



**HARRY GWALA DISTRICT MUNICIPALITY**

**TENDER DOCUMENT**

**THE CONSTRUCTION OF SECURITY GUARDROOMS WITHIN HARRY GWALA DISTRICT MUNICIPALITY**

**CONTRACT NUMBER: HGDM884/HGDM/2025  
CIDB GRADING: 3GB OR HIGHER**

**TENDER AMOUNT IN RANDS:**

**TENDER AMOUNT IN WORDS:** .....  
.....

**The Municipal Manager  
Harry Gwala District Municipality  
40 Main Street  
Ixopo  
3276**

**Tel: 039 834 8700  
Fax: 039 834 1701**

**NAME OF  
SERVICE COMPANY :**

**CONTACT PERSON :**

**TELEPHONE :**

**EMAIL :**

**ADDRESS :**

**CSD Registration of a Number: .....**

**SARS PIN .....**

**CRS Number .....**

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## **HARRY GWALA DISTRICT MUNICIPALITY**

**“Together We Deliver and Grow”**

### **OFFICE OF THE MUNICIPAL MANAGER**

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8707 Fax: (039) 834 1701

Email: madolon@harrygwalamunicipality.gov.za

### **RE-ADVERTISEMENT**

**Harry Gwala District Municipality hereby invites all qualifying bidders to bid for the bid below:**

<b>PROJECT NAME</b>	<b>TENDER NUMBER</b>	<b>CIDB GRADING</b>	<b>CLOSING DATE</b>	<b>COMPULSORY BRIEFING</b>
<b>THE CONSTRUCTION OF SECURITY GUARDROOMS WITHIN HARRY GWALA DISTRICT MUNICIPALITY</b>	<b>HGDM884/HGDM /2025</b>	<b>3GB OR HIGHER</b>	<b>30 March 2026</b>	<b>11 March 2026 @ 10H00am HGDM Main Office New Parking Area</b>

**Invalid or non-submission of the following documents will lead to immediate disqualification.**

- Proof of Central Supplier database registration (CSD)
- A signed MDB 3,4,8,9 form must be completed in full and signed submitted with all Bids (available on our municipal website or at the reception)
- Municipal utility bill for the property rates and services for the company not older than 90 days/valid lease agreement/affidavit when your company operates from home, rented office or rural area and is not paying for utility bills. Attach a municipal payment arrangement agreement with the municipality for rates and services that are in arrears for more than 90 days.
- A Joint-Venture Agreement, if applicable, must be submitted with tender.

**The following will apply on this bid:**

- Price(s) quoted must be firm and must be inclusive of VAT.
- A valid Tax certificate or SARS Pin must be submitted
- A firm delivery period must be indicated.
- All tenders must be valid for 90 days after the tender closing date.
- 80/20 Preference point system will be used in Evaluation. Functionality will be calculated first.
- A signed MBD 1 and 2 forms must be completed in full and signed submitted with all Bids (available on our municipal website or at the reception)
- A signed MBD 6.1 form must be completed to claim preference points
- A signed MBD 5 form must be completed and submitted together with audited financial statements for bids above R10 million.

## **SPECIFIC GOALS**

<b>1. <u>Ownership</u></b>	<b><u>Verification Method</u></b>	<b><u>Points</u></b>	<b><u>Weighting</u></b>
Black ownership > 51%	ID Copies of directors, Company registration, CSD and shareholder certificates.	8	8
<ul style="list-style-type: none"><li>Less than 51 % owned by black people</li></ul>	ID Copies of directors, Company registration, CSD and shareholder certificates.	6	
<b>2. <u>RDP</u></b>			
<ul style="list-style-type: none"><li>Locality (Enterprise that is located within Harry Gwala District Municipality, location to be determined by the address registered on the CSD</li></ul>	CSD Report	12	12
<ul style="list-style-type: none"><li>Locality (Enterprise that is not located within Harry Gwala District Municipality, location to be determined by the address registered on the CSD</li></ul>	CSD Report	4	
<b>TOTAL</b>			<b>20</b>

## **COMPULSORY BRIEFING MEETING**

Location : HGDM MAIN OFFICE NEW PARKING AREA

Date : 11 March 2026

Time : 10h00

Coordinates: Latitude: 30° 8'47.49"S

Longitude: 30° 4'5.47"E

## **CLOSING DATE**

The closing date for the bid is as per the table above. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the contract number and project name on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, IXOPO before the closing date and time. Telegraphic, telexed or faxed bids will not be considered, and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the bid.

## **BID ENQUIRIES**

All bid enquiries and other matters shall be directed to the Executive Director: Infrastructure Services: Mr NE. Biyase during working hours on 039 - 834 8704 or Manager: Mrs H. Ngcobo Email address: [shezih@harrygwalam.gov.za](mailto:shezih@harrygwalam.gov.za), telephone number:039 834 8742

## **COLLECTION OF BID DOCUMENTS**

Bid documents may be collected from the **05 March 2026** between **09h00 to 16h00** at Harry Gwala District Municipality Offices, Finance Services Department, situated at Ixopo 40 Main Street, Ixopo 3276. Tender documents will be issued upon payment of a non-refundable cash fee of **R500.00** each. Bid documents can also be downloaded on municipal website: [www.harrygwalamunicipality.gov.za](http://www.harrygwalamunicipality.gov.za).

**GM. Sineke**  
**Municipal Manager**



**FORM A: CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING (N/A)**

**CONTRACT NO: HGDM884/HGDM/2025**

**PROJECT NAME: THE CONSTRUCTION OF SECURITY GUARDOOMS WITHIN HARRY GWALA DISTRICT MUNICIPALITY**

It is hereby CERTIFIED that I, ..... (name) in my capacity as.....and a duly authorized representative if..... (the TENDERER) of (address)..... in the company of..... (the TENDERER) attended the official Site Inspection on ..... (date) for and on behalf of the above-named Tenderer.

I hereby further DECLARE that I am satisfied with the description of the Works and the explanations given by the above-named Engineer.

SIGNATURE .....  
(On behalf of TENDERER)

DATE .....  
AS WITNESS: -

(On behalf of Municipal representative)

NAME .....

SIGNATURE .....

DATE .....

**NB: This to be completed and signed where briefing meeting was held.**

## SECTION B

### SCM Key compliance:

#### Invalid or non-submission of the following documents will lead to immediate disqualification

1. The tenderer submits a **valid** Tax Compliance Status (TCS) Pin by the South African Revenue Services or has planned to meet outstanding tax obligations.
2. The suppliers must submit CSD full report or CSD Registration Number
3. MBD Forms (relevant) must be completed in full and be signed and failure to do so will render the service provider being non-responsive. MBD 1,2,3,1,4,6.1,8 and 9
4. Municipal utility bill for municipal rates and services for all directors of the company (owners, shareholders. Executive directors / non-executive directors) in case a company doesn't have offices and for the company to confirm that Municipal rates are not in arrears for more than 90 days.
- 4.1 Attached a valid lease agreement if the company is leasing the office space
5. Attach a valid lease agreement if the director is leasing accommodation
6. Attach affidavit if account is under parents, siblings, grandparents and you are not paying any Municipal rates
7. A Joint-Venture Agreement, if applicable, must be submitted with tender.
8. The tender offer must be fully completed and signed by a person authorized to sign on behalf of the Tderer.

### General SCM compliance

Tender offers will only be accepted if:

The tenderer must purchase the tender document or downloaded it from the HGDM website

9. The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 person prohibited from doing business with the public sector.
10. The tenderer has not:
  - a. abused the Employer's Supply Chain Management System; or
  - b. failed to perform on any previous contract and has been given a written notice to this effect.
11. The tenderer has completed the Declaration of Interest and Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract.
12. The tenderer is required to complete the Banking Details schedule.
13. Submit proof of a Public Liability Insurance Policy to the value of at least R10 Million providing cover against all claims (including claims related to the use or misuse of firearms), against the Council, service provider or its employees; only if applicable.
14. All returnable schedules are to be completed, and all relevant certificates attached where indicated.

**NB: In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each alteration. The municipality reserves the right to reject the tender if corrections are not made in accordance with the statement above. (Usage of correction pen is not permitted)**

**INVITATION TO BID**

**MBD1**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE HARRY GWALA DISTRICT MUNICIPALITY**

**BID NUMBER: HGDM884/HGDM/2025**

**CLOSING DATE: 30 MARCH 2026**

**CLOSING TIME: 12H00**

DESCRIPTION: The following Bid is for the construction of security guardrooms within Harry Gwala District Municipality

DEPOSITED IN THE BID BOX SITUATED AT

**40 MAIN STREET (HGDM Main Office)  
IXOPO  
3276**

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

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. PPPFA & associated regulations
5. Eligibility Criteria

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (SEE DEFINITION ON MBD 4 ATTACHED)**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED**

**(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER

.....

POSTAL ADDRESS

.....

PHYSICAL

ADDRESS

.....

EMAIL ADDRESS

.....

TELEPHONE NUMBER

CODE.....NUMBER.....

CELLPHONE NUMBER

.....

FACSIMILE NUMBER

CODE .....NUMBER.....

VAT REGISTRATION NUMBER

.....

HAS AN ORIGINAL TAX CLEARANCE CERTIFICATE BEEN ATTACHED (MBD 2)? YES/NO

**ARE YOU THE ACCREDITED REPRESENTATIVE**

IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU?

YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

.....

DATE

...../...../.....

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

TOTAL BID PRICE

.....

---

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Municipality:** Harry Gwala District Municipality

**Department:**

**Contact Person:**

**Email:**

## SECTION D:

### REGISTRATION ON THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLIERS DATABASE

1. In terms of the Harry Gwala District Municipality Supply Chain Management Policy Framework, all suppliers of goods and services to the Municipality are required to register on the Suppliers Database.
2. If you wish to apply for registration, forms may be downloaded from the website, <http://www.harrygwaladm.gov.za> or obtained by collecting it in the offices of the Municipality (SCM).
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Municipality may, without prejudice to any other legal rights or remedies it may have;
  - 3.1 De-register the supplier from the Database,
  - 3.2 Cancel a Bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable quotation is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Suppliers Database, relating to changed particulars or circumstances.**
5. Application for registration must be submitted to the Harry Gwala office at Harry Gwala District Municipality. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER IS REQUIRED TO SUBMIT A COPY OF THE REGISTRATION APPLICATION FORM, TOGETHER WITH THE BID DOCUMENTATION, TO THE RESPECTIVE DEPARTMENT INVITING BIDS.

**SECTION E: RECORD OF ADDENDUM TO TENDER DOCUMENTS**

**Note:** This *is only applicable where the addendum was issued only.*

We confirm that the following communications received from the employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer.		
	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		

*Attach additional pages if more space is required.*

**Failure to acknowledge any addendum released by Harry Gwala District Municipality may result in your tender submission being declared non-responsive.**

SIGNATURE: ..... DATE: .....  
 (Of person authorised to sign on behalf of the Tenderer)

**SECTION F : REFERENCE LETTERS**

Bidders must have specific relevant experience and submit references (in a form of written proof/(s) on organization’s letterhead including relevant contact person, nature of service, contract amount, commencement date, telephone number, fax number and email addresses) of similar work undertaken.

**Reference Letters are to be signed and be stamped by the organisation the bidder has worked for.**

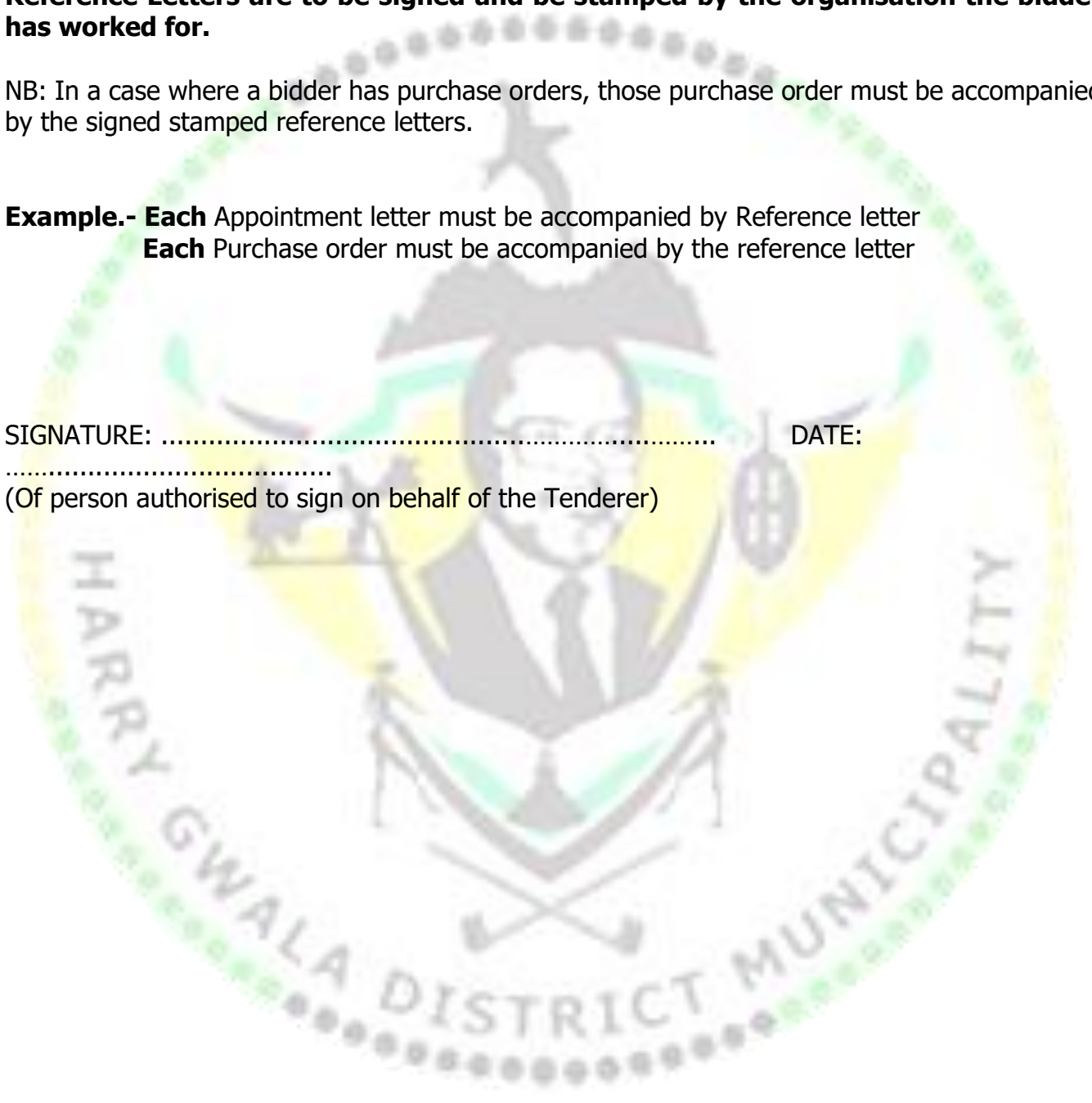
NB: In a case where a bidder has purchase orders, those purchase order must be accompanied by the signed stamped reference letters.

**Example.- Each** Appointment letter must be accompanied by Reference letter  
**Each** Purchase order must be accompanied by the reference letter

SIGNATURE: .....

DATE:

.....  
(Of person authorised to sign on behalf of the Tenderer)



**SECTION G**

**APPROVAL OF SCOPE OF WORKS / TERMS OF REFERENCE**

Signed by and on behalf of the Harry Gwala District Municipality by ..... in her/his capacity as ....., she/he is being duly authorized thereto and warranting such authority, at ..... on the ..... day of ..... 20.....

Signature .....

Date: .....

**Witness (Project Manager)**

Signature .....

Date: .....



## **SCOPE OF WORKS**

### **INTRODUCTION OF THE PROJECT:**

#### **SCOPE, PURPOSE AND LOCATION**

##### **Scope**

The scope of works entails construction of masonry security guardrooms, plumbing and electrical works including issuing the electrical certificate of compliance

##### **Purpose**

The purpose of this contract is to appoint the service provider who will be responsible for the construction of **08 x security guardrooms** within Harry Gwala District Municipality

##### **Locations**

###### **Johannes Phumani Phungula (JPP) Satellite Area**

1. Chibini Pump Station (Mashakeni)
2. Highflats WTW

###### **Umzimkhulu Satellite Area**

1. Msholozu reservoir
2. Ibisi Water Works

###### **Kokstad Satellite Area**

1. Franklin Wastewater TW
2. Mamiesa Reservoir

###### **Dr Nkosazana Dlamini-Zuma Satellite Area**

1. Nomandlovu Water TW
2. Nomandlovu booster pump station

##### **Definitions**

a) Building Construction involves a wide range of activities on-site, like site preparation, laying the foundation, and framing, as well as the installation of electrical, plumbing, and finishing work.

b) Replacement is defined as that work involved in taking out any existing equipment in Harry Gwala District Municipality Satellite Office and replacing it with new equipment of the same capacity/capability and technological features.

c) Minor new works is defined as the installation of building equipment of a type which:

- i) was not previously installed or;
- ii) an addition to that which is installed.

In awarding this Tender, Harry Gwala District Municipality expects the Services Provider to be responsible for following:

<b>NO</b>	<b>Description of work</b>
1.	Construction of 08 x Security Guardrooms as listed above

**SPECIAL CONDITIONS:**

- 2.1 Service Provider information should be registered to Harry Gwala District Municipality Database.
- 2.2 Service provider must have previous experience in projects of similar nature.
- 2.3 No costs, apart from the costs specified in this document, will be accepted or allowed to be charged to either Service provider, the Service Provider must ensure that all other costs are covered in the tender.

**1. LIABILITY:**

Council will in no way be liable for any loss, injury or damage which may be sustained by the successful Bidder, his employees, his equipment or any other person through handling or use of the items offered for sale.

Bidder must follow the Workmen’s Compensation Act No. 30 of 1941, for all workmen employed in the contraction process.

All machinery used by the Service provider must comply with the regulations a specified in the Machinery and Occupational Safety Act No. 6 of 1983 as amended.

**2. INSURANCES REQUIRED**

The Supplier shall submit within seven (7) days from date of receipt of the Provisional Letter of Acceptance, to the Head: Supply Chain Management, the following Insurances and Surety:

- Third Party Insurance to the value of R1 000 000.00 (for any single claim) for any damages to private property/persons arising out of this contract. The policy must be in force for the full duration of the contract period. For any single claim.
- Works Insurance to an amount of the total tender amount.
- Further to the above, the supplier shall indemnify the Council and its employees and agents against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of the execution of this contract.
- When the Head: Supply Chain Management is, in her absolute discretion satisfied with the above arrangements, a Final Letter of Acceptance will be forwarded to the Supplier, confirming that the tender and the letter constitute a binding agreement between the Contractor and the Harry Gwala District Municipality.

### **3. VALIDITY:**

The Service Provider shall be bound by his offer for a period of ninety (90) days from the closing date.

### **4. PRICES:**

All prices quoted must be firm and inclusive of VAT.

### **5. COMPLIANCE WITH ANY LEGISLATION, BYLAWS**

- The OHS Act (Act 85 of 1993)
- The Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993) (COID Act)
- The Labour Relations Act (Act 66 of 1995)
- The Basic Conditions of Employment Act (act 3 of 1983) (BCE Act)
- The Income Tax Act (Act 58 of 1962)
- The Value Added Tax Act (Act 89 of 1991)
- Supply Chain Management Regulations



## SECTION H

### Evaluation Criteria and RDP Goals

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 POINTS WILL BE AWARDED AS FOLLOWS: -

Received Responsive Proposals will be evaluated based on the following criteria. The bid will be evaluated in two stages namely:

- Stage 1 - Functionality
- Stage 2 - Price and Preferential Points

#### Stage 1

Assessment of functionality. Only service providers who achieve a minimum of 60 of the total available points, in accordance with the criteria, will qualify for stage two of the evaluation. The formula will be used to calculate Functionality using the criteria mentioned below. Functionality will first be evaluated using the following points:

Description	Maximum Allocated Points
Experience of Bidder with respect to similar projects	30
Project Manager	15
Artisan Builder	5
Artisan Plumber	5
Artisan Electrical	5
Accreditation	20
Financial Capacity	20
<b>TOTAL MAXIMUM POINTS</b>	<b>100</b>

The score for quality can be further broken down per individual criteria as follows:

CRITERIA ASPECT	POINTS ALLOCATION	SCORE	VALUE 100	VERIFICATION METHOD
Experience of Bidder with respect to similar projects- BUILDING CONSTRUCTION	3 years and above of service and provide at least 3 previous projects of similar nature	30	30	Appointment letters and reference letters stamped and signed by authorised personnel from where the work was performed
	2 years of service and provide at least 2 previous projects of similar nature	20		
	1 year of service and provide at least 1 project of similar nature	10		
Project Manager	Approved Degree/Diploma in built environment qualification and		15	Certified Copy of Qualification and CV to be attached with traceable references. Experience must be on Building
	5 and above years relevant experience	15		
	3-4 years relevant experience in the position	10		
	1-2 years relevant experience in the position	5		

	No Qualification with 5 years and above experience in the position	10		Construction projects
	No Qualification with 1-4 years experience in the position	5		
Artisan Builder	3-4 years of experience in the field of Building with Trade Test	5	15	CV with traceable references and certified copy of Trade Test. Experience must be on Plumbing/ Electrical and Building Construction projects
	1-2 years of experience in the field of Building with Trade Test	3		
Artisan Plumber	3-4 years of experience in the field of Plumbing with Trade Test	5		
	1-2 years of experience in the field of Plumbing with Trade Test	3		
Artisan Electrical	3-4 years of experience in the field of Electrical with Trade Test	5		
	1-2 years of experience in the field of Electrical with Trade Test	3		
Accreditation	Proof of registration with NHBRC, EB and proof of wiremen(s) licence	20	20	Certified copy of NHBRC Certificate and wiremen(s) licence
	Not registered with NHBRC and EB	0		
Financial Capacity	Undoubted for amount of enquiry	A = 20	20	Rating where the bank account is held
	Good for tender amount quoted	B = 15		
	Average to good for tender enquiry, if strictly in the way of business	C = 10		
	Rating below good (D )	E-F = 0		
<b>TOTAL</b>			<b>100</b>	

A score of less than 60 out of 100 points for functionality will render the tender nonresponsive, this therefore indicate that, the onus rests with the tenderer to supply sufficient information to allow for evaluation and award of points detailed below. If insufficient information is supplied, zero points will be awarded for that item. Please note that, functionality points will only be utilized to determine the responsiveness of tenders and will not be utilized further in the evaluation process.

Any tender that will scores below 60 points on functionality will be regarded as non-responsive and shall not proceed to evaluation level.

**Stage 2:**

This bid Shall be evaluated in terms of the Preferential Procurement Policy Framework Act (No 5 of 2022), bidders may claim preference points in terms of Specific Goal

The 80/20 preference point system will be used for this bid.

## SPECIFIC GOALS

<b>1. Ownership</b>	<b>Verification Method</b>	<b>Points</b>	<b>Weighting</b>
Black ownership > 51%	ID Copies of directors, Company_registration, CSD and shareholder certificates.	8	8
<ul style="list-style-type: none"> <li>Less than 51 % owned by black people</li> </ul>	ID Copies of directors, Company_registration, CSD and shareholder certificates.	6	
<b>2.RDP</b>			
<ul style="list-style-type: none"> <li>Locality (Enterprise that is located within Harry Gwala District Municipality, location to be determined by the address registered on the CSD</li> </ul>	CSD Report	12	12
<ul style="list-style-type: none"> <li>Locality (Enterprise that is not located within Harry Gwala District Municipality, location to be determined by the address registered on the CSD</li> </ul>	CSD Report	4	
<b>TOTAL</b>			<b>20</b>

# PRICED BILL OF QUANTITIES

Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>1</b>	<b>PRELIMINARY &amp; GENERAL</b>				
	<b>FIXED-CHARGE ITEMS</b>				
	<b>b) Facilities for Contractor</b>				
1.1.1	Site establishment and Site disestablishment on completion	Sum	8		
<b>TOTAL CARRIED FORWARD</b>					
Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>BROUGHT FORWARD</b>					
	<b>SUMS STATED PROVISIONALLY BY CLIENT</b>				
1.3.3	Materials	Sum	8	R 2000.00	R 16 000.00
1.3.4	Percentage adjustment to item 1.3.3 for materials	%		R 16 000.00	
1.3.5	Plant	Sum	8	R 2000.00	R 16 000.00
1.3.6	Percentage adjustment to item 1.3.5 for plant	%		R 16 000.00	
<b>TOTAL CARRIED FORWARD</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>2</b>	<b>SITE WORKS</b>				
	<b>SITE CLEARANCE</b>				
2.1	CLEAR SITE				
2.1.1	Clearing of trees, bushes and any other unwanted debris from site.	m <sup>2</sup>	200		
	<b>BULK EARTHWORKS</b>				
<b>2.2</b>	<b>EXCAVATION</b>				
2.2.2	Levelling site - building platform	m <sup>3</sup>	200		
2.2.3	Hard rock material	m <sup>3</sup>	40		
<b>TOTAL CARRIED FORWARD</b>					
Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>BROUGHT FORWARD</b>					
2.7	<b>EARTHWORKS - BUILDING WORK</b>				
	Excavate by hand in earth not exceeding 1500mm deep:				
2.7.1	Foundation Trenches	m <sup>3</sup>	128,8		
	Soil poisoning and protection against termites Chlordane or Aldrin type (or similar approved) termite soil insecticide applied by a registered Pest Control Company and guaranteed against termite infestation for ten years:				
2.9.10	Building structure : Under solid floors etc.	m <sup>2</sup>	200		
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>3</b>	<b>CONCRETE WORKS</b>				
	CONCRETE, FORMWORK AND REINFORCEMENT				
	CONCRETE				
	Concrete: 25MPa / 19 concrete in:				
3.2	Strip footings, stepping and levelling etc.	m <sup>3</sup>	22,4		
3.3	100mm thick surface bed cast with a float finish to accommodate tiling.	m <sup>3</sup>	13,6		
3.3	1000mm wide apron slab, 100-80mm thickness cast in panels to falls, with steel trowel finish.	m <sup>3</sup>	12,8		
	<b>FORMWORK</b>				
	Smooth formwork to sides:				
3,7	Edges, rises, ends and reveals not exceeding 150mm high or wide	m	160		
	<b>REINFORCING</b>				
	Reinforcement: Welded mesh fabric reinforcement (net) including laps and spacer blocks: with 'Wallcrete' mortar additive mixed to manufacture's specification:				
3,8	Foundation Reinforcing Bars incl. Transport , fix, fit in position etc. to concrete	t	0,96		
3,9	Mesh Ref 245 in aprons.	m <sup>2</sup>	160		
3,10	Mesh Ref. 245 in floor slabs (surface beds), etc	m <sup>2</sup>	200		
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
4	<p><b>PRE-CAST CONCRETE</b></p> <p>Precast Concrete Win Blok precast concrete window surrounds with standard steel window frames(measured elsewhere), built in to manufacturer's specification</p> <p>Standard prestressed fabricated lintels including bedding bearing ends in cement mortar and propping as necessary:</p>				
4.1	Lintels - 900mm long	No	8		
4.3	Lintels - 1200mm long	No	32		
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>5</b>	<b>WALLS</b>				
	Masonry Brickwork to consist of SABS aproved concrete bricks, on 85mm gauge, in stretcher bond, with equal horizontal and vertical joints.				
	<b>Foundation Blockwork</b>				
5.1	140mm Foundation walls.	m <sup>2</sup>	165,6		
	Welded mesh brick reinforcement built horizontally into walls and lintels:				
5.2	110mm Wide reinforcement	m	960		
	<b>Super structure blockwork :</b>				
5.3	90mm Block Wall	m <sup>2</sup>	140		
5.4	140mm Superstructure walls.	m <sup>2</sup>	560		
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
6	<p><b>ROOF COVERINGS ETC</b></p> <p>Chromadek' or similar approved IBR profiled roof sheeting and accessories 'Kingfisher Blue' Chromadek IBR roof sheeting fixed to timber purlins in accordance with the manufacturer's specifications:</p>				
6.1	0.47x 4.8m IBR roof sheeting with 7 deg. pitch	m	56		
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
7	<p><b>WATERPROOFING</b></p> <p>Damp-proofing of walls and floors. One layer of 375 micron Brickgrip or similar approved DPC embossed damp-proof course:</p>				
7.1	In walls	m	184		
	<p>One layer of 250 micron Gunplas USB Green or similar approved waterproof sheeting sealed at laps with Pressure Sensitive Tape:</p>				
7.2	Under surface beds including turning over brickwork	m <sup>2</sup>	200		
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>8</b>	<b>CEILINGS</b>				
8.1	Brown gysum ceiling board 4mm 0.9 x3.6m	m	64		
8.2	25mmx75mmx3m, Gyproc Cove Rhino Cornice,	mm	56		
8.3	Structural Timber SABS untreated @ 400mm centers	No.	192		
8.4	Allow for all sundry items required for the complete installation of ceiling	Prov. Sum	8	R 2000.00	
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>9</b>	<b>IRONMONGERY</b>				
	Door Ironmongery				
	Letters, nameplates and symbols:				
9.1	SABS Approved 2 lever locksets	No	16		
9.2	Treated Timber Meranti doors , Quantity 16	No	16		
9.3	Treated Timber Meranti Frames, Quantity 16	No	32		
9.4	Butt steel hinge 100mm Set, Quantity 32	No	32		
9.6	Thief proof toilet roll holder	No	8		
	Sundries Door stops, coat hooks, etc:				
9.9	30mm Rubber door stop plugged	No	16		
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>10</b>	<b>ALUMINUM WORKS</b>				
	<b>Aluminum windows - custom made</b>				
10.1	1000mmx1000m sliding aluminium window , Shutterproof glass included	No	16		
10.2	600mmx600mm Aluminium windows, Quantity 8, Shutterproof glass included	No	8		
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>11</b>	<b>PLASTERING</b>				
	internal plaster 15mm thick 1:5 Cement plaster finish with steel trowel on concrete blockwork:				
11.1	External walls	m <sup>2</sup>	1120		
11.2	Internal walls	m <sup>2</sup>	280		
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>12</b>	<b>TILING</b>				
	Grey Matt Ceramic Floor Tile - 300 x 300mm				
12.1	Internal floor	m <sup>2</sup>	184		
12.2	80 x 300mm Floor Skirting	m	400		
12.3	External tiles	m <sup>2</sup>	40		
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					



Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>13</b>	<b>PLUMBING</b>				
	Supply and install sanitary fittings fixed in position, making all connections and jointing to pipes:				
	Sanitary fittings:				
13.1	Complete toilet set 2PC solo close couple suit forward flush or similar approved	No	8		
	Wash hand basins:				
13.2	Complete wall-hung wash hand basin with centre tap hole, pop up unslotted 32mm waste fitting, and PVC bottle trap universal white 32 x 40 x 40 x 40mm.	No	8		
	Wash hand basin taps				
13.3	Supply and fit SABS approved basin mixer.	No	8		
	Shower				
13.4	Allow for complete shower installation with all required fittings and sundries	m	8		
	Stainless steel grade 304 (18/8) sanitary fittings fixed in positio, making all connectios and jointing to pipes:				
13.5	1200 x 480mm Series 300 SEB single end bowl overlay sink and drainer fixed to standard hanger brackets.	No	8		
	Plumbing installation including all fittings, traps, 'Cobra' taps, copper pipping, drainage pipe etc. complete: (excl. WC, WHB, septic tank and soakaway)				
13.6	Hot & Cold Water plumbing installation complete. ( to include all sewer piping & fitting, copper piping & fittings, valves, labour etc)	Item	8		
	Underground drainage plumbing, including all, fittings, junctions, connections & testing.				
13.7	Underground plumbing inclusive of Rodding, Cleaning & Inspection eyes, bends, junctions, 110mm Sewage piping etc.	Item	8		
13.9	Allow for trenching excavations & backfilling to install underground drainage & plumbing.	m	30		
<b>TOTAL CARRIED FORWARD</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>BROUGHT FORWARD</b>					
	<b>WATER SUPPLY PIPING AND INSTALLATION:</b>				
	Water Connection				
13.10	Allow for new connection, isolation valve in 22mm diameter	No.	8		
13.11	Allow for trenching excavations & backfilling to install 20mm HDPE pipe, 600mm deep.	m	400		
	Rainwater goods				
13.12	125mm rectangular guttering that is in compliance with relevant SANS standards	m	48		
13.13	125mm Circular downpipe complete with downpipe connection, offset combination, shoe and downpipe clips for fixing to wall.	No	8		
13.14	Allow for the construction of a 30m <sup>3</sup> septic tank with two compartments, the cost should cater for the following:	Rate Only	8		
	(a) Excavations and backfill on completion				
	(b) 100mm concrete slab				
	(c) 600x200mm wide concrete footing				
	(d) Reinforced walls (blocks)				
	(e) Internal plaster to walls				
	(f) 100mm concrete slab with REF295 mesh wire				
	(g) 2x Manhole Cover And Frame Cast Iron 450x600 25kg L/D				
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>14</b>	<b>PAINTWORK</b>				
	<b>On Timber</b> on wood prepare and paint two coats exterior water resistant varnish or wood dressing preservative on:				
14.1	Doors	m <sup>2</sup>	27,8		
	Prepare and paint one coat wood primer, one undercoat and one coat polyurethane eggshell enamel paint (colour to be of client's discretion)				
14.2	Doors	m <sup>2</sup>	613,5		
14.3	Door frames	m <sup>2</sup>	11,1		
	<b>On Walls</b> Prepare and paint one coat acrylic undercoat and two coats super general purpose acrylic PVA				
14.4	All Internal plaster walls (colour to be of client's discretion)	m <sup>2</sup>	1030,4		
	Prepare and paint two coats 'plasscon' Wall and all to:				
	Prepare and paint 1 x Universal undercoat and 2 coats 'Plascon' Micatex or similar approved on:				
14.5	External Walls ( 2 colour wall) different colours for the bottom and top	m <sup>2</sup>	480,0		
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					

Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>15</b>	<b>ELECTRICAL</b>				
	Allow the amount of 60 000 for the installation of electrical conducting, draw boxes, distribution board, wiring, light fittings and lighting protection etc. Electrification to be done by a person that holds a Certificate of Compliance (COC).				
15.1	Electrical allowance	Sum	8		
15.2	Profit and attendance on the above, if required.	%	8		
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					



Item Ref	Description	Unit	Quantity	Rate	Amounts
<b>15</b>	<b>PROVISIONAL AMOUNTS</b>				
15.1	Allow and provisional amount of R50 000 for payment to Eskom for a new electrical connection fee.	Sum	1	R 50 000,00	R 50 000,00
15.2	Profit mark-up and attendance	%	15%	R 7 500,00	R 7 500,00
<b>TOTAL CARRIED FORWARD TO SECTION SUMMARY</b>					<b>R 57 500,00</b>



**SUMMARY OF SCHEDULE OF QUANTITIES**

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1	PRELIMINARY & GENERAL	
2	SITE WORKS	
3	CONCRETE WORKS	
4	PRE-CAST CONCRETE	
5	WALLS	
6	ROOF COVERINGS ETC	
7	WATERPROOFING	
8	CEILINGS	
9	IRONMONGERY	
10	ALUMINUM WORKS	
11	PLASTERING	
12	TILING	
13	PLUMBING	
14	PAINTWORK	
15	ELECTRICAL	
16	PROVISIONAL AMOUNTS	
17	SUBTOTAL	
18	CONTINGENCIES 10%	
19	SUB-TOTAL	
20	VAT 15%	
21	TOTAL TENDER SUM (INCL. VAT)	

**SECTION J:**

**RELEVANT EXPERIENCE**

Bidders must have specific experience and submit appointment letters as well as references (in a form of written proof/(s) on organization’s letter head ad including relevant contact person, nature of service, contract amount, commencement date, telephone number, fax number and email addresses) of similar work undertaken.

The following is a statement of work of a similar nature successfully executed by myself/ourselves:

Employer (Name, Tel. No. or Fax No.)	Details of Project	Value of Work (fees)	Year

Continued overleaf... - /

Employer (Name, Tel. No. or Fax No.)	Details of Project	Value of Work (fees)	Year

***Failure to provide the necessary information will compromise the bidding document.***

**SIGNED ON BEHALF OF THE BIDDER**

.....

**SECTION K**

**DECLARATION THAT INFORMATION ON HARRY GWALA DISTRICT MUNICIPALITY SUPPLIER DATABASE IS CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

....., WHO REPRESENTS (state name

Of bidder).....

AM AWARE OF THE CONTENTS OF THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLIER DATABASE WITH RESPECT TO THE SUPPLIER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE EVALUATION PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE :**.....



## SECTION L: 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: 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 4: Particulars of companies and close corporations

Company registration number .....

Close corporation number .....

Tax reference number .....

### Section 5: Record of 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:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> 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) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

**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 6: 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

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) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are 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;
- 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;

## MBD 2

### A) TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of a bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the supplier's tax obligations.

1. In order to meet this requirement, suppliers are required to complete in full the attached form TCC 001 "Application for a Tax Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/individuals who wish to submit bids.
2. SARS will then furnish the suppliers with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval. Copies of TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
3. The original Tax Clearance Certificate or SARS PIN must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In Bids where Consortia/Joint Ventures/Sub-suppliers are involved, each party must submit a separate Tax Clearance Certificate.
5. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**SECTION N:**

**MBD3**

**FORM OF OFFER AND ACCEPTANCE**

<b>NAME OF BIDDER (ORGANISATION):</b> _____
---

**A. OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**BID NO**.....

The Bidder, identified in the Offer signature block below, by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Supplier 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.

**Price:**

*including VAT	
*excluding VAT	

**R**..... (in figures)

*\* tick relevant box*

Amount in words.....

<b>The prices / rates quoted must be firm</b>	<b>Is the delivery period stated firm? Yes/No: .....</b>
<b>Name:</b> <i>(of person authorised to sign the bid)</i>	<b>Signature:</b>
<b>Name of Witness:</b>	<b>Signature of Witness:</b>
<b>Date:</b>	<b>Failure of a Bidder to sign this form will invalidate the bid</b>
<b>Address of Organisation:</b> _____	
_____	
<b>Telephone No.</b> _____	<b>Fax No.</b> _____

**B. ACCEPTANCE**

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Bidder's Offer. In consideration thereof, the Employer shall pay the Supplier the amount due in accordance with the Conditions of Contract. Acceptance of the Bidder's Offer shall form an agreement between the Employer and the Bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

<b>Name :</b> <i>(of person authorised to sign the bid)</i>	<b>Signature:</b>
<b>Capacity:</b>	<b>Date:</b>
<b>Name of Witness:</b>	<b>Signature of Witness:</b>

**DECLARATION OF INTEREST**

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

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

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

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars. ....

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

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

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

3.10.1 If yes, furnish particulars.

.....  
.....

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

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

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

3.13.1 If yes, furnish particulars.

.....  
.....

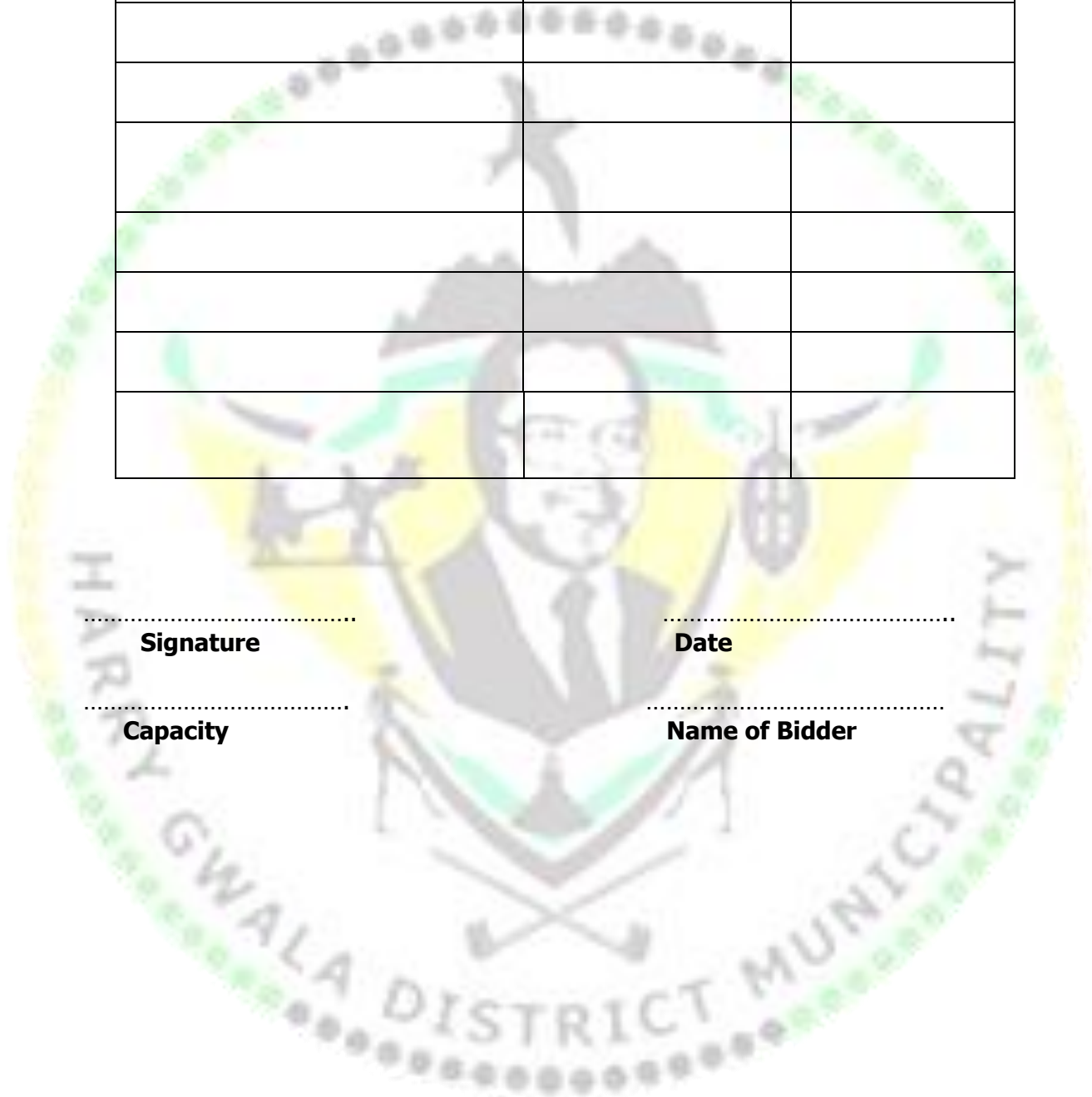
3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....  
.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number



.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

**DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?\*

**YES / NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

**\*YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

.....

.....

.....

.....

\* Delete if not applicable

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

**\*YES / NO**

3.1 If yes, furnish particulars

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

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

**\*YES / NO**

4.1 If yes, furnish particulars

.....  
.....

**CERTIFICATION**

**I, THE UNDERSIGNED (NAME)** .....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

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

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

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

**1. GENERAL CONDITIONS**

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Number of points allocated	Number of points claimed (90/10 system)	Number of points claimed (80/20 system)

	(To be completed by the organ of state)	(80/20 system) (To be completed by the organ of state)	(To be completed by the tenderer)	(To be completed by the tenderer)
<b>Ownership</b>				
Black ownership > 51%		8		
Less than 51 % owned by black people		6		
<b>RDP</b>				
Locality (Enterprise that is located within Harry Gwala District Municipality, location to be determined by the address registered on the CSD)		12		
Locality (Enterprise that is not located within Harry Gwala District Municipality, location to be determined by the address registered on the CSD)		4		

### 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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**SECTION 5:**

**MBD 8**

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

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audialterampartem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

\_\_\_\_\_

(Name of Institution)

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

I \_\_\_\_\_ certify \_\_\_\_\_ on \_\_\_\_\_ behalf  
of: \_\_\_\_\_ that:

(Name of Bidder)

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

- (a) has been requested to submit a bid in response to this bid invitation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



**SECTION U:**

**CERTIFICATE OF AUTHORITY FOR SIGNATURE**

The Tenderer must indicate the enterprise status by ticking the appropriate box hereunder.

(I) <b>SOLE PROPRIETOR</b>	(II) <b>CLOSE CORPORATION</b>	(III) <b>PARTNERSHIP</b>	(IV) <b>COMPANY</b>	(V) <b>JOINT VENTURE / CONSORTIUM</b>	
				Incorporated	
				Unincorporated	

The Tenderer must provide a certificate in the form of a resolution of the partners or directors authorising the signatory on behalf of the enterprise(s) **and such resolution shall include a specimen signature of the signatory.**

**Failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.**

**NB: Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Director(s) of the firm and shall be attached and must be on a Company letter head (signature of signatory is required) example (s) is provided below.**

**(I) CERTIFICATE FOR SOLE PROPRIETOR**

I....., hereby confirm that I am the sole owner of the business trading as:

.....

**Specimen Signature of Sole Owner:**

.....

**Date:** .....

**(II) CERTIFICATE FOR CLOSE CORPORATION**

I / We, the undersigned, being the key members in the business trading as..... hereby authorise Mr/Ms ....., acting in the capacity of ....., to sign all documents in connection with the tender for Contract No. .... and any contract resulting from it on our behalf.

**Signatures of Members:**

NAME	ADDRESS	SIGNATURE	DATE

***Note: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.***

**Specimen Signature of Signatory:**

.....

**Date:** .....

**(III) CERTIFICATE FOR PARTNERSHIP**

We, the undersigned, being the key partners in the business trading as

.....

hereby authorise Mr/Ms

.....

acting in the capacity of ..... , to sign all documents in connection with the tender for Contract No. .... and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.**

**Specimen Signature of Signatory:**

.....

**Date:** .....

**(IV) CERTIFICATE FOR COMPANY**

I ....., chairperson  
of the Board of Directors

of ....., hereby confirm that by  
resolution of the Board

(Copy attached) taken on  
..... 20.....,

Mr/Ms .....,  
acting in the capacity of  
....., was authorised  
to sign all documents in connection with this tender and any contract resulting from it  
on behalf of the company.

**Signature of Chairman:**

.....

**Specimen Signature of Signatory:**

.....

**Date:** .....

**(V) CERTIFICATE FOR JOINT VENTURE / CONSORTIUM**

[This Returnable Schedule is to be completed by a Joint Venture / Consortium]

We, the undersigned, are submitting this tender offer in Joint Venture / Consortium  
and hereby authorise Mr/Ms.....,  
authorised signatory of the company ....., acting in  
the capacity of Lead Partner, to sign all documents in connection with the tender offer  
and any contract resulting therefrom on our behalf.

NAME OF COMPANY	ADDRESS	DULY AUTHORISED SIGNATORY
Lead Partner		Signature..... Name..... Designation..... Date.....
		Signature..... Name..... Designation..... Date.....
		Signature..... Name..... Designation..... Date.....

In addition to this Certificate of Authority on behalf of the JV or Consortium, separate Certificates of Authority are also required from each parent company to the Joint Venture or Consortium. These must be in the form of a resolution of the partners or directors authorising the signatory on behalf of the enterprise to sign the JV or Consortium Certificate of Authority.

For example, if a joint venture partner is a limited liability company, then a resolution of the board of directors for that company is required to demonstrate that the person signing on behalf of the JV has the authority to do so from the parent company. The tenderer must do this either by using the relevant pro forma certificate (I), (II), (III) or (IV), as provided in this Returnable Form B, for that particular type of parent organisation, or by providing a certificate in the form of a resolution of the partners or directors authorising the signatory on behalf of the enterprise **and such resolution shall include a specimen signature of the signatory.**

**SECTION V: CERTIFICATE FOR MUNICIPAL SERVICES**

Information required in terms of the Harry Gwala District Municipality’s Supply Chain Management Policy. Latest municipal services account statement must be attached.

<p><b>Tender Number: HGDM 884/HGDM/2025</b></p> <p><b>Name of the Tenderer:</b></p> <p>_____</p>
--

**FURTHER DETAILS OF THE BIDDER/S: Proprietor / Director(s) / Partners, etc:**

Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all the names, please attach the additional details to the Tender document.

Name of Director / Member / Partner	Identity Number	Physical <b>residential</b> address of Director / Member / Partner	Municipal Account number(s)

I, \_\_\_\_\_, the undersigned,

**(full name in block letters)**

**certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.**

\_\_\_\_\_  
Signature

THUS DONE AND SIGNED for and on behalf of the Bidder / Contractor

at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**Please note:**

**Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED.**

**SECTION W: BANK DETAILS**

The Bidder shall provide details of banking details which shall be applicable to this contract.

Bank Details - Bank Name: .....

Address: .....

Account Number: .....

Contact Person: .....

Tel No.: .....

Fax No.: .....

Auditor Details - Firm Name: .....

Address: .....

Firm Number: .....

Contact Person: .....

Tel No.: .....

Fax No.: .....

**SIGNED ON BEHALF OF THE BIDDER:**

.....

**SECTION X: COMPANY PROFILE**

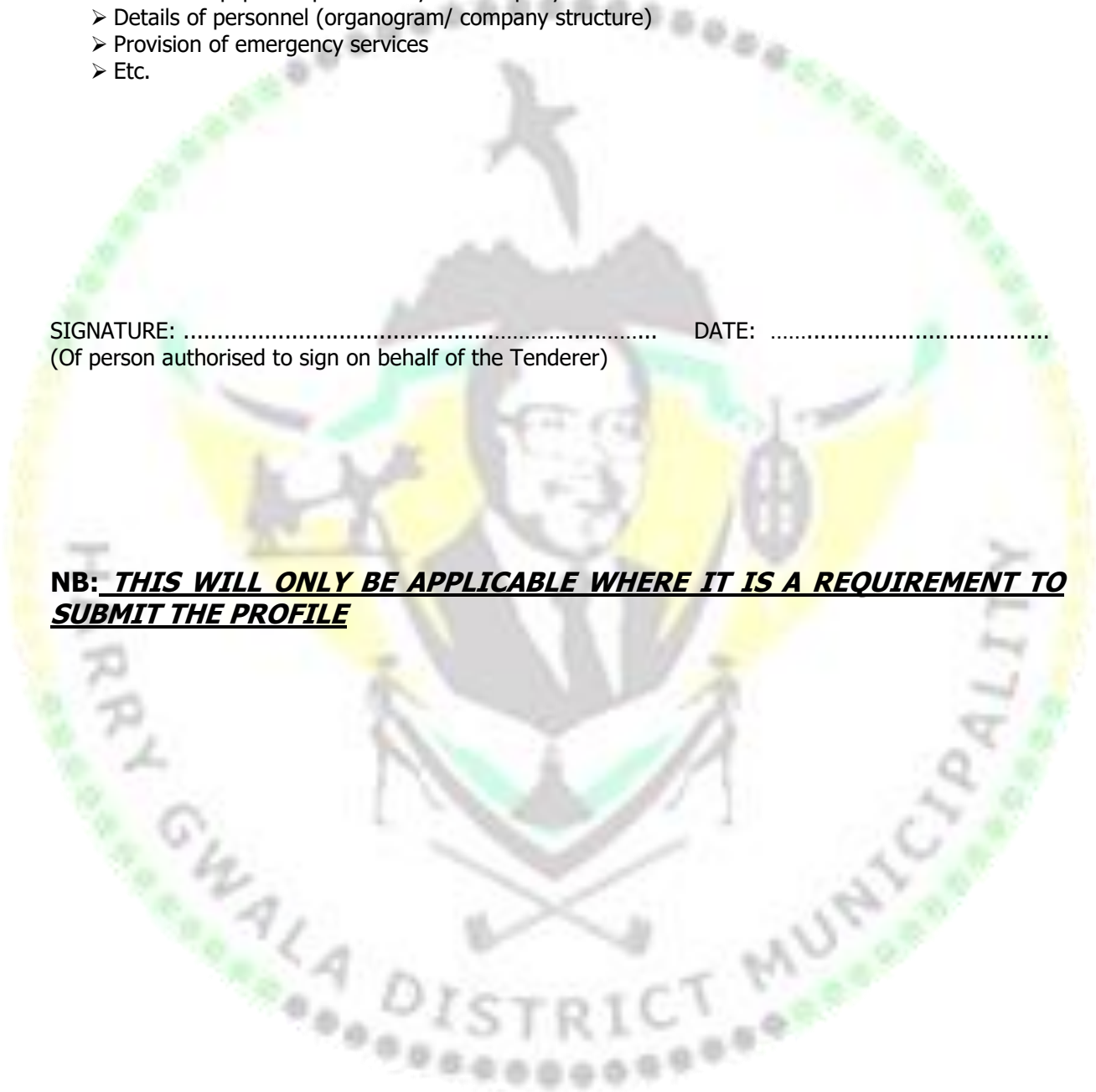
Bidders are required to submit a Company Profile that records their ability to undertake specific tasks.

The Company Profile must include the following items:

- A detailed list of services provided by the company.
- Detailed equipment provided by the company.
- Details of personnel (organogram/ company structure)
- Provision of emergency services
- Etc.

SIGNATURE: ..... DATE: .....  
(Of person authorised to sign on behalf of the Tenderer)

**NB: THIS WILL ONLY BE APPLICABLE WHERE IT IS A REQUIREMENT TO SUBMIT THE PROFILE**



**SECTION Y: CIDB**

Bidders must be registered with CIDB in Class of required works and have a grading of specific level or higher. Only bidders who satisfy the eligibility criteria stated in the Bid Data are eligible to submit bids.

**CONTRACT NO: HGDM 884/HGDM/ 2025**

Name of Bidder : .....

CRS NO : .....

CIDB Grading Level: .....

**FOR JOINT VENTURE**

Name of Bidder : .....

CRS Number (1) : .....

CRS Number (2) : .....

CIDB Grading Level for Joint venture: .....

SIGNATURE: ..... DATE: .....

(Of person authorised to sign on behalf of the Tenderer)

**NB:** Information to be provided only if applicable.

## **SECTION Z:**

### **SPECIAL INSTRUCTIONS AND NOTICES TO SERVICE PROVIDERS REGARDING THE COMPLETION OF BID FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT, 2003, THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The supplier is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bid documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the supplier must be initialled.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.

15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached



**SECTION Z1: CONDITIONS OF BID**

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Harry Gwala District Municipal Administration (hereinafter called the "Harry Gwala District Municipality") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
  
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by the Municipality during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Municipal Finance Management Act, 2003, the Harry Gwala District Municipality Supply Chain Management Policy Framework, and the General Conditions of Contract.
  - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Municipality may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Municipality. I/we will then pay to the Municipality any additional expenses incurred by the Municipality having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bid and by the subsequent acceptance of any less favourable bid. The Municipality shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Municipality may sustain by reason of my default;
  - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executand* in the Republic at (full physical address) :  
.....  
.....
  
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
  
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
  
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
  
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.



# **PARTICULAR SPECIFICATION**

## **PI : GENERAL REQUIREMENTS FOR ELECTRICAL**

### **INSTALLATIONS HARRY GWALA DISTRICT MUNICIPALITY ADMINISTRATION BUILDING AND SATELLITE OFFICES**

#### **1. REGULATIONS, FACTORIES ACT AND BY-LAWS**

- (a) The latest issue of the SANS 10142-1 April 2003 "Code of Practice for the Wiring of Premises", hereafter called the "Wiring Code".
- (b) Occupational Health and Safety Act (Act 85 of 1993).
- (c) The Municipal By-laws and any special requirements of the local Supply Authorities.
- (d) The local Fire Office Regulations
- (e) National Building Regulations SABS 0400 as amended

#### **2. NOTICE AND FEES**

The Contractor must give notices required and pay all necessary fees, including any inspection fees, which may be claimed by the local Supply Authorities.

On production of the official receipted account, the nett amount of the fee charged by the supply authorities for connecting the installation to the supply mains will be refunded to the Contractor by the Municipality.

#### **3. SCHEDULE OF FITTINGS**

In all instances where schedules of light, socket outlet and power point are attached, these schedules are to be regarded as forming part of the specification.

#### **4. QUALITY OF MATERIALS**

Only materials of first class quality must be used and all materials will be subject to the approval of the Municipality. Municipality specifications for various materials are contained in the Quality Specification for Electrical Materials used in Harry Gwala District Municipality Administration Building and Satellite Offices Administration installations, in conjunction with which this specification is to be read.

Where applicable, the materials must comply with the relevant specifications of the South African Bureau of Standards, or, where no such specification exists, with the relevant specifications of the British Standards Institution.

Materials where possible must be of South African Manufacture.

Where the work "approved" appears in any specification it will mean "approved" by the Engineer of the Municipality of Works or his Representative.

#### **5. CONDUIT AND ACCESSORIES**

Unless otherwise stated in the Project Specification and except where other methods of installation are specified for certain conduits, the installation will be conduit throughout. Open wiring will not be allowed in roof spaces.

For light and socket outlet circuits, the conduit must have an external diameter of 20mm. In all other instances the sizes of conduit must be in accordance with Standard Regulations for the specified number and size of conductors, unless otherwise directed in the Project Specification

Except where agreed to, or otherwise specified, all conduit to points will be run via the ceiling slab or roof space.

Whether conduit will be PVC, galvanised or enamelled is specified in the Project Specification. However, in damp situations and where exposed to weather, the conduit, accessories and fittings must be galvanised or PVC in all cases.

Mechanical and electrical continuity must be maintained throughout the installation, but conduit must not be relied upon alone for earth continuity.

Conduit and conduit fittings must be thoroughly inspected for defects before installation, and all sharp edges and burrs removed.

Running joints are to be avoided as far as possible and conduit is to be set to the required angles; normal bends will be acceptable, except as may be permitted in large diameters.

All conduit fittings except coupling, must be of the inspection type. Where cast metal conduit accessories are used, they must be of malleable iron. Zinc base fittings will not be allowed.

Bushes must be of brass only for metal conduit.

Bushes and locknuts are to be used where conduit enters switch boxes. Draw boxes are to be provided in accordance with the Standard Regulations and wherever necessary to facilitate easy wiring.

## 6. CONDUIT IN ROOF SPACES

Conduit in roof spaces must be installed parallel or at right angles to the roof members and must be secured at intervals not exceeding 1,5m by means of saddles screwed to the roof trusses. Where conduit have to be replaced in ceiling voids with steel trusses, suitable components must be installed to which the conduit can be fastened.

Nails or crampets will not be allowed.

Under flat roof, in false ceilings or where there is less than 0,9m of clearance, or should the ceilings be insulated with glass wool or other insulating material, the conduit must be installed in such a manner as to allow for all wiring to be executed from below the ceilings.

Conduit runs from distribution boards must, where possible, terminate in fabricated sheet steel draw boxes installed directly above or in close proximity to the boards.

## 7. SURFACE MOUNTED CONDUIT

Wherever possible, the conduit installation is to be concealed in the building work, however, where unavoidable or otherwise specified in the Project Specification, conduit installed on the surface must be plumbed or levelled and only straight lengths must be used that will follows the horizontal and vertical lines of the building.

**PVC/Copper conduit will not be allowed for surface-mounted installations or if exposed to direct sunlight.**

The use of inspection bends is to be avoided and instead the conduit must be set uniformly and inspection couplings used where necessary. No thread will be permitted to show when the conduit

installation is complete, except where running coupling have been employed.

Running couplings are only to be used where unavoidable, and must be fitted with a slide coupling as a locknut.

Conduit is to be run on approved saddles rigidly secured to the walls, spacer saddles will not be allowed.

Alternatively, fittings, tees, boxes, couplings, etc. are to be cut into the surface to allow the conduit to fit flush against the surface. Conduits is to be bedded into any wall irregularities to avoid gaps between the surface and the conduit.

Couplings of conduit is to be avoided, however, should it be necessary, purpose made metal boxes are to be provided at the junction. The finish of the boxes and positioning must be in keeping with the general layout.

Where several conduits are installed side by side, they must be evenly spaced and grouped under one purpose-made saddle.

Distribution boards, draw boxes, industrial switches and plugs, etc. must be neatly recessed into the surface to avoid off sets in the conduit and to allow for conduit to be mounted tightly against the wall without any space between the wall and conduit.

In situations where there are no ceilings the conduits are to be run along the wall plates and tie beams.

In buildings where building operations are to be carried out, all surface conduit will be painted by the building contractor.

In all other instances the electrical contractor must allow for painting of surface conduit with a primer, undercoat and two coats of good quality enamel paint, and the final colour must match the surrounding building finishes.

Only approved plugging materials such as aluminium inserts, fibre plugs, plastic plugs, etc. and round-head screws shall be used for fixing saddles, switches, plugs etc., to walls. Wood plugs and the plugging in joints in brick walls are not acceptable.

## **8. CONDUIT IN CONCRETE SLABS**

In order not to delay building operations, the contractor must ensure that all conduits and other electrical equipment which are to be cast in concrete columns and slabs are installed in good time.

The contractor must have a representative in attendance at all times when the casting of concrete takes place. Drawboxes, expansion joint boxes and round conduit boxes are to be provided where necessary. Sharp bends of any nature will not be allowed in concrete slabs.

Ceiling boxes must consist of the standard type box with extension ring (50mm deep).

Draw and/or inspection boxes must be grouped under one common cover plate, and must preferably be installed in passage or male lavatories.

All boxes, etc., are to be securely fixed to the shuttering to prevent displacement when concrete is cast. The conduit must be supported and secured at regular intervals and installed as close as possible and to the neutral axis of concrete slabs and/or beams.

Before any concrete slab is cast, all conduit droppers to switchboards must be neatly spaced and rigidly fixed.

## **9. FLEXIBLE CONNECTIONS FOR CONNECTING UP OF STOVE, MACHINES ETC.**

Flexible tubing connections must be galvanised steel construction, and in damp situations of the plastic sheathed galvanised steel type. Other types may only be used subject to the prior approval of the Municipality's site electrical representative.

Connectors for coupling onto the flexible tubing must be of the gland or screw-in types, manufactured of either brass or cadmium or zinc plated mild steel, and the connectors after having been fixed onto the tubing, must be durable and mechanically sound.

**NOTE :** Aluminium and zinc alloy connectors will not be acceptable.

## 10. WIRING

Except where otherwise specified in the Project Specification, wiring must be carried out in conduit throughout. Only one circuit per conduit will be permitted.

No wiring may be drawn into conduit until the conduit installation has been completed and all conduit ends provided with bushes. All conduit to be clear of moisture and debris before wiring is commenced.

Unless otherwise directed in the Project Specification or indicated on the drawings, all wiring for lighting circuits is to be carried out with 1,5mm<sup>2</sup> conductors with 2,5mm<sup>2</sup> earth conductors and for socket outlet circuits the wiring must consist of 2,5mm<sup>2</sup> conductors with 2,5mm<sup>2</sup> earth conductors. In all other instances, the number and size of cables drawn into any conduit will be as specified or shown on the drawings. Sizes and numbers of cables not specified must be determined in accordance with the Standard Regulations.

### **THE LOOP-IN SYSTEM MUST BE FOLLOWED THROUGHOUT, AND NO JOINTS OF ANY DESCRIPTION SHALL BE PERMITTED**

The wiring must be done in PVC insulated 600/1000V grade cables to SABS 1507.

Where cable ends connect onto switches, fittings, etc., the end stands must be neatly and tightly twisted together and firmly secured. Cutting away of wire strands of any cable will not be allowed.

## 11. SWITCHES AND SOCKET OUTLETS

All switches and switch-plug combination units must conform to the Municipality Quality specifications which form part of this Specification.

All light switches must have a current rating of 16A.

None other than 15A 3 pin sockets are to be used, unless other special purpose types are distinctly specified or shown on the drawings.

All light switches must be installed at 1,4m above finished floor level and all socket outlets at 300mm above finished floor level. Alternatively the height of socket outlets may be indicated on the drawings.

## 12. SWITCHGEAR

Switchgear, which includes circuit breakers, iron-clad switches, interlocked switch-plug units, contactors, time switches, etc. is to be in accordance with the Municipality Quality Specifications which form part of this Specification and must be equal and similar in quality to such brands as may be specified.

For uniform appearance of switchboards, only one approved make of each of the different classes of switchgear mentioned must be used throughout the installation.

## 13. SWITCHBOARDS

All boards must be in accordance with the types as specified, be constructed according to the detail

or type as per drawings and must be approved by the Municipality before installation.

In all instances where provision is to be made on boards for the supply authority's main switch and/or metering equipment the contractor must ensure that all requirements of the authorities concerned in the respect are met.

Any construction, or standard type board proposed as an alternative to that specified, must have the prior approval of the Municipality.

All bus bars, wiring, terminals, etc., are to be adequately insulated and all wiring is to enter the switchgear from the back of the board. The switchgear must be mounted within the boards to give a flush from panel. Cable end boxes and other ancillary equipment must be provided where required.

Clearly engraved labels are to be mounted on or below every switch. The wording of the labels, in English, is to be according to the layout drawing or as directed by the Municipality's representative and must be confirmed on site. Flush mounted boards must be installed with the top of the board in line with the top of the doorframes. All switchboards must comply with the regulations as stipulated in SANS 10142-1 as amended.

#### **14. WORKMANSHIP AND STAFF**

All staff employed on the service must work under the direct supervision of an accredited person as defined in the Occupational Health and Safety Act, Regulation 4(2).

The workmanship must be of the highest grade to the satisfaction of the Municipality.

All inferior work must, on indication by the Municipality's inspecting officers, immediately be removed and rectified by and at the expense of the electrical contractor.

#### **15. EARTHING OF INSTALLATION**

The type of main earthing must be as required by the supply authority, if other than the Municipality's representative, who may require additional earthing to meet test standards.

Where required an earth mat must be provided, the minimum size, unless otherwise specified, being 1,0 x 1,0m and consisting of 4mm diameter hard-drawn bare copper wires at 250mm centres, brazed at all intersections.

Alternatively, or additionally earth rods or trench earths may be required as specified or directed by the Municipality's authorised representative.

Installations must be effectively earthed in accordance with the "Standard Regulations" and to the requirements of the supply authority. All hot and cold water and waste pipes when galvanised or copper are to be effectively bonded by means of 12,5mm x 1,60mm solid or perforated copper tape (not wire), clamped by means of brass bolts and nuts. This tape is to be fixed to walls by means of rounded brass screws at intervals not exceeding 150mm.

Main earth copper tapes where installed below 3m from ground level, must be run in 20mm conduit securely fixed to the walls. Corrugated iron roofs and guttering must be effectively earthed with copper tape and brass bolts with nuts at intervals not exceeding 18m. Self-tapping screws are not acceptable as a means of securing earth conductors.

Connection from the main earth bar on the main board must be made to the cold water main, the incoming service earth conductor, if any, and the earth mat or other local electrode by means of 12,5mm x 1,60mm solid copper tape of 16mm<sup>2</sup> stranded (not solid) bare copper wire or such conductor as the Municipality's representative may direct.

##### **(a) Roofs**

All metal parts of roofs, gutters and down pipes must be earthed. One bare 50mm<sup>2</sup> copper conductor must be installed over the full length of the ceiling void, fixed to the top purlin

and connected to the main earth conductor of each switchboard. The roof and gutters must be connected at 15m intervals to this conductor by means of 12mm x 0.8mm copper strapping (not conductors) and galvanised bolts and nuts. Self-tapping screws are not acceptable.

(b) **Connections**

Under no circumstances must any connection, bolts, screws, etc., used for earthing be utilised for any other purpose. It will be the responsibility of the Contractor to supply and fit earth terminals or clamps on equipment and materials that must be earthed where these are not provided. Unless earth conductors are connected to proper terminals, the end must be tinned and lugged.

(c) **Ring Mains**

Common earth conductors may be used where various circuits are installed in the same wireway in accordance with SANS 10142-1. In such instances the sizes of earth conductors must be equivalent to that of the largest current carrying conductor installed in the wireway alternatively the size of the conductor must be as directed by the branching from the ring main and must be connected to the common earth conductor with T-ferrules or soldered. The common earth must not be broken.

(d) **Sub-distribution boards**

A separate earth connection must be supplied between the earth busbar in each sub-distribution board and the earth busbar in the Main Switchboard. These connections must consist of bare or insulated stranded copper conductors installed along the same routes as the supply cables or in the same conduit as the supply conductors. Alternatively armoured cables with earth continuity conductors included in the armouring may be utilised where specified or approved.

(e) **Sub-circuits**

The earth conductors of all sub-circuits must be connected to the earth busbar in the supply board in accordance with SANS 10142 April 2003.

(f) **Non-metallic conduit**

Where non-metallic conduit is specified or allowed, the installation must comply with the Municipality's standard quality specification for "CONDUIT AND CONDUIT ACCESSORIES". Standard copper earth conductors must be installed in the conduits and fixed securely to all metal appliances and equipment, including metal switch boxes, socket-outlet boxes, draw-boxes, switchboards, luminaries, etc. The securing of earth conductors by means of self-threading screws will not be permitted.

(g) **Flexible conduit**

An earth conductor must be installed in all non-metallic flexible conduit. This earth conductor must not be installed externally to the flexible conduit but within the conduit with the other conductors. The earth conductor must be connected to the earth terminals at both ends of the circuit.

## 16. MOUNTING AND POSITIONING OF LIGHT FITTINGS

The electrical contractor is to note that in the case of board and acoustic tile ceilings, i.e. as opposed to concrete slabs, close co-operation with building contractor is necessary to ensure that

as far as possible, the light fittings are symmetrically positioned with regard to the ceiling pattern.

The layout of the fittings as indicated on the drawings must be adhered to as far as possible, but the

exact positions must be confirmed with the Municipality's representative.

Fluorescent fittings installed against concrete ceilings must be screwed to the outlet boxes and in addition 2 x 6mm expansion or other approved type fixing bolts are to be used. The bolts are to be  $\frac{3}{4}$  of the length of the fittings apart.

Fluorescent fittings to be mounted on board ceilings must be secured by means of two 40mm x No. 10 round head screws and washers. The fittings must also be bonded to the circuit conduit by means of locknuts as brass bushes. The fixing screws are to be placed  $\frac{3}{4}$  of the length of the fittings apart.

In addition to the above, an earth conductor is to be taken from the earthing terminal on all fluorescent fittings and solidly bonded onto the conduit installations.

Incandescent fittings are to be screwed directly to outlet boxes in concrete slabs. Against board ceilings, the fittings must be secured to the branding or joints by means of two 40mm x No. 8 round screws.

#### **17. TESTS AND INSPECTIONS**

After completion of the installation, the contractor must test the entire wiring system as prescribed with a "Megger" type instrument and a certificate of compliance by an accredited person must be filled in and issued for the electrical work being performed.

The contractor must then give notice that the installation is ready for final test by the Municipality or the Engineer. If the results of the final tests are favourable and the installation is found in order, there will be no charge for the test. If the test is found unfavourable, a levy determined by the Municipality will be charged to the contractor for each subsequent test.

#### **18. CONDUIT ON WALLS**

**Chasing conduits on walls is no longer allowed, therefore tubing must be done inside walls**

**USED IN HARRY GWALA DISTRICT MUNICIPALITY ADMINISTRATION BUILDING INCLUDING SECURITY GUARDROOMS**

## **PARTICULAR SPECIFICATION**

### **PJ: QUALITY SPECIFICATION FOR ELECTRICAL MATERIALS**

#### **1. ELECTRICAL CABLES**

##### **1.1 PVC sheathed underground cable LV**

The conductors are to be of high conductivity copper, insulated with one layer of PVC.

The colour of the cores must be as follows:

Twin core	:	One red and one black
Three core	:	One red, one white and one blue
Four core	:	One red, one white, one blue and one black

The cores are to be twisted together, sheathed with PVC (preferably black), armoured with a layer of galvanised steel wire, bedded and served with PVC (preferably black).

All insulation must be for general service 660/1000 V grade.

The cable is to be in accordance with SABS 1507 in all respects.

##### **1.2 Glands for PVC SWA cables**

The glands must be of the adjustable type, and must be suitable for PVC SWA cables up to 600/1000 V. The non-watertight glands must be easily converted to watertight glands by means of waterproofing shroud and inner seal kit. The glands are to be made of copper-plated or heavily cadmium-plated bronze or brass, and must consist of a barrel with a cone nut (carrying a cone bush) screwed into one end, and a cadmium-plated bronze nipple carrying a heavy galvanised steel lock nut screwed into the other end.

On one cable entrance side of the barrel, a round groove must be provided for taking the top rim of the waterproofing shroud.

The shrouds are to be made of non-deteriorating neoprene or synthetic rubber, and must be resistant to water, oil and sunlight. The shrouds must tightly fit around the glands and cable.

All glands must be provided with ISO thread and must be suitable for the cable sizes specified.

##### **1.3 PVC single core cable (600/1000V)**

The conductor is to be of high conductivity copper wire (strand type 3), insulated with polyvinyl chloride and will be 600/1000 V grade.

The cable must be finished either red or black and is to be in accordance with the SABS Specification 1507.

The conductor must be made up of the number and diameter of wires as specified in the SABS Specification. The smaller sizes up to and including 4mm<sup>2</sup> are to be supplied in 100m reels, while large sizes from 6mm<sup>2</sup> upwards may be supplied on 100m coils.

The following are the sizes of cable covered by this Specifications, giving the rated area of conductors :

Black ) Red ) 1,5mm <sup>2</sup>	Black ) Red ) 10mm <sup>2</sup>
Black ) Red ) 2,5mm <sup>2</sup>	Black ) Red ) 16mm <sup>2</sup>
Black ) Red ) 4mm <sup>2</sup>	Black ) Red ) 25mm <sup>2</sup>
Black ) Red ) 6mm <sup>2</sup>	Black ) Red ) 35mm <sup>2</sup>

#### 1.4 Epoxy-resin jointing material

The materials are to be “Scotchcast” splicing kits or other approved and are to be used strictly in accordance with the instructions and recommendations of the supplier.

## 2. LV DISTRIBUTION KIOSKS

### 2.1 Construction

Kiosks must be 3CR12 weatherproof IP 65 rating. To prevent the ingress of water onto live equipment, the door entry surround must have a channel shape, at least 12mm deep, to accommodate the door edge.

The roof must be constructed with an overhang above non-continuous panelling and must be provided with a drip-edge.

Where specified the canopy and doors must be manufactured of steel to the following requirements:

- i) A metal framework must be manufactured from solid angle iron, channel iron or 2,5mm minimum folded sheet steel.
- ii) Joints must be non-continuously butt welded. Welds must be ground smooth and the joint wiped with plumber’s metal in order to provide a smooth finish.
- i) Side panels, doors and the roof must be manufactured from 2mm minimum sheet steel. The panels must have upturned edges which are recessed in the frame or which fit over lips on the frame. The side panels may be either bolted or welded to the frame or from part of the folded metal frame.
- iv) The roof of the cubicle must be removable and must be fitted by means of bolts which will be accessible from inside the cubicle only.
- v) All panels and doors must be suitable braced and stiffened to ensure rigidly and to prevent warping.
- vi) The colour must be “light stone” C37 to SABS 1091.

- vii) All doors must be fitted with 40mm VIRO type padlocks.

## 2.2 Notices

At least one skull and crossbones notice with the word “GEVAAR/DANGER/INGOZI” must be mounted outside on the front of the kiosk. This notice will be riveted to the steel door so that it cannot easily be removed. Brass rivets must be used.

## 2.3 Instrumentation

All metering instruments must be flush mounted in the front panel. Current transformers for metering must be mounted so that the rating plate is clearly visible. Fuses for instrumentation must be mounted in an easily accessible position and clearly marked.

## 2.4 Wiring

Standard 600V grade PVC-insulated stranded annealed copper conductors to SABS 1507 must be used for the internal wiring.

Wiring must be installed away from terminals, clamps or other current carrying parts. Wiring must also be kept away from exposed metal edges or must be protected where they cross metal edges.

## 2.5 Cabling

Incoming and outgoing cables must be terminated on the gland plate. Cables up to 70mm<sup>2</sup> may terminate on clamp type terminals where the clamping screws are not in direct contact with the conductor. All cable sizes larger than 70mm<sup>2</sup> must terminate on busbar stubs which must be connected to the associated equipment. Parallel incoming or outgoing cables must be connected to a collector busbar without crossing the conductors.

## 2.6 Concrete base and base frame

To ensure stability of the kiosk after installation, it must be mounted on a base frame which, in turn, must be bolted to a concrete base cast into the bottom of the cable trench.

The base frame must be constructed of angle iron, at least 50 x 4mm thick and must be of welded construction hot-dip galvanised and coated with epoxy resin tar.

The vertical height of the box frame must be at least 900mm and the construction must be such as to provide a rigid support for the kiosk.

The base frame must protrude to a maximum height of 200mm above ground level. Provision must be made for the protection and concealing of the cables entering the kiosk and to prevent access of animals and vermin.

The base frame must be secured by at least four M16 bolts to the support frame of the kiosk and four M16 anchor bolts and nuts to the concrete base. The bolts, nuts and washers must be galvanised and supplied with the kiosk.

All galvanising must be to SABS 0214.

The kiosk manufacturer must supply a detailed drawing of the base frame and the concrete base required.

### 3. LV SWITCHBOARD AND EQUIPMENT

#### 3.1 General

The switchboard must be of the metal enclosed, indoor type, installed in a cupboard with doors which will be provided by the main contractor. Only front access to cable and equipment must be available.

The front panels must be of the hinged type held with approved type torpedo chrome of brass hinges. All equipment must be flush-mounted on this panel.

Suitable bus bars of adequate rating must be run the whole length of the board. Bus bars must be so arranged that multiple cable ends can be connected to the bars without crossing of cores.

Solid copper bus bars must run continuously from the load side of the "Main" circuit breaker. The maximum current density of the bus bars must not exceed 1,5A/mm<sup>2</sup>.

Connections onto bus bars are to be made by means of crimped lugs suitably bolted and locked. Cable tails must be adequately sized to carry at least twice the load of the switchgear being fed.

All accessible current carrying parts, bus bars, connecting strips and collector bars, etc., are to be adequately insulated in phase colours. Connecting strips, etc., must be adequately to carry the full rated current of the switches, irrespective of the fuse or trip rating.

Internal wiring must be neat and securely laced together and must be finished in the respective phase colours.

Where provision has been made for future equipment on the front panels, the spaces must be filled in with removable blank covers or dummy circuit breakers.

Clearly engraved screwed-on labels must be provided on or below the corresponding switchgear and instruments on the front of the switchboard, so as to identify the equipment. The wording of the labels must be in English according to the wording instructions that will be given by the Municipality's representative on site. (Mere circuit numbers as shown on the drawings will not be acceptable). The inscriptions must be in 5mm (minimum) high lettering on black-white-black ivorine labels. Larger lettering must, however, be provided where space permits.

Cable gland support plates must be placed at suitable heights having regard to the bending radius of cables concerned and convenience of making off.

A solid copper earth bar must be provided inside the board and along the entire length at a suitable height above floor level. The earth bar must have a cross sectional area of approximately 600mm<sup>2</sup> and must be provided with the requisite number of earthing connections, and fitted with 10mm diameter brass bolts, nuts and washers for securing earth conductors.

All metalwork must be thoroughly de-rusted and degreased, primed with zinc chromate and finished with 2 coats of grey enamel. Distribution Boards must be painted in the following colours:

Normal Power Distribution Boards – Electric Orange or as otherwise indicated on the drawings or Project Specification

Essential Power Distribution Boards – Signal Red.

Uninterruptible power supply, Distribution Boards – Dark Blue.

### 3.2 Distribution boards : Flush and semi-flush type

The distribution board must consist of a sheet bonding tray fitted with a removable circuit breaker chassis and a door unit as detailed below :

(a) Bonding tray

The bonding tray must be of pressed and welded construction using 1,6mm galvanised sheet steel. The outside lip must be flanged out for 6mm and knock-outs which will mainly be 20mm  $\varnothing$  but 25mm dia must be provided at each end. The total number of 20mm knock-outs on each must not be less than the number of circuit breakers (including spares) carried on the board. The back of the tray must be fitted with galvanised steel diamond mesh spot welded to the tray to facilitate plastering. Extra space of at least 30% spare capacity must be allowed per board and conduits for such spare capacity must be installed.

An architrave frame formed with bevelled edges must accommodate panel, chassis and door(s). Frame to be fixed to tray in a suitable manner as to allow for adjustment for depth, out of plumb, and for wall finish inequalities, and must overlap the tray by not less than 25mm all round.

Chassis for mounting of equipment fixed to architrave frame, must be of rigid construction made of 2mm sheet steel and provided with the necessary means for fixing of circuit breakers, isolators, etc.

Semi-flush boards must be provided with 40mm architrave extension frames.

(b) Doors

Doors of smooth flat finish suitably braced to ensure stiffness and recessed flush in the architrave. Catches must be flush mounted.

Single doors must not exceed the width of 0,6m.

All steelwork must be rust-proofed, smooth finished and covered with hard baked enamel battleship grey paint, unless an alternative colour is specified.

Refer also to Clause 13 of the General requirements for Electrical Installations in Harry Gwala District Municipality Administration Building and Satellite Offices Administration Building (PI).

(c) Busbars

Copper busbars, provided for each phase and neutral must be mounted on insulators or fixed directly to the terminals of single pole miniature circuit breakers only. Boards must be suitably sized to accommodate, without undue cramping, the equipment.

A substantial brass earth bar, solidly bonded to the metal-work of the board, is to be provided with connectors for the incoming earth conductor and the earth wires of outgoing circuits.

(d) Labelling of circuits

Channelling to be supplied below all switchgear for labelling/ identification purposes.

Labelling must be done on Ivorene engraved labels, black letters on white background with minimum letter size of 5mm.

Each distribution board must also be labelled with a main label indicating the identification number of the distribution board. Letter size must be minimum 5mm in height. The main switch on the distribution board must also be labelled with a label identifying the size of the incomer feed cable as well as the origin of the feed of the cable. Minimum letter size 3mm height.

Labelling must also be installed on both ends of power cables where entering or leaving distribution boards or electric panels. Labels to cables must include the size of the cable and the origin of the feed of the cable and must be strapped to the cable with cable ties. Minimum letter size 3mm height.

### 3.3 **Busbar copper**

The busbars must be of high conductivity copper and must conform to SABS IEC 60947-7.

### 3.4 **Busbar insulators**

All busbar insulators must be of PVC suitable for voltages up to 600V. (Porcelain insulators are not acceptable).

The insulators with U-clamps must be approximately 75mm in diameter by 70mm high and are to be carried by a 12mm galvanised iron spindle screwed 12mm Whitworth thread and fitted with a hexagonal nut.

The top of the insulator is to be fitted with a U-type holder with clamping bolt, suitable for taking busbars up to 16mm thickness edgewise.

The insulators with bolts must be approximately 75mm in diameter by 75mm high and will have flats on each end drilled and tapped 10mm Whitworth thread. Two 10mm x 25mm long bolts must be supplied with each insulator.

### 3.5 **Moulded case circuit breakers**

The circuit breakers must comply with SABS IEC 60947-2, as amended.

The overload and short circuit trips in the circuit breakers may be of the following types to suit the application:

- (a) Combined thermal/magnetic trips with interchangeable trip units, the magnetic trip setting being adjustable.
- (b) Combined thermal/magnetic trips with fixed and sealed trip units, the magnetic trip setting be adjustable.
- (c) Combined thermal/magnetic trips with fixed and non-adjustable units.
- (d) Hydraulic/magnetic trips and fixed and non-adjustable units.
- (e) Solid state controlled trips with interchangeable fixed rating plugs for overload tripping and adjustable magnetic trip settings incorporating a short time delay.
- (f) Solid state controlled strips with interchangeable adjustable rating plugs for overload tripping and adjustable magnetic trip settings incorporating a short

time delay.

The continuous current rating, trip and rupturing capacity must be as specified in the Project Specification/Price Schedule.

### 3.6 Earth leakage relay (30mA) : Single or three phase

(a) With associated circuit breaker

The relay is to operate on the core balance (current balance) principle.

The sensitivity and operating response of the relay must be such that instantaneous tripping will occur at a total earth leakage current of 30 milliamperes. The unit must have compensation for ambient temperature variations, and the sensitivity and operating response time must be maintained over the range of normal frequency variations. Stability of operation, long life and retention of characteristics are essential.

The unit must be provided with integral test facilities by means of which the correct functioning of the unit may be tested.

The unit must withstand fault currents (in accordance with SABS IEC 60947-2) of 2,5kA or 5kA, between phase and earth, between phase and phase, or between phase and neutral without sustaining damage.

The single phase unit must be complete with an associated double pole circuit breaker and the three phase unit complete with an associated triple pole circuit breaker.

The circuit breakers must be provided with overload trip coils and must have a rupturing capacity of 2,5kA or 5kA, when tested in accordance with SABS IEC 60947-2.

The Three Phase earth leakage unit and circuit breaker are to be suitable for operation on a 380/440V, 50Hz supply and the single phase earth leakage unit and circuit breaker for a 220-250V, to Hz supply.

The earth leakage unit must comply fully with SABS IEC 60947-6, as revised, and bear the SABS mark.

When specified, the circuit breaker and earth leakage relay are to be mounted in a substantial sheet metal case with anti-corrosion treatment and baked enamel finish for wall mounting.

(b) With associated on-load switch

The relay must comply with the requirements given under (a) above, except that the circuit breaker with trip coils will be replaced by a switch which will have a short time rating of 2,5kA or 5kA, for 40 milliseconds.

### 3.7 Triple pole on-load isolators without trip

The switches must be of the triple pole, hand operated, panel mounting, air break type, having continuous current ratings as indicated below, and suitable for operation on 380-440V, 50Hz systems.

The contacts are to be of silver alloy, and the switch mechanism must be of the quick make - quick break type.

The switches are required to open and close circuits carrying currents up to the full current rating of the switch.

The switches must further be capable of being closed against faults and must temporarily withstand the following system fault currents, until the associated circuit breakers operate:

Isolator rating	Fault current
60A	5 000A
100A	10 000A
100A	15 000A
150A	15 000A
250A	25 000A
450A	25 000A
600A	25 000A
800A	25 000A

The switches are to be housed in moulded bakelite cases, and are to be suitable for back of panel mounting.

To distinguish the switches from circuit breakers, the operating handles must have a distinctive colour, preferably red and must be indelibly marked "Isolator".

### 3.8 **Contactors**

The contactor must be of the open or totally enclosed triple pole air break general purpose and magnetically operated type, suitable for a 380-440V or 220-250V supply.

The contactor must be fitted with silver or silver alloy contacts and will be fully in accordance with SABS IEC 60947-4.

The current range and coil voltage must be as required for the service.

## 4. **SWITCHES**

### 4.1 **Microgap switches**

The switches must be of the triple pole or double pole (as required) microgap type, for use on AC only. Triple pole switches are to be suitable for supply voltages up to 500V and double pole switches for voltages up to 250V.

The body and the cover of the switch must be of strong brown bakelite. Heavy brass terminals, each with two grip screws, must be provided for incoming and outgoing cables, and the terminals must be arranged for easy wiring.

The switch must have solid silver contacts with large contact surfaces, and be capable of carrying, making and breaking its rated current.

The "ON" and "OFF" positions of the switch must be clearly marked.

The switches must comply with SABS IEC 60947-3.

### 4.2 **Flush switches**

The switch must have a single, vertically acting, rocker type actuating lever, must be suitable for mounting in a standard 100mm x 50mm x 50mm pressed steel wall box and must comply with SABS 163. Walloutlet boxes must comply to SABS 1085.

The switch must be of the short break type, suitable for operation on 250V AC systems only, and must consist of a base of non-tracking bakelite, with a heavy gauge steel

mounting strap, substantial contacts and terminals, and a plain white lever. The terminals of the switch must be suitable for back connection.

The screw fixing holes of the mounting strap are to be at 82mm centres, and tapped holes at 60mm centres must be provided for attaching the cover plate.

The metal cover plates required for the switches must be constructed of steel, with the edges turned down to form a bevelled finish. The opening(s) in the cover plate must suit the operating lever of the switch. The cover plates are to have a baked enamel finish and must comply fully with SABS 518. All cover plates must be supplied with fixing screws.

Where otherwise stated in the project specification or measured in the bills of quantities, cover plates may also be of the PVC type screwed on with metallic screws or clip on as per the "Clipsal" or Crabtree "Diamond" range.

Cover plates must be suitable for 15A flush switches with rocker type actuating lever, mounted in a 100mm x 50mm x 50mm pressed steel wall box.

#### 4.3 **Watertight switches**

The watertight switches must be a single pole, suitable for surface mounting.

The unit is to be made of a circular or square galvanised cast iron or cast aluminium box with watertight lid and handle.

The handle is to be either on the front or on the side of the box and the "ON" and "OFF" positions are to be clearly indicated. Entry must be through holes drilled and tapped 20mm electrical thread.

The switch interior must be a 5A switch with either porcelain or non-tracking bakelite base, and strong quick acting spring mechanism and heavy gauge brass contacts.

#### 4.4 **Photo-electric cell**

The unit must comprise a photo cell, thermal actuator and change-over switch. The cover of the unit must be manufactured from a tough, destruction resistant material for protection against tampering. The cover must have good weathering properties, be ultra violet resistant and must not deteriorate when exposed to sunlight for prolonged periods.

The operational level must be factory preset for "ON" at a light level of approximately 54 lux and "OFF" at approximately 108 lux.

Voltage variations must not materially affect the operational levels.

A time delay of not less than 15 seconds must be provided to prevent the unit from functioning due to lightning or other short period changes in illumination.

The unit must be effectively safeguarded against surges by means of a suitable surge protector which must preferably form an integral part of the unit.

The unit must be of the wall mounting type and must be supplied complete with a suitable backing plate.

## 5. SOCKET OUTLETS

### Flush socket outlets

The unit is to consist of a combined switch and plug socket, rated at 16A, 250V and must be suitable for mounting in a standard 100mm x 100mm x 50mm pressed steel wall box.

Wall outlet boxes must comply to SABS 1085.

The switch and plug socket are to be assembled on a common base of non-tracking bakelite. The base must be provided with a heavy steel mounting strap, having two sets of fixing holes and the necessary tapped holes for fixing the coverplates. The fixing holes of each set must be at 83mm centres, and the spacing between the sets of fixing holes is to be 44mm centres.

The single pole switch must have heavy contact and must be operated by a vertically acting rocker type actuating lever. The switch is to be of the short break type for AC only, and must comply with SABS IEC 60884. The colour of the lever must be white.

The plug base must be of the two pin and earthing socket type, having substantial contact sockets. The colour of the plug base must be white, and a shutter must be provided.

All terminals are to be suitable for back connection and terminal screws must be easily accessible. The "line" "neutral" and "earth" positions must be clearly and indelibly marked.

The unit must be supplied complete with metal cover plates and with the necessary countersunk cover

fixing screws. The cover plate must be constructed of steel, with the edges turned down to form a bevelled finish. The openings in the cover plate must suit the rocker type operating lever and plug sockets. The cover plate must be suitable for a standard 100mm x 100mm x 50mm pressed steel wall box. The finish of the plate is to be white baked enamel.

Where otherwise stated in the project, specification or bills of quantities, cover plates may also be of the

PVC type screwed on with metallic screws or clip on as per the "Clipsal" or Crabtree "Diamond" Range.

## 6. CONDUIT AND ACCESSORIES

### 6.1 **Screwed conduit**

The conduit must be steel, either solid drawn or welded, with all the rough edges removed, and with each end of each length threaded. All tube ends are to be reamed. One thread is to be fitted with a coupling and the other end is to be protected against damage.

Black conduit must be stove enamelled jet black on the inside as well as on the outside and must be in accordance with SABS 1065-2.

Galvanised conduit must be covered on the inside as well as on the outside by the hot process and must be in accordance with SABS 0214.

The type of conduit to be used is as stated in the Project Specification/Price Schedule.

### 6.2 **Plain-end metallic conduit**

As an alternative to the screwed conduit type of installation, unscrewed conduit with Bosal or Easylock type conduit fittings will also be acceptable to the Municipality. The use of this alternative system is, however, subject to the following conditions. :

- (a) The unscrewed conduit must be manufactured of mild steel having a minimum thickness of 0,9mm (20 gauge) and will be in accordance with SABS 1007. Conduit manufactured of lighter gauge material, i.e. 0,7mm (22 gauge) will not be permitted.
- (b) Bending and setting of unscrewed conduit must be done with special benders and apparatus manufactured for the purpose and which are obtainable from the suppliers of the Bosal or Easylock type system. Damage to the conduit resulting from the use of incorrect bending apparatus or methods must on indication by the Municipality's inspectorate staff, be completely removed and rectified and any wiring already drawn into such damaged conduits must also be completely renewed at the contractor's expense.
- (c) Conduit and accessories used for flame-proof installations and for the suspension of light fittings as well as all load bearing conduit must in all instances be of the screwed type.

### 6.3 **PVC Conduit**

PVC conduit must comply with SABS IEC 60614-1 and must be installed strictly in compliance with the manufacturer's recommendations.

All PVC conduit and accessories must be of the same manufacturer.

### 6.4 **Conduit accessories**

All conduit accessories must be fully in accordance with SABS 1065-2 (metric units).

All cast conduit fittings must be of malleable cast iron.

Zinc base alloy fittings are not acceptable.

### 6.5 **Circular conduit boxes**

The boxes are to be of the long spout pattern manufactured from malleable cast iron or PVC when used with PVC conduit. The two cover fixing holes must be diagonally opposite each other, drilled and tapped at 60mm centres.

The internal dimensions are to be approximately 60mm diameter by 60mm deep and the thread cut in the spouts must be suitable for 20mm electrical conduit. Boxes are to be supplied without covers.

The boxes must be in accordance with SABS 1065-2.

### 6.6 **Pressed steel switch boxes**

All switch boxes are to be manufactured from heavy gauge sheet metal and must be galvanised. The boxes are to be fitted with the necessary number of lugs to suit the number of switch units for which the box is intended.

Lugs are to be drilled and tapped at 82mm centres suitable for fixing either flush switch or standard flush plug units. Fixing screws must be provided.

The dimensions of the single gang boxes are to be approximately 50mm wide by 50mm deep by 100mm long, with one knock out at each end and at the back, and at least two knock-outs in each side.

The dimensions of double gang boxes are to be approximately 50mm deep by 100mm long by 100 wide, with two knock-outs in each end and at least two knock-outs in the back and in each side.

The boxes must comply with SABS 1065-2.

All knock-outs are to be 20mm in diameter, suitable for 20mm electrical conduit.

#### 6.7 **Earth clips**

The earthing clips are to be made of 0,9mm strips not less than 12mm wide, to be complete with 25mm x 4mm brass bolt, washer and nut and must be constructed so that the clip will fit firmly to the conduit without any additional packing.

### 7. **LUMINAIRES**

#### 7.1 **Switch start fluorescent luminaires with one or two tubes for ceiling mountings**

NOTE This specification is to be read in conjunction with clause 7.2 "Treatment and Enamelling of Fluorescent Luminaires".

The luminaires must be of the switch start, ceiling mounting, commercial type and must be provided with suitable arrangements to attach reflectors so that the luminaires can be converted to industrial type luminaires when required. It must be possible for one man to easily fix the reflectors to a luminaire mounted against a ceiling.

The luminaire must consist mainly of a well ventilated wiring channel accommodating the ballast and wiring, be provided with an easily detachable reflector, and with telescopic lamp holders.

The latching device, by means of which the reflector is attached to the luminaire housing, must be so designed and constructed that the reflector may be removed, and that the reflector is positively and safely secured in position so as to prevent inadvertent detachment in normal use.

The luminaire must be manufactured of cold rolled steel, 0,8mm thick, and must be of first class workmanship, robust construction and attractive appearance.

The channel must be sufficiently stiffened to prevent distortion. The lampholders must be rigidly fixed to the channel to ensure a proper contact for the lamp terminals.

Three reinforced suspension holes, spaced at + 400mm centres, suitable for fixing the luminaires to standard 60mm dia conduit boxes, or for 20mm  $\varnothing$  suspension rods, must be provided at each end of the channel to facilitate wiring when luminaires are mounted end to end.

#### 7.1.1 Ballasts

The ballasts must be suitable for single lamp operation, are to be of the totally enclosed metal-clad type, must comply with SABS IEC 60920, and must carry the SABS mark.

The efficiency must be at least 72% and the overall power factor must be corrected to at least 0,85 by means of a single capacitor. The capacitor must be a separate component, viz will not be an integral part of the ballast.

The ballasts must easily start the lamps under cold winter conditions.

Ballasts must be designed for silent operation and must be suitable for operation on voltages of either 220-230V or 240-250V. The voltage required must be as stated in the service instructions.

the

Ballasts incorporating starters are not acceptable. Electronic Ballasts will be

SABS

preferred type, suitable for single or more lamp operations and must comply to

IEC 61347-2-3.

#### 7.1.2 Capacitors

The capacitor must be enclosed in a container that is durable and non-flammable.

Capacitors must be clearly marked with the capacitance, working voltage, operating temperature and the presence of an internal resistor.

The capacitor must be fitted with a discharge resistor such that, a minute after disconnection from the mains supply, the voltage across the capacitor will not exceed 50V.

Capacitors must comply with requirements of SABS IEC 61049.

Capacitors must be rated for a minimum working voltage of 250V AC.

#### 7.1.3 Starters

The starters must be enclosed and contained in a durable and non-flammable housing.

All starters must be provided with a radio interference suppression capacitor.

The starters must comply with the requirements of SABS 890-1, and are to be suitable for a 220-250V AC supply.

The lifespan of starters must be double that of the lamps, and must be easily and safely replaceable.

#### 7.1.4 Lamps

The lamps must be of the switch types, as specified in the Project Specification and must comply with SABS IEC 60081.

The light colour must correspond to Colour 2 (4 300°K) of the SABS specification.

Lamps bearing the SABS mark are preferred.

#### 7.1.5 SABS Specification

The complete luminaire must comply with SABS 1119, where applicable.

Luminaires bearing the SABS mark are preferred.

### 7.2 **Treatment of enamelling of fluorescent luminaires**

#### (a) Dry film thickness

The dry film thickness of the enamel must not be less than 0,038mm.

#### (b) Appearance

The finish must be smooth, glossy, and free from grit or any other surface imperfections.

#### (c) Scratch and impact resistance, reflectance and colour

The finish of the luminaire or any test specimens cut from the luminaire where necessary, must comply with the requirements of SABS 783 "Standard Specification for Baking Enamel" in respect of:

- (i) scratch resistance
- (ii) impact resistance (type III enamel)
- (iii) daylight 45°, 0° luminous directional reflectance of white enamel
- (iv) yellowness (type III white enamel); and
- (v) specular reflectance at 20° for high gloss enamel

#### (d) Corrosion resistance

The finish must show no blistering, wrinkling or loss of adhesion and not more than 1,6mm rust or blister creep from an X-mark cut through the film when degreased test specimens cut from the luminaire are exposed in a salt spray cabinet, complying and operated in accordance with SABS method 155, for a period of 200 hours.

After stripping the paint, the underlying metal must show no sign of corrosion, except along the X-mark, where rust spots not extending beyond the limit specified above, are permitted.

### 7.3 **Bulkhead fitting (latent type)**

The bulkhead fitting is to have an oval shaped cast iron base for direct mounting, with a cast iron door with watertight packing hinged to one side of the base and fitted with a shrouded locking bolt on the other side. The glass is to be clear and dome shaped with internal prisms, to be smooth externally and to be fitted with a loose rubber gasket, so that the glass and the gasket may be easily replaced. The approximate overall dimensions of the fitting are 250mm x 150mm x 125mm deep, and the fitting must be large enough to take frosted lamps up to the sizes mentioned in the Project Specification.

The fitting must be complete with reflector and porcelain bayonet cap lampholder mounted on a removable bracket.

#### 7.4 **Bulkhead fittings with unbreakable polycarbonate lens**

Bulkhead fittings may be either circular or square in shape and must be manufactured to take lamps up to 100W. The base of the fitting must be of die cast, heavy gauge pressed aluminium or polycarbonate. The base must be treated against corrosion and must have a black mat finish.

The lens must be injection moulded, prismatic, clear polycarbonate. The lens must be held in position by two stainless steel screws via reinforced holes in the lens and the screws must be provided with gaskets to prevent the ingress of moisture. The fitting must be provided with either a neoprene or a silicone gasket fitted between the lens and the base.

The internal finish of the fitting must be of high grade heat resistant white enamel and the fitting must be provided with a bayonet cap lamp holder mounted on a removable metal lamp holder platform. The fitting must also be provided with a reflector between the lamp and the base, and wiring leads to the lamp holder must be high heat resisting and preferably covered with silicone.

The overall dimensions must be approximately 200mm x 200mm x 105mm deep for the square and 200mm dia x 105mm deep for the circular in shape fittings.

#### 7.5 **Watertight fittings with clear well glass**

The watertight fitting is to consist of a cast iron base with reflector of approximately 225mm dia and fitted with a screw neck type well glass, rubber washer and porcelain bayonet cap lampholder.

A hole drilled and tapped 20mm ISO thread must be provided in the back of the cast metal base for the conduit entry and the finish of the base must be matt black on the outside and white enamel on the inside.

The porcelain lampholder must be held in position with two brass screws held by holes drilled and tapped into the cast metal base.

The fitting must be guaranteed to take lamps up to 100W without damage due to overheating of the glass.

The fitting must be robust and the finish and construction must be of high quality.

### 8 **EARTH ELECTRODES**

Earth electrodes shall comprise one piece, 16mm nominal diameter, 1,8m long copper welded rods  
ade  
by the molten welding process with a steel core covered by a thick layer of copper thoroughly welded there to so that an interlocking crystalline union bonds the two metals.

The copper coating shall be continuous over the cylindrical portion of the rods except that the ends  
need  
not be covered with copper. The thickness of the copper on the cylindrical portion of the rod shall average not less than 0,5mm. The rods when broken by successive bending shall show no seams,  
pits,  
slithers or separation of the copper from the steel.

Conductor clamps shall be made of a strong bronze body to provide a high pressure contact  
between  
the earth wire and electrode.

The clamp must be provided with a non-ferrous set screw. The electrodes shall be supplied with a driving bolt for protecting the ends of the coupling whilst the electrode is being driven into the ground.

#### **9 COLOUR CODING OF SWITCHES, SOCKET OUTLETS ETC**

Normal Supply	-	White
Dedicated Supply	-	Red
UPS Supply	-	Blue

#### **10. LABELLING OF SWITCHES AND SOCKET OUTLETS ETC**

Engraved labelling of all switches and socket outlet covers must be of 3mm letter height.

Engraved labelling of Bedhead Ducting and power structures labels will be of the Ivorene type and must be pop riveted next to the respective switch, socket outlet etc. labelling will be of 3mm letter height.

#### **Property affected by the work in this contract and reporting on site**

The Service Provider's representatives and workmen are required to report to the Maintenance Foremen upon arrival and prior to departure from institutions. Where institutions do not possess Maintenance Foremen they shall report to the Administrator or Superintendent or Principal or Official in Charge or his/her second in command.

Artisans' day work sheets must be signed and stamped and arrival and departure times must be clearly specified on a daily basis by the abovementioned responsible officials at institutions. The point of last and next call is to be indicated on each day work sheet. A separate job sheet is required per Artisan per day.

The Service Provider's day work sheets shall be endorsed with the official order number and/or instruction to proceed number prior to submission to the responsible official on Site. The name of each of the Service Provider's employees engaged on the Works shall be endorsed on the day work sheet.

#### **4. Health and safety requirements**

Refer to clause 11 of Pricing Instructions.

A Generic Health and Safety Plan are included as part of the Specification. It will be required that a project specific Health and Safety plan for each and every project to be executed under this contract must be submitted for approval by the Employer's Representative before any work will commence.

#### **5. Requirements for the Service Provider's plan for carrying out the service**

The Service provider must provide a progress chart, for approval by the Employer's Representative, for each project awarded to him within 7 days of the date of site handover. The progress chart must be in a bar chart format and must list all activities necessary for completion of the project.

#### **6. Work in conjunction with other Service Providers**

If directed in writing, the approved Service Provider shall execute work simultaneously with or during a building Contract or other Contract, where the building or other Service Provider is designated by the Employer as the Main Service Provider. The approved Service Provider shall co-ordinate and executes the works in accordance with the requirements of the Main Service Provider and indemnifies the

Municipality against any claim whatsoever due to his actions of negligence in the execution of the works. Should a dispute arise in the co-ordination or execution of the Works between the approved Service Provider and Main Service Provider, the Employer shall issue an order in writing to resolve such a dispute.

## **7. Completion period**

The completion period for each particular project will be stated in the applicable project specification or task order. No work shall be commenced without the approval of the Employer or without an official order. When quotations are invited for services, no extra Work requested by the Municipality shall be performed unless covered by a written instruction.

## **8. Cession**

The Service provider may not cede or assign any part of this contract without the written approval of the Infrastructure Services Department.

The Service provider may not cede or assign any right or claim to monies due or to become due under this contract.

## **9. Services and other things provided by the Employer**

Although site services e.g. water and electricity and sanitary conveniences may, by mutual arrangement with the responsible official on Site, be available for use by the Service Provider this however, does not constitute automatic entitlement in every instance. Unless otherwise agreed the Contractor shall make his own arrangement for such on site services.

## **10. Equipment to be provided by the Service Provider**

The successful Service Provider shall supply all plant and tools normally required to carry out the type of work tendered for, which shall include portable generators, portable engine-driven welding machines and mobile compressors etc., as applicable. Where a Service Provider is required to hire plant or equipment not deemed to form part of his normal "Scope of Work", prior approval shall be obtained from the Infrastructure Services Department.

The Service Provider shall be responsible for delivery, off-loading and placing into the required position all items of equipment and materials.

The Service Provider shall be fully responsible for all arrangement for accommodation of his workmen and for the safe storage of his tools, material and vehicles. All material and plant stored on Site must be suitably protected against deterioration through any cause whatsoever, including damage or loss by theft or otherwise. The Service Provider shall remain fully responsible for all material and plant etc. until the completed work is handed over to, or has been officially accepted by the Municipality.

## **11. Agencies**

The approved Service Providers will be required to submit quotations for certain services from time to time and where applicable the following shall apply:

- (i) Where approved contractors offer plant embodying units of manufacture other than those of their principals, and for which they are not accredited South African Agents and for which they do not stock spare parts, they must state in their quotations the name of the accredited South African Agents from whom spare parts for such units are obtainable. All things being equal, preference will be given to products for which there is a manufacturer or an accredited agent in the Republic of South Africa for the spare parts, provided that such parts are already in stock.

(ii) In all cases the approved Service Provider must furnish an undertaking from himself or the manufacturers or agents concerned, to the effect that he will, in the event of his offer being accepted, carry the necessary stock of spare parts of the particular units offered. Approved service providers shall also state whether they maintain properly trained staff to carry out servicing of the offered equipment

### **Transport and Subsistence Rates**

Travelling and subsistence rates in Schedule 1 shall include for the following :

- (a) Travelling rates per km shall include for the capital, maintenance and fuel costs for the various vehicle categories, including travelling time of the driver.
- (b) Subsistence rates shall include for all normal accommodation and food costs for nights slept out, including meals, beverages, laundry etc. Subsistence rates shall only be applicable for work done outside a 100 km radius from the CONTRACTOR'S base station.
- (c) The travelling rates multiplied by the return distance from the CONTRACTOR's base station to and from the site shall remunerate the CONTRACTOR for the transportation of labour and material from the CONTRACTOR's base station to and from the site.

Transport costs may only be claimed by the CONTRACTOR for the category of vehicle and at the Transport rates in the Schedule of Rates.

Subsistence rates may be claimed by the CONTRACTOR in cases where the nature of the work on site requires prolonged periods of site attendance by the CONTRACTOR's staff. In such events, the CONTRACTOR and the EMPLOYER'S representative shall mutually agree on the site accommodation required and subsistence payable prior to commencement of the work.

No payment for travelling time of any labour at hourly rates will be made as the labour costs during travelling to and from the site are included in the overhead portion of the labour rates.

Prior to commencement of the work, all transport claims for site visits shall be mutually agreed upon between the CONTRACTOR and the EMPLOYER'S Representative. No payment shall be made for extra visits to site unless prior approval was obtained.

In the event that subsistence rates in Schedule 1 are not regarded as reasonable for available accommodation the following procedure is applicable :

- (i) Subsistence payment may be claimed for employees based on actual proven hotel or accommodation costs to the maximum of a three (3) star hotel rating.
- (ii) Payment for above shall include accommodation and meal costs only and shall exclude alcoholic beverages, laundry, telephone calls and other private expenses.
- (iii) No profit or handling charges will be payable on subsistence claims.
- (iv) Proof has to be submitted that the subsistence rates are not sufficient compensation for available accommodation and agreement for this method has to be obtained from the EMPLOYER'S representative prior to commencement of work.
- (v) Subsistence payment shall only be applicable for work done outside the 100km radius from the CONTRACTOR'S base station.
- (vi) Proof of actual invoices has to be submitted with claims for payment.

Failure to comply with above shall result either in no subsistence payment or payment at the rates in Schedule 1, subject to the discretion of the EMPLOYER'S representative.

### **20. Redundant Materials and Spare parts**

Redundant materials recovered from installations and spare parts and accessories for new installations

must be listed by the CONTRACTOR'S electrician and handed over to the responsible official at the institution and a signature obtained therefore.

**NOTE** : The CONTRACTOR is responsible for all redundant materials and spare parts until handed over.

## **21. Sub Contracting of Work**

It is the intention that Service Providers shall perform the Works using their own employees and resources. As such, sub-contract work is restricted to specialist services only, and shall be detailed and indicated on quotations and invoices accordingly.

The Main Service Provider shall be held accountable for any incidences of non-performance, poor workmanship etc, in respect of any work undertaken by his/her sub-contractor.

Where Building maintenance work associated with mechanical/Electrical installations needs to be executed, the Service Provider must execute such work as part of his scope of work and must price it accordingly.

## **22. Redundant materials, spare parts, plant and equipment**

- (a) Redundant materials and spare parts which arise from servicing or emergency and essential repairs must be listed by the Service Provider's workmen and handed over to the responsible official at the institution and a signature obtained therefore.
- (b) Redundant materials, plant and equipment arising from planned replacement and upgrading work shall:
  - i) When considered scrap by the Municipality i.e. having no monetary value and of no use to anyone, be removed from Site by the Service Provider. An amount must be quoted for under the price schedule when required, for the removal of scrap, which amount will form part of the total quotation amount.
  - ii) When considered by the Municipality to have a monetary value but is of no use to the Municipality the Service Provider may be invited to submit a quotation for the purchase and removal of same from Site. The Employer reserves the right to accept or reject such quotations.

**NOTE:** The Service Provider is responsible for all redundant materials and spare parts until handed over.

No scrap or redundant parts, material, equipment or plant may be removed from Site without the prior written authority of the Municipality.

## **23. Testing, First Delivery, Final Delivery and Completion of the Works**

### **(a) DELIVERY**

The procedure for First Delivery Inspection, in respect of servicing, maintenance and repair work, unless otherwise required by the Employer, and all upgrading, replacement and minor new works, shall be as follows:

- i) The Service Provider shall satisfy himself that the Works are tested and complete and to Specification in all respects, and to the satisfaction of the responsible official on Site.

The Service Provider shall then apply for an inspection on a date that suits both parties.

The Service Provider shall make timeous arrangements with the Employer's Representative for inspection of all Work prior to Departure of the his/her workmen from the Site. The Service Provider shall submit his claim only after the Works are accepted.

- ii) Should any item whatsoever be noted during the inspection which may require attention or rectification, the Works will not be accepted. It will be necessary for the Service Provider to again arrange for an inspection once all outstanding items have been rectified at no cost to the Municipality. The Employer shall also be entitled, at his discretion, to deduct the costs of any fruitless inspection/s from monies owing to the Service Provider, in respect of the Works. Acceptance of the Works will only be taken as and when the Works are completed in every detail.
- iii) The Service Provider is responsible for appointing his own foremen or supervisors for the supervision of the Works. It is not the responsibility of the Municipality or its duly appointed representatives to perform such functions on behalf of the Service Provider.
- iv) When the Works are finished and complete in every detail, the Employer will issue a First Delivery Completion Certificate. The date of issue of the First Delivery Certificate shall be the date of commencement of the guarantee period.

**(b) FINAL DELIVERY**

On expiry of the guarantee period, the Employer will issue the Final Delivery Certificate, after satisfying him/herself, at a site meeting held with the Service provider that the Works are in all respects in sound and proper condition.

**24. Guarantee period**

- (a) The Service Provider shall unconditionally guarantee all servicing and repair work performed together with all materials and spare parts supplied by him for a minimum period of six (6) months from the date of acceptance of the Works.
  - (b) The Service Provider shall unconditionally guarantee all new, replacement or additional equipment (machinery) and installations for a minimum period of twelve (12) months from the date of first delivery certificate.
- If the Service Provider his supplier has a standard guarantee which exceeds the minimum warranty called for, the greater period will be applicable.
- (c) The guarantee shall cover the performance of the Works and any defects due to inferior materials and/or workmanship of the Service Provider, or any of his Sub-Contractors, fair wear and tear excepted, and the Service Provider shall repair any such defects without delay and at his own cost. This guarantee shall include malfunction, and water, steam, gas, oxygen, oil, or air leaks, and adjustments.
  - (d) Should any part of the complete Works perform unsatisfactorily so as to become detrimental to its functional use the Service Provider shall replace any such part or the complete Works with equipment as prescribed by the Employer without delay and at his own cost.
  - (e) If any defects are not remedied within the period specified by the Employer, the Employer shall have such defect repaired at the risk and cost of the Service Provider by another Service Provider whom the Employer deems to be proficient in the Work without prejudice to any rights the Employer has against the defaulting Service Provider. The Employer will give written notice to the Service Provider of such instances where he appoints another Service Provider to remedy defects in the Works.

**25. Proprietary materials and Substitutions of Materials**

Where the term "or other approved" is used in connection with proprietary materials or articles it is to be understood that approval shall be at the sole discretion of the Employer.

Where brand or trade names are referred to in the Bills of Quantities in the quotation document these shall indicate the quality and type of material or fitting required and no substitution of materials so specified will be permitted unless the authority of the Head : Works has been obtained in writing **before quotations close**.

In all cases where the Service Provider takes delivery of, handles, stores, uses, applies and/or fixes any proprietary product he shall do so in strict accordance with the manufacturer's instructions after consultation with the manufacturer or his authorised representative.

No substitution of the articles or materials specified in the tender specification will be permitted unless the authority of the Employer has been obtained, in writing, before quotations close. The Service Provider will otherwise be required to provide and/or use the specified articles or materials. Submission of materials will only be considered when the Employer is satisfied that if the substitution is approved, there is sufficient time remaining before quotations close to advise other service providers.

## **26. Standing Orders in terms of Maintenance Services**

Service Providers may be furnished with a standing official order to cover repetitive services such as preventive maintenance, servicing, minor repairs and emergency repairs.

Where standing orders in terms of servicing of equipment or attendance to breakdown of equipment exists, it is expected from service providers to carry at least the most common and important spare parts called for in the repair of the equipment, in the case of a breakdown.

No work shall be carried out against these orders unless specifically instructed by the Employer.

## **27. Response to Breakdowns**

The Service Provider is required to be available twenty-four (24) hours per day, seven (7) days per week, including public holidays, to respond to breakdowns as and when instructed to do so.

## **28. Operation and Maintenance Manuals**

The Service Provider shall hand over, at the completion of the Works three (3) copies of the necessary operating and maintenance requirements for all plant and equipment supplied and installed by him as part of the Works. Each copy of the operating and maintenance manual shall be separately bound, in a plastic covered hard cover ring binder, and shall contain the following data:

### **(a) AS BUILT DRAWINGS**

A complete set of full size paper prints of the drawings of the entire installation shall be included in each copy of the manual. The set shall include:

- i) Electrical wiring diagrams indicating all cable sizes, current ratings, fuses, control units, both internal and external to the machine.
- ii) The as built drawings on electronic records must be handed to the Employer's Representative at first delivery.

### **(b) EQUIPMENT SCHEDULES**

A complete schedule of all plant and equipment forming part of the Works shall be included in the manual. The schedule shall include, but shall not be restricted to the following data:

- i) Equipment type and model
- ii) Equipment identity number/serial number
- iii) Working load/kw
- iv) Date of manufacture, testing installation and commissioning
- v) Country of manufacture
- vi) Manufacturers name and contact address

**(c) MAINTENANCE REQUIREMENTS**

The manufacturers recommendation with regard to the routine servicing and maintenance of all equipment shall be included in the manual. This data shall include the recommended service interval and the estimated hours required for each type of service, for each item of equipment, together with a list of agents/contractors authorised to carry out service/maintenance.

**(d) OPERATING INSTRUCTIONS**

A complete description of all-operating procedures and safety measures shall be included in the manual. A basic "Fault Finding Guide" shall also be included.

**29. Service provider to provide qualifications**

To qualify for the rates listed as per Clause 32, Service Provider's staff shall comply with the following:

**29.1 Skilled : Artisan/Technician/Category A & B Rates**

Shall mean an employee who has completed a contract of apprenticeship under the Manpower Training Act 1981 (Act 56 of 1981) as amended or a contract of apprenticeship recognised by the INDUSTRIAL COUNCIL, or an employee who has passed a recognised trade test, or an employee who is over 21 years of age, in possession of a certificate recognised, or issued, by the INDUSTRIAL COUNCIL, or the Municipality of Labour , enabling him/her to be employed as a journeyman (artisan), or a NQF LEVEL 4 qualification with 480 credits completed, or any person who's qualification will enable him/her to register with the Engineering Council of South Africa, in any category.

**29.2 Apprentices**

"APPRENTICE" shall mean an employee serving under a contract of apprenticeship registered under the Manpower Training Act 1981 (Act 56 of 1981) as amended.

**29.3 Semi-Skilled**

"SEMI-SKILLED" shall mean an employee having a minimum of three (3) years experience in performing work classified under any of the "COUNCIL" wage groups "B to G" and including the work classified under Item 2.1.49 to 2.1.56 inclusive and shall perform such work on a regular basis.

**29.4 Unskilled**

"UNSKILLED" shall mean an employee performing work classified under the "COUNCIL" wage group "H".

**29.5 Proof of Qualifications**

The Tenderer shall provide proof of Artisan(s)/Technician(s)/Apprentice(s) qualifications. Failure to provide the required proof will result in either: such employees being listed as semi-skilled in which case, the semi-skilled rate will apply accordingly or; the Tender may be disregarded.

Testimonials of experience, certified by a Commissioner of Oaths are required in respect of semi-skilled workers, who shall have a minimum of 3 years related experience in respect of the service tendered for. Failure to supply the required testimonial/s will result in such employees being listed as unskilled, in which case, the unskilled rate will apply accordingly.

## 29.6 Labour brokers

The services offered by labour brokers are specifically excluded from this Contract.

## 30 RATES AND TARIFFS

### 30.1 LABOUR RATES

30.1.1 The skilled Artisan rate applies to a qualified person **working without the assistance of a labourer.**

30.1.2 Claims for Semi-Skilled rates, will only be entertained in respect of work covered under item.

Where indicated in the Scope of Work semi-skilled work shall only be undertaken under the supervision of a qualified artisan.

30.1.3 The Tenderer shall, with his Tender furnish proof of qualifications and/or experience and indentureship of Artisans, , Semi-Skilled workers and Apprentices, as applicable. Successful Tenderers shall during the period of validity of this Contract Supply to the Employer proof of qualifications and/or experience in respect of any additional/replacement or employees changed qualifications of employees.

30.1.4 The labour rates will remain firm for the entire Service Period of (36) months.

### 30.2 TRANSPORT TARIFFS - SEDANS, LDV'S AND PANEL VANS

i) The Employer will reimburse the Service Provider for transport and travelling costs in accordance with the tariffs set out in the price schedule under item 1.1to 1.5 as applicable, which tariffs are based on the LDV 1951 to 2150cc engine capacity Municipality of Transport tariffs for private vehicles plus the applicable hourly rate calculated at an average speed throughout the service area of 80km/hr.

i) These tariffs include depreciation, maintenance and insurance etc. of vehicles, toll fees, delays due to road conditions or inclement weather and travelling time for the driver and no separate claims will be entertained in this respect. Travelling time for additional labour only may be claimed for separately at the average speed referred to above.

### **31.. WORKMEN TO BE COMPETENT**

The CONTRACTOR shall only employ such persons on the WORKS as are thoroughly efficient, qualified and of good character. If in the opinion of the EMPLOYER any person employed by the CONTRACTOR commits any misconduct or is likely to cause or has caused quarrels, or delay, or is incompetent, or is unqualified, the CONTRACTOR when so directed by the EMPLOYER shall at once remove such persons from the SITE.

Artisans shall, for the purpose of this CONTRACT, mean a person who has one or more of the following certificates (which must be produced on demand):

- (i) Recognised qualification as an Electrician or Wireman.
- (ii) Certificate of Registration as an Installation Electrician.
- (iii) Other qualifications (overseas, recognised trade certificates or diplomas, subject to verification and approval by the MUNICIPALITY of Labour).

### **32.. TERMINATION OF CONTRACT**

The EMPLOYER, with approval of the Harry Gwala District SCM Procurement Policy or GCC, reserves the right to terminate the services of any appointed CONTRACTOR at any time if the CONTRACTOR is in default in terms of the Conditions of this CONTRACT.

Such default shall be communicated to the CONTRACTOR in writing with a notice period of 14 (fourteen) days within which the CONTRACTOR is to rectify the default to the satisfaction of the EMPLOYER. In the event of failure of the CONTRACTOR to rectify the default within the notified period, the EMPLOYER reserves the right, with the approval of the Harry Gwala District SCM Procurement Committee, to cancel this CONTRACT and recover such costs from the CONTRACTOR to remunerate the MUNICIPALITY for any possible financial losses. Any defaulting CONTRACTOR may be barred by the Harry Gwala District SCM Procurement Committee from tendering for future projects during such periods as may be stipulated by the Treasury.

### **33. SAFETY REQUIREMENTS**

The EMPLOYER and the CONTRACTOR hereby agree, in terms of the provisions of Section 37(2) of the Occupational Health and Safety Act 1993 (Act 85 of 1993, hereunder referred to as the Act) that the following arrangements and procedures shall apply between them to ensure compliance by the CONTRACTOR with the provisions of the Act, namely:-

- (a) The CONTRACTOR undertakes to acquaint the appropriate officials and employees of the CONTRACTOR with all relevant provisions of the Act and the regulations promulgated in terms of the Act,
- (b) The CONTRACTOR undertakes that all relevant duties, obligations and prohibitions imposed in terms of the Act and Regulations will be fully complied with,
- (c) The CONTRACTOR hereby accepts sole liability for such due compliances with the relevant duties, obligations and prohibitions imposed by the Act and Regulations and expressly absolves the EMPLOYER from being obliged to comply with any of the aforesaid duties, obligations and prohibitions,
- (d) The CONTRACTOR agrees that any duly authorised officials of the EMPLOYER shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the CONTRACTOR has complied with his undertakings as set out more fully in paragraphs (a) and (b) above, which steps may include, but will not be limited to, the right to inspect any appropriate site or premises occupied by the CONTRACTOR, or to inspect any appropriate records held by the CONTRACTOR,

(b) The CONTRACTOR shall be obliged to report forthwith to the EMPLOYER any investigation, complaint or criminal charge which may arise as a consequence of the provisions of the Act and Regulations, pursuant to work performed in terms of this CONTRACT, and shall, on written demand, provide full details in writing of such investigation, complaint or criminal charge.

(c) It is requirement of this contract that at appointment, the contractor must submit a Generic Safety Plan prior to any work being done.

### **34. DEFECTS**

A defect is part of the WORKS which is not completed in accordance with the CONTRACT. The CONTRACTOR shall rectify all defects after notification by the EMPLOYER within the time specified at his own expense, of which failure will result in the defect being rectified by others at the CONTRACTORS expense. See also Clause 19 of these CONDITIONS OF CONTRACT.

### **35. REGISTRATION AS ELECTRICAL CONTRACTOR**

Only CONTRACTORS registered with the Electrical Contracting Board of South Africa in accordance with Regulation 5 of the Occupational Health and Safety Act will be accepted and permitted to do work under this CONTRACT. The requirements of Regulation 5(2) will be strictly enforced by the EMPLOYER and is repeated for convenience purposes:

“5(2) The Electrical Contracting Board of South Africa shall, free of charge, register as an electrical contractor and enter in a register kept for that purpose the name of any person who applies therefor in terms of sub-regulation (1) and who-

- (a) has a fixed address and has a telephone listed in his name; and
- (b) employs an accredited person on a full-time basis, or is himself an accredited person.”

An “accredited person” is defined in the Regulations as “... a person registered in terms of regulation 9 (of the Act) as an electrical tester for single phase, an installation electrician or a master installation electrician, as the case may be”. If, for any reason whatsoever, the CONTRACTOR fails to comply with these statutory requirements during the CONTRACT period, after having been accepted initially to do work under this CONTRACT, the EMPLOYER shall terminate the services of the CONTRACTOR in accordance with Clause 56 of the CONDITIONS OF CONTRACT.

### **36. INSURANCE**

(a) The CONTRACTOR shall insure and keep insured the WORKS including all unfixed materials and goods, temporary structures and all plant and equipment intended for delivery to and placed on or adjacent to the WORKS against physical destruction, damage or loss under an Insurance Policy suitably endorsed to include all risks including those known as “Special Perils”, strike, earthquake, shock and explosion in so far as the said risks are insurable, but shall exclude the “excepted risks” referred to in (c). Such insurance:-

- (1) shall be for a sum not less than the full value of the said WORKS, materials and goods , temporary structures and all plant and equipment plus 10 per cent to cover professional fees;
- (2) shall be with a company approved by the EMPLOYER who shall not unreasonably withhold such approval; and
- (3) shall not be cancelled or otherwise terminated until seven days after the date of the Completion Certificate.

The CONTRACTOR shall also insure against damage, destruction or loss in respect of any private building, roads or grounds contiguous to the premises on which he may be employed which may be caused directly by the carrying out of the WORK under this CONTRACT.

The CONTRACTOR shall furnish proof to the satisfaction of the EMPLOYER that the insurance have been taken out and is being maintained.

- (b) The CONTRACTOR shall upon settlement of any claim under the policy or policies aforesaid proceed with due diligence to remove or dispose of any debris, rebuild or restore the WORKS, replace or repair the said materials and goods, and proceed with the execution and completion of the WORKS. A reasonable extension of time for the completion of the WORKS shall be made by the EMPLOYER. All monies received under such policy or policies are to be paid to the CONTRACTOR and the CONTRACTOR shall not be entitled to any payment in respect of the obligations detailed herein other than the monies received under the said policy.
- (c) The “expected risks” are riot (in so far as it is uninsurable), war, invasion, act of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power or a cause solely due to use or occupation by the EMPLOYER of any portion of the WORKS in respect of which a Certificate of Completion has been issued (all of which herein collectively referred to as “the expected risks”).

## **CERTIFIED OF WIREMENS LICENCE(S)**

**Attach certified copy of proof of the wiremen’s licenses held by tenderer or permanent staff.**

**Failure to do so will invalidate the tender.**



**SECTION Z 2: CONTRACT DATA PROVIDED BY EMPLOYER**

**PART A: DATA PROVIDED BY THE EMPLOYER**

The following contract specific data are applicable to this contract.

REFERENCE	CONTRACT SPECIFIC DATA PROVIDED BY THE EMPLOYER				
<p>Clause 1.</p> <p>Clause 1.2</p>	<p><b>Name of Employer: The Municipality of Harry Gwala District represented by Head of Municipality: Municipal Manager.</b></p> <p>Address of Employer:</p> <table border="0"> <tr> <td><u>Physical:</u> 40 Main Street Ixopo 3276</td> <td><u>Postal:</u> Private Bag X 501 Ixopo 3276</td> </tr> <tr> <td colspan="2">Telephone No: (039) 834 8700 Fax No: (039) 834 1701</td> </tr> </table>	<u>Physical:</u> 40 Main Street Ixopo 3276	<u>Postal:</u> Private Bag X 501 Ixopo 3276	Telephone No: (039) 834 8700 Fax No: (039) 834 1701	
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Telephone No: (039) 834 8700 Fax No: (039) 834 1701					
<p>Clause 1.3</p> <p>Clause 1.4</p> <p>Clause 1.5</p>	<p>Name of Project Manager: Mrs Hlanzekile Ngcobo</p> <p>Special non-working days are Saturdays, Sundays and Holidays and the days following statutory public holidays as declared by National Government:</p> <p>New Year's Day, Human Rights Day, Good Friday, Family Day, Freedom Day, Workers' Day, Youth Day, National Women's Day, Heritage Day, Day of Reconciliation, Christmas Day and the Day of Goodwill.</p> <p>The Project manager is required to obtain the specific approval of the Employer for any expenditure in excess of the Contract Price.</p>				
<p>Clause 1.6</p> <p>Clause 1.8</p>	<p>The Works shall be completed for the portions as set out in the Scope of Works</p> <p>The whole of the project shall be completed within 3 months including special non-working days</p> <p>The value of the certificates issued shall be adjusted in accordance with the Contract Price Adjustment Schedule with the following values:</p>				