safe Operation Procedures (SOP)	Induction Training, PPE, First Aider
			Snakes/ Spider bites	3	3	13	SANParks Environmental Management Plan	Induction Training, Proper First Aid treatment available
			Dangerous animals in vicinity	3	3	13	SANParks Environmental Management Plan	Induction training, armed rangers escort
			Electrical cables and other services in way of work area	3	4	17	Construction Regulation 24(c)	Properly mark & demarcate existing services
	E2	Tree felling	Injury from chainsaw	3	3	13	Safe Operation Procedures (SOP)	Trained operator, PPE
			Injury from falling tree	3	3	13		Safe work area, PPE
			Felling from height	3	3	13		Safety Harness, Fall Protection Plan, PPE
			Exposure to electrical cables	3	3	13	Electrical Installation Regulations(5)(1)(2)	Safe work area, PPE
	E3	Removal of waste	Moving machinery accident	4	4	22	Construction Regulation 23(1)(b)(c)	Reflective vests, restricted access, induction training
			Waste material falling of vehicle	3	3	13	Construction Regulations 23(h)	Secure load, stay within maximum vehicle load capacity
			Dust Inhalation	3	2	8	Hazardous Chemical Substances Regulation (36)(37)(38)	Induction Training & PPE
	E4	Demolition	Structure/rubble falling on person	3	3	13	Construction Regulation 14(1); 4(ii)	Induction Training, PPE, demarcate area
			Dust Inhalation	3	2	8	Hazardous Chemical Substances Regulation (36)(37)(38)	Induction Training & PPE

Contractor | **Witness for Contractor** | **Employer** | **Witness for Employer**

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Presence of lead	2	4	14	Lead Regulations (3)	PPE, Induction Training
			Presence of Asbestos	2	4	14	Asbestos Regulations (4)	PPE, Induction Training
			Hitting electrical cable - electrocution	3	5	22	Construction Regulation 24(a)	Induction training, Site map indicating existing services
			Hitting of gas line - explosion	3	5	22	Construction Regulation 14(1)(2)	Induction training, Site map indicating existing services
Excavation & backfilling	F1	Hand Digging of holes/trenches	Injury due to defective tools	4	3	18	Construction Regulation 13(a)	Hand tool register, Induction Training
			Injury due to improper work method	4	3	18		Induction training, supervision
			Trip/fall into holes	3	3	13		Demarcate area, induction training, PPE
	F2	Machine Digging of holes/trenches	Collapse of trench	3	3	13	Construction Regulation 14(4)(iii)	Excavation inspection register by component person daily
			Collapse of adjacent structure	3	3	13	Construction Regulation 11(1)(a)	Safeguard adjacent structures
			Malfunction of machinery	3	3	13	General Machinery Regulations 2(2)	Machinery Inspection Register
			Unauthorized driver	2	2	5	General Machinery Regulations 2(1)	Trained operator, supervision, restricted access to machinery
			Unnecessary Damage to environment	3	2	9	SANParks Environmental Management Plan	Induction Training, designated work area
	F3	Tipping of material	Material falling on to person	3	3	13	Construction Regulation 23(g)	PPE, Safe Work area, Flag men
			Malfunction of equipment causing injury/damage	3	3	13		
	F4	Use of Jackhammer	Exposure to excessive noise	3	3	13	Noise Induced Hearing Loss Regulations 7(1)(a)(b)(c)(d)	PPE
			Injury due to malfunction of equipment	3	3	13		Inspection Register

Contractor	Witness for Contractor	Employer	Witness for Employer

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Exposure to prolonged vibration	3	3	13		
	F5	Hitting of electrical cable and services	Electrocution	3	5	22	Construction Regulation 24(a)(b)(c)	Induction training, Site map indicating existing services
	F6	Opening trenches	Risk of collapse	3	3	13	Construction Regulation 13(h)(l)	Stabilize trench, work permit, induction training
			Fall, slip into trench	4	3	17	General Safety Regulations 2(5)(6)	Barricade trench, PPE
	F7	Compaction	Personal Injury	3	3	13	General Safety Regulations 2(5)	PPE, Trained operator
			Collision of machinery	3	3	13	General Machinery Regulations 4(1)	Induction Training, Reflective vests, safe work area
			Dust Inhalation	3	2	8	Hazardous Chemical Substances Regulation (36)(37)(38)	Induction Training & PPE
Installation of pipes/cables	G1	Installation of sewer/water pipes in trenches	Fall, slip into trench	4	3	17	Electrical Installation Regulations(5)(1)(2)	Barricade trench, PPE
			Exposure to hazardous biological agents	3	3	13	Hazardous Biological Agent Regulations 5(2)	Induction training, PPE
			Pipe handling/lifting resulting in injury	3	3	13		Induction training, PPE
	G2	Installation of electrical cable in trench	Fall, slip into trench	4	3	17	Electrical Installation Regulations(2)(1)(2)	Barricade trench, PPE
			Cable handling/lifting resulting in injury	3	3	13	Electrical Installation Regulations(2)(1)	Induction training, PPE,
			Dangerous/unsafe cable Joints	3	3	13	Electrical Installation Regulations(5)(1)(2)	Competent installer
Temporary Works	H1	Shoring/formwork/ Shuttering	Collapse of equipment	3	3	13	Construction Regulation 12(1)(2)	Built by competent person, PPE
			Injury during assembly/dismantling	3	3	13	Construction Regulations 12(3)(a)	Induction Training, PPE, Supervision
			Failure of equipment	3	3	13		Inspection register

Contractor | **Witness for Contractor** | **Employer** | **Witness for Employer**

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Collapse/bursting of structure	2	3	9	Construction Regulation 12(3)(c)(f)	Design of structure to be loaded to be approved by competent designer
			Inaccessibility to work area	2	3	9		Adequate safe access provided
			Fall, slip from shoring/formwork	3	3	13	Construction Regulation 10(1)(b);(2)(a)(b)	Fall Protection Plan, PPE, safety nets
			Falling material from height	4	3	17		PPE, safety nets
			Cuts and abrasions from splinters and nails	4	2	12	Construction Regulations 12(2)	PPE
	H2	Stop & Go Procedures - Moving Vehicles	injuries to employees involved in an accident while setting up and taking down Stop/Go procedure	4	4	21	Construction Regulation 12(3)(d)	Visibility jackets, radio communication
			Injuries to employees involved in an accident - in the midst of Stop/Go activity	4	4	21		
			Injuries to road users involved in an accident - approaching a Stop/Go activity	4	4	21	Construction Regulation 12(3)(d)	
Concrete	I1	Manual Mixing	Cement dust inhalation	3	2	8	Hazardous Chemical Substances Regulations 8(a)(b)(c)	Material Safety Data Sheet, PPE, Supervision
			Hazardous substance contact - dry cement mix	3	3	13	Hazardous Chemical Substances Regulations 9A(2); 2; and Material Data Sheet	PPE, Induction Training
			Spillage/ pollution	3	3	13		PPE, Concrete mixing sheet
			Injury during mixing/ cement burns	3	3	13		Induction Training, supervision, PPE
	I2	Concrete Mixer Machine	Poor ventilation causing ill health	3	2	8	General Safety Regulations 5(5)	PPE, additional ventilation
			Accidental injury through flying objects	3	3	13	Hazardous Chemical Substances Regulations 10(3)	Induction training, supervision

Contractor	Witness for Contractor	Employer	Witness for Employer

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Clothing/body parts getting caught in open pulley. V-belts etc.	3	3	13		Induction training, inspection register, all moving parts covered with guard
			Spillage/ pollution	4	3	17		PPE, Concrete mixing sheet
	I3	Bulk Mixing Plant	Unauthorized operation	3	2	8	Construction Regulation 20(1)(a)(b)	Competent Operator, Supervision
			Malfunction of equipment causing injury/damage	3	3	13		Inspection Register & maintenance register
	I4	Concrete pumping	Cement Burns	3	2	8	Safe Operation Procedures (SOP)	PPE, Induction Training
			Accidental collision with pump	2	3	9	General Safety Regulations 2(5)	Trained operator, supervision, restricted access to machinery
			Collapse/bursting of structure	2	3	9	Safe Operation Procedures (SOP)	Design of structure to be loaded to be approved by competent designer
			Malfunction of equipment causing injury/damage	3	3	13	Safe Operation Procedures (SOP)	Inspection register
	I5	Exposure to Hazardous chemical substances	Exposure	3	3	13	Hazardous Chemical Substances Regulations 10(1)(a)(b)(f)(3)	PPE
			Burns to Skin	3	3	13		
			Inhalation	3	3	13		
Working at heights	J1	Climbing up and down equipment	Fall from equipment	4	3	17	General Safety Regulations (6)	Induction, PPE, Fall Protection plan
			Equipment used for incorrect purposes	3	3	13		Induction training, supervision
			Equipment failure resulting in injury/damage	3	3	13		Inspection register
	J2	Working on Scaffolding	Collapse of Scaffolding	3	3	13	Construction Regulation 16(1)	Competent scaffold erector, inspection register

Contractor	Witness for Contractor	Employer	Witness for Employer

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Person slipping/falling from scaffolding	4	3	17	Construction Regulation 16(2)	Fall protection plan, safety harnesses, barricades
			Falling objects from scaffolding causing injury/damage	4	3	17	Construction Regulation 16(1)(2)	PPE, safe work area, catch nets
			Scaffolding used for incorrect purpose	3	2	8		Induction Training, supervision
			Sharp edges causing injury	3	2	8		Eliminate or clearly mark edges
	J3	Working on Ladders	Fall from ladder	4	3	17	General Safety Regulation 13A(4)(a)(b)	PPE, safety harness, Fall protection plan
			Ladder not secure - slip	3	3	13	General Safety Regulation 13A(2)(a)(b)	Secure ladder
			Ladder damaged or substandard	3	3	13	General Safety Regulation 13A(2)(a)(b)	Ladder inspection Register
			Ladder used for incorrect purpose	3	2	8	General Safety Regulation 13A(3)(a)(b)	Induction Training, supervision
Work in Confined Spaces	K1	Confined Spaces	Lack of oxygen	2	3	9	General Safety Regulations 5(1)	Additional ventilation
			Intoxicating Fumes	2	3	9	General Safety Regulations 5(1)(2)(a)(b)	Respiratory masks
Construction	L1	Bricklaying	Injury due to sharp bladed tools	3	3	13	Occupational Health and Safety 8(1)(2)	PPE, Induction Training
			Fall from heights	3	3	13		PPE. Fall Protection Plan
			Injury due to hauling of bricks	4	3	17		PPE, Induction Training
			Shards flying into eyes from breaking bricks	4	3	17		PPE, Induction Training
			Bricks falling from height	4	3	17		Safe work area, Induction Training, barricades
	L2	Plastering	Falling Material onto person	3	3	13	Safe Operation Procedures (SOP)	PPE, Induction Training

Contractor | **Witness for Contractor** | **Employer** | **Witness for Employer**

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Fall from heights	3	3	13		PPE. Fall Protection Plan
			Spillage / pollution	3	3	13	Hazardous Chemical Substances Regulations 10(1)(a)(b)(f)(3)	Drop sheets to be used
			Hazardous substance contact - dry plaster mix	3	3	13		PPE, Induction Training
			Dust -ill health	3	3	13		PPE, Induction Training
	L3	Painting	Unauthorised use of grinders during preparation for painting	3	3	13	Hazardous Chemical Substances Regulations 10(1)(a)(b)(f)(3)	PPE, Supervision
			Exposure to chemicals / inhalation of fumes	3	4	18		PPE, Supervision
			Spillage/ pollution from paint	3	3	13		PPE, Supervision
			Flammable liquids - Accidental fire	3	4	18	Construction Regulation 25(a)(b)(c)(d)(e)(f)(g)	Proper storage facilities, Fire fighting equipment
			Improper ventilation	3	3	13		
			Unauthorized access to flammable liquids	3	3	13		Restricted access
			Fall from heights	3	3	13		PPE. Fall Protection Plan
	L4	Tiling	Injury due to sharp bladed tools	3	3	13	Safe Operation Procedures (SOP)	PPE, Induction Training
			Shards flying into eyes from breaking tiles	4	3	17		PPE, Induction Training
			Exposure to chemicals/ inhalation of fumes	3	4	18	Hazardous Chemical Substances Regulations 10(1)(a)(b)(f)(3)	PPE, Supervision
	L5	Carpentry & Joinery	Injury due to sharp bladed tools	3	3	13	Safe Operation Procedures (SOP)	PPE, Induction Training
			Shards flying into eyes	4	3	17		PPE, Induction Training

Contractor	Witness for Contractor	Employer	Witness for Employer

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Exposure to chemicals/ inhalation of fumes	3	4	18	Hazardous Chemical Substances Regulations 10(1)(a)(b)(f)(3)	PPE, Supervision
			Injury due to hauling of material	4	3	17		PPE, Induction Training
	L6	Chasing of services into brickwork	Dust Inhalation	3	2	8	Hazardous Chemical Substances Regulation (36)(37)(38)	Induction Training & PPE
			Electrocution - hitting of services				Construction Regulation 24(a)	
			Injury due to sharp bladed tools	3	3	13	Safe Operation Procedures (SOP)	PPE, Induction Training
			Shards flying into eyes	4	3	17		PPE, Induction Training
	L7	Rope Access Work	Falling from height	3	3	13	Construction Regulations 18(1)(a)(b)(c)	
			Failure of equipment	4	3	17	Construction Regulations 18(2)(a)(b)(3)	
			Improper equipment	3	3	13		
	L8	Roof Construction	Falling Material onto person	3	3	13	Construction Regulations 10(1)(a)(b)(c)	PPE, Induction Training
			Fall from heights	3	3	13		PPE. Fall Protection Plan
			Collapse of structure	3	3	13		Competent designer, supervision
	L9	Water pipeline connections	Person coming into contact with liquid under pressure	3	3	13	Safe Work Procedure	PPE
			Exposure to thread sealant	3	3	13		PPE
			Release of pressure during pressure test	2	2	5		PPE
	L10	Sewer pipeline connections	Person coming into contact with hazardous biological agents	3	2	8	Hazardous Biological Agents Regulation 4(1)(a)(b)(c);(2)(3)	PPE

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Explosion due to hazardous fumes	3	2	8		PPE, Induction Training
			Person coming into contact with liquid under pressure	3	3	13		PPE
	L11	Electrical cable connections/ electrical installations	Electrocution	3	5	22	Construction Regulation 24(a)	Competent person to do installation & inspection
			Dangerous/unsafe cable Joints	3	3	13	Construction Regulation 24(a)(b)(d)(e)	Supervision
			Accidental switch on while work in progress	3	5	22		Apply lockout procedure before doing connections
			Inadequate material used, causing short circuit/fire	3	3	13		SABS approved material
			Short circuit can blow up when switching	3	5	22		PPE
	L12	Work on Water pipeline reticulation	Person coming into contact with liquid under pressure	3	3	13	Safe Work Procedure Hazardous Biological Agents Regulation 10(1)(a)(b); 2(a)(b)(c)	PPE
			Exposure to thread sealant	3	3	13		PPE
			Release of pressure during pressure test	2	2	5		PPE
	L13	Work on Sewer pipeline reticulation	Person coming into contact with hazardous biological agents	3	2	8	Safe Work Procedure Hazardous Biological Agents Regulation 10(1)(a)(b); 2(a)(b)(c)	PPE
			Explosion due to hazardous fumes	3	2	8		PPE, Induction Training
			Suspended pipe work, pipe falling on person	3	2	8		
			Person coming into contact with liquid under pressure	3	3	13		PPE
	L14	Medium Voltage reticulation	Electrocution	3	5	22	Construction Regulation 24(a)(b)(c)	Competent person to do installation & inspection

Contractor	Witness for Contractor	Employer	Witness for Employer

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Dangerous/unsafe cable Joints	3	3	13	Construction Regulation 24(d)(e)	Supervision
			Accidental switch on while work in progress	3	5	22		Apply lockout procedure before doing connections
			Short circuit can blow up when switching	3	5	22		PPE
	L15	Exposure to mechanical components	Injury from moving parts	3	3	13	Occupational Health and Safety Act 24(1)(a)(c)	SOP's, PPE & Training
			Electrocution	3	3	13		
			Explosions	3	3	13		
	L16	Water & Sewerage Treatment	Chemical Exposure				Hazardous Chemical Substances	Sampling
			Slip and fall				Regulations 4(a)(b)(d)(f)(g)	
			Exposure to UV lights				Material Data Sheet	
	L17	High Voltage reticulation > 1000V	Discharge of cable	3	5	22	Electrical Installation Regulations 9(1)	Correct measuring equipment
			Electrocution	3	5	22	General Machinery Regulations 2(1)(2)(3)(i)	Competent person to do installation & inspection
			Dangerous/unsafe cable Joints	3	3	13	Construction Regulation 24(a)(b)(c)	Supervision
			Accidental switch on while work in progress	3	5	22	Electrical Installation Regulations 2(1)(2)(3)	Apply lockout procedure before doing connections
			Short circuit can blow up when switching	3	5	22		PPE

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
	L18	Steel Fixing (Re-bar)	Injuries from tie wire	3	3	13	Occupational Health and Safety Act 24(2)	PPE, Induction Training
			Fall from heights	3	3	13		PPE, Fall Protection Plan
			Falling components	3	3	13		PPE, safe work area, catch nets
			Back injuries from manual handling	3	3	13		PPE, limit lifting weight
			Steel structure collapsing	3	3	13		PPE, Supervision
	L19	Road Construction	Risk of being struck by vehicle while working next to road	4	4	21	Occupational Health and Safety Act 24(3)(a)(b)	Traffic Management Plan, Road Signs, reflective vests, Flag man
			Failure of regulating traffic causing collisions	3	4	18		Competent person, supervision
			Injury from road users and public	4	4	21	Construction Regulations 23(1)(e)(j)	Restrict access to site, Signage
			Noise pollution	3	2	8	Noise Induced Hearing Loss Regulations 7(1)(a)(b)(c)(d)	PPE
			Inhalation of dust	3	2	8	Hazardous Chemical Substances Regulations 8(a)(b)(c)	PPE
	L20	Paving	Injury due to sharp bladed tools	3	3	13	Occupational Health and Safety 8(1)(2)	PPE, Induction Training
			Injury due to hauling of paving blocks	4	3	17		PPE, Induction Training
			Shards flying into eyes from breaking bricks	4	3	17		PPE, Induction Training
	L21	Kerb laying	Bodily injury due to handling	4	2	12	Occupational Health and Safety Act 24(1)(a)	PPE, Induction Training
			Falling of kerb onto person	3	2	8		Proper offloading plan, PPE
	L22	Bitumen Surfacing	Burns to Skin	3	2	9	Hazardous Chemical Substances Regulations 10(1)(a)(b)(f)(3)	PPE, Induction training

Contractor | **Witness for Contractor** | **Employer** | **Witness for Employer**

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
			Accidental Fire	3	3	13		Fire Fighting equipment, Induction Training, Emergency Plan
			Accidental spillage	4	3	17		SANParks EMP & Code of conduct
			Potential accident/collision of vehicle	4	3	17	Hazardous Chemical Substances Regulations 4(a)(b)(c)	Induction Training, Reflective vests, safe work area
			Hazardous fumes inhalation	3	3	13	Hazardous Chemical Substances Regulations 6(1)(a)(b)	PPE, Induction Training
			Hazardous Chemical Exposure	3	3	13	Hazardous Chemical Substances Regulations 10(1)(a)(b)	PPE, Material Data Sheet, induction Training
	L23	Layer Works	Potential accident/collision of vehicle	4	3	17	Hazardous Chemical Substances Regulations 14(b)	Induction Training, Reflective vests, safe work area
			Hazardous Chemical Exposure	3	3	13	Hazardous Chemical Substances Regulations 10(1)(a)	PPE, Material Data Sheet, induction Training
			Radio active exposure due to None-destructed density testing (Radio Active)	3	3	13	Hazardous Chemical Substances Regulations 5(4)	Induction Training, PPE
			Injury due to vehicle/plant	4	3	17	Occupational Health and Safety Act 24(1)(a)(b)(c)	Induction Training, Reflective vests, safe work area
	L24	Gabions	Injury due to rock packing	4	3	17	Occupational Health and Safety Act 24(1)(c)(ii)	PPE, Induction Training
			Fall, slip from height	3	3	13	Construction Regulation 10(2)(a)(b)(d)(e)	PPE, Fall Protection Plan, Safe Work area
			Cuts and abrasions from sharp material	4	2	12		PPE, Induction Training
			Collapse of structure	2	4	14	Construction Regulation 10(4)(c)(ii)(d)	Design of structure to be approved by competent designer
			Falling of material onto person	3	3	13		PPE, safe work area, catch nets
	L25	Culvert placing with lifting machinery	Heavy objects swinging out of control causing injury/damage	3	3	13	Driven Machinery 18(a)	Safe work area, Induction Training, Trained operator, Lifting Plan
			Crane/lifting tackle failure causing object to fall	3	3	13	Construction Regulation 22(a)(b)(d)(e)	Inspection Register, Trained operator
			Accidental collision with overhead power lines	2	3	9	Construction Regulation 22(a)	Assign a flag man, determine safe work area
			Lifting machine/crane falling over	3	3	13		Assign a flag man, determine safe work area

Contractor	Witness for Contractor	Employer	Witness for Employer

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Other Controls
				L	C	R		
	L26	Road Marking/ Painting	Exposure to chemicals/ inhalation of fumes	3	2	8	Hazardous Chemical Substances Regulations 6(a)(b)(c)	PPE, Supervision
			Spillage/ pollution from paint	4	2	12		PPE, Supervision
			Flammable liquids - Accidental fire	3	3	13	Construction Regulation 25(a)(b)(e)(f)(g)	Proper storage facilities, Fire fighting equipment
			Unauthorized access to flammable liquids	3	2	8		Restricted access
	L27	Steel Fixing (Re-bar)	Injuries from tie wire	3	3	13	Occupational Health and Safety Act 24(2)	PPE, Induction Training
			Fall from heights	3	3	13		PPE, Fall Protection Plan
			Falling components	3	3	13		PPE, safe work area, catch nets
			Back injuries from manual handling	3	3	13		PPE, limit lifting weight
			Steel structure collapsing	3	3	13		PPE, Supervision
Metalwork	M1	Welding and flame cutting	Unsafe flame cutting/ welding equipment	3	5	22	General Safety Regulations 9(1)(a)(b)(c)(d)	Flame cutting equipment to be fitted with flashback arrestors, supervision
			Employees not competent to perform duty	3	3	13		Supervision
			Unsafe storage	3	3	13	General Safety Regulations 9(3)	Proper storage facility
			Injury / burns to person	3	3	13	General Safety Regulations 9(5)	Burn shield in First Air Box
			Accidental fire	3	3	13		Fire fighting equipment
	M2	Steel fixing	Injuries from tie wire	3	3	13	General Administrative Regulations 8(1)(a)(b)	PPE, Induction Training
			Fall from heights	3	3	13		PPE, Fall Protection Plan
			Falling components	3	3	13		PPE, safe work area, catch nets
			Back injuries from manual handling	3	3	13		PPE, limit lifting weight
			Steel structure collapsing	3	3	13		PPE, Supervision

Maximum Reasonable Consequence (C)

C	People Health and Safety	Property or Production	Environmental or Community	Financial Impact
5	Could Kill or permanently disable	Could cause very major damage > R500K	A Major event creating irreversible damage/loss	>R10m
4	Could cause serious injury or disease (Major LTI)	Could cause major damage R100K to R500K	An event having substantial & permanent consequence to the environment	> R2.5m & < R10m
3	Could cause typical MTI / RWI / LTI	Could cause moderate damage R50K to R100K	An event having substantial temporary or a minor permanent consequence to the environment	> R500k & < R2.5m
2	Could cause First Aid injury	Could cause damage R5K to R50K	An event having temporary or a minor consequence to the environment	> R5k & < R500k
1	Couldn't cause injury or disease	Couldn't cause damage < R5K	No detrimental impact on the environment	<R5k

Likelihood of the event occurring(L)

L	Description of probability or potential of event occurring		
5	Very High	Common regular occurrence	Almost certain to happen
4	High	Possibility of regular occurrence	Likely to happen / Known to happen
3	Moderate	Isolated incidents - Could happen	Has been reported from elsewhere so it could happen
2	Low	Not likely to occur	Unlikely: not likely to happen but not impossible
1	Very Low	Rare - Very unlikely	Practically impossible

Contractor	Witness for Contractor	Employer	Witness for Employer

Risk Rating Matrix

Consequence \ Likelihood	5	4	3	2	1
5	25	24	22	19	15
4	23	21	18	14	10
3	20	17	13	9	6
2	16	12	8	5	3
1	11	7	4	2	1

Actions

High 20-25	Immediate action to reduce risk. Introduce hard barriers and adequate controls to reduce risk. Control hazards. Monitor regularly
Moderate 11-19	Urgent attention to improve controls and reduce inherent risks. Monitor systems controls & audit quarterly & implementation of controls
Acceptable 1-10	Controls in place. Tolerable risk levels. Ensure monitoring is as per H&S Policy

BASELINE RISK ASSESSMENT COMMITTEE

INITIALS	SURNAME	DESIGNATION	CONTACT DETAILS	HIRA TRAINING	SIGNATURE	DATE
TMn	Mnune	Technical Officer	012 426 5341	Yes		17-09-2026
TMo	Mokgesi	OHS Manager	012 426 5086	Yes		17-09-2026
S	Mewalal	Facilities Manager	012 426 5196	Yes		17-09-2026

Contractor	Witness for Contractor	Employer	Witness for Employer

Annexure C:

Environmental Management Plan

Contractor	**Witness for Contractor**	**Employer**	**Witness for Employer**

Environmental Management Plan

General construction activities

Park: SANPARKS - GROENKLOOF NATIONAL PARK

Project: GENERAL RENOVATIONS, REPAIRS AND MAINTENANCE OF BUILDING AND ELECTRICAL INFRASTRUCTURE IN GROENKLOOF FOR A PERIOD OF FIVE (05) YEARS

Prepared by:

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0001

Part 1

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: _____

Contractor	Witness for Contractor	Employer	Witness for Employer

Part 1

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 satisfactory 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 practise, 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.

Contractor	Witness for Contractor	Employer	Witness for Employer

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.

Part 2

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	ECO & Contractor

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.	
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-always 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

1.2.2 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.	ECO & Contractor

Contractor	Witness for Contractor	Employer	Witness for Employer

• 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.	
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
• 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

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 all 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

Contractor	Witness for Contractor	Employer	Witness for Employer

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), • Benches consisting of sandbags, • Packing branches and rocks in small gullies and disturbed areas.	ECO & Contractor
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 contactor 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 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
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 bounded 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 Contactor 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	

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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

Contractor	**Witness for Contractor**	**Employer**	**Witness for Employer**

South African NATIONAL PARKS

SOUTH AFRICAN NATIONAL PARKS

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 endeavor 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 authorized 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;

2.1.3 Hunt or kill an animal, collect, damage or destroy a bird's nest or it's eggs;

2.1.4 Purposely or negligently cause a veld fire or damage any object of geological, archaeological, historical, ethnological or of any other scientific value to SANParks;

2.1.5 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;

Contractor	Witness for Contractor	Employer	Witness for Employer

2.1.6 Remove any animal (dead or alive) or parts thereof from the park (unless lawfully brought into the park);

2.1.7 Cut down trees or remove plants from a park or in any way damage any tree, plant or seeds;

2.1.8 Feed animals in national parks;

2.1.9 Drive a vehicle without a licence or allow a minor to drive a vehicle under his control;

2.1.10 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;

2.1.11 Enter a national park in an:
- Unlicensed (or unregistered) vehicles;
- Enter or use any closed road (no entry);

2.1.12 Vehicles may not be driven recklessly or negligently in a national park.

2.1.13 All drivers must consider other drivers and all animals.

2.1.14 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.

2.1.15 Without special permission, no person may organize or perform public entertainment or fund-raising campaigns.

2.1.16 Angling in rivers or dams is prohibited.

2.1.17 Angling, where permitted, is only allowed from sunrise to sunset.

2.1.18 Swimming is prohibited at designated angling areas.

2.1.19 No person may damage property or endanger property belonging to SANParks.

2.1.20 No person may use a radio or musical instruments in such a way as to cause a disturbance to others.

2.1.21 No person may dispose of any article or rubble other than in containers provided by SANParks.

2.1.22 No person may remove sand, stone or wood without the permission of SANParks.

2.1.23 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.

2.1.24 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.

1.2 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.

1.3 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.

1.4 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.

1.5 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.

1.6 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.

1.7 No animals may be killed in the park.

1.8 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.

Contractor	Witness for Contractor	Employer	Witness for Employer

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 organization'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 organizations 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 preferable 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.

Contractor	Witness for Contractor	Employer	Witness for Employer

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 authorized 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.
14

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

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

14.13 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.

END

Contractor	Witness for Contractor	Employer	Witness for Employer