



Company name of Bidder:

RFQ: PHILLIPPI: SLAM FARMING: PROVIDE AND INSTALL A 22KVA GENERATOR

SEPTEMBER 2022

This document is not for sale. Any entity that requests payment must be reported at the contact person indicated in this tender.

BID AMOUNT
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GENERAL REQUIREMENTS

The works is situated in the Phillippi district with Google coordinates – 34°01’04,88” S and 18°33’13,10” E. The quoted amount will be a lump sum bid and must include labour, material and machinery. The successful bidder must have the capacity to start the works within 7 (seven) days of appointment.

Conditions that may pose a risk:

Loose and sandy ground conditions can be expected. Security for materials and equipment must be supplied. The Contractor must put all necessary precautions in place to work under these conditions

The scope of works will include:

Supply and install 22KvA generator – See detailed scope of works under cdb 4

Documents are available from C. Makhuvha via email on cmakhuvha@casidra.co.za

Documents for the purpose of this bid include:

1. Standard Conditions of Contract can be viewed on the **Casidra** website at www.casidra.co.za.
2. Price Form, Bill of Quantities and Schedules (Form CBD 3.1 (Lump Sum))
3. Scope of Works (Form CBD 4)
4. PPP Evaluation Form (Form CBD 5.1 (80/20))
5. Bank Entity Form (Form CBD 7), unless the banking details of the company indicate “verified” on the Central Supplier Database (CSD).
6. Registration on the CSD for all suppliers is compulsory and registration numbers must be supplied.

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7. For Construction works – Occupational Health and Safety Risk assessment and Specifications according to Construction Reg. 5 (b)

In accordance with Casidra’s Preferential Procurement Policy, this bid as further indicated in CBD 5.1 is subject to:

- **a functionality compliance test;**
- **B-BBEE certified bids will receive preferential scores;**
- **Local production and content**

This bid include goods from a designated sector “**Electrical & Telcom Cabling**” and only locally produced goods, services or works, or locally manufactured goods with a stipulated minimum threshold for local production and content will be considered. SBD 6.2 and Annex C, D and E documentation apply and must be completed and handed in with this bid.

The successful bidder will be required to fill in and sign a written Contract Form (CBD 8). Included are a penalty clause of R 550.00/calendar day that apply for late completion of works and a 10% retention fee for 3 months not bearing interest.

RFQ DEADLINE: The closing date for the request for quote is **28 September 2022 strictly at 12H00.**

SUBMISSION OF RFQ

RFQ documents **must only** be emailed and the below process **MUST** be followed regarding email submissions: -

- Bids are to be emailed in PDF format.
- Bids are only to be sent to following email address: cmakhuvha@casidra.co.za
- Bidders to note that the maximum size of mailbox to receive a document is **8Mb**. (Only send what is asked for. Do not sent Health & Safety plan for example, as it is not called for in the tender document)
- **Casidra** will not be responsible for bidders’ internet connections, mailbox issues, etc.
- **The closing date and time is specific and any emailed bids past the submission date will then be considered as late bids. Bidders should therefore submit bid documents timeously to allow for the delivery time lag of emails.**

The following documents (including fully completed and signed **CBD** forms numbered 1 to 7 as supplied) must be **valid for a period of 90 calendar days** after closure of the bid and submitted as a bid packet:

Document number	Document description	Action required/comment	Mark
CBD 1	General requirements	Signed	√
CBD 2.1	Conditions to submit bid	Signed	
CBD 3.1	Price form (lump sum)	Complete, sign	
CBD 3.1 Experience	Proof of previous work and contact details of three work-related references that are qualified to comment on work.	Compulsory	
CBD 3.1 Rates	Unit rates for the works on the forms as supplied	Compulsory	

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CBD 3.1 Changes	Indication if any changes are proposed in scope of works and cost implication.	If required	
CBD 3.1 Plant	List of machinery and plant available	Compulsory	
CDB 3.1 CM (Construction works only)	Proof of competency of a Construction manager in terms of the Construction regulation 8.	Valid/ compulsory	
CBD 4	Scope of works	Signed	
CBD 5.1(80/20)	PPP Evaluation form	Complete, sign	
CBD 7	Bank Entity form (Not needed if "verified" on CSD)(Banking details as provided by bank)	Complete, bank stamp	
TCC of principle and sub-contractors	Registration and verification of Tax Clearance on CSD.	Compulsory	
BEE	B-BBEE Certificate or Sworn Affidavit (as applicable, see CBD 5 for detail)	Original affidavit or certified copy certificate/Valid/not compulsory	
Company profile	Detailed company profile including the core competencies of personnel and subcontractors	Compulsory	
COIDA	Letter of good standing of the Contractor in terms of COIDA	Valid/ compulsory	
OHS Plan	Occupational Health and Safety Plan approved by the Client	Valid/ Proof after appointment	
CI	Proof of construction insurance	Valid/ Proof after appointment	
CIDB	Proof of CIDB grading and registration	Valid/ compulsory	
Electrical registration for main supply	Electrical Sub-contractor for the electrical installation must supply proof of Electrician registration with the Department of labour and must be able to provide a compliance certificate on completion of the works	Compulsory	
Warranty	Provide copy of warranty offered	Compulsory	
Service agreement	Completion of 3 month after sale service agreement form	Compulsory	
Product brochure	Supply brochure & technical specifications of product offered	Compulsory	

The person appointed by the Client to act as the Project Manager is **C. Makhuvha** and is responsible for the project management of this contract and can be reached at **079 507 3737** and email address is cmakhuvha@casidra.co.za.

All technical enquiries can be referred to Mr A.J. Otto at (021) 863 5000 or 083 410 7736

**Compliance with the Occupational Health and Safety Act and regulations apply. It is the responsibility of the Contractor to perform all services accordingly.
Take Note: Compliance in terms of the regulations will be strictly enforced and no lenience allowed.**

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Tenderers to note changes in Health & Safety specification which must take into account COVID 19. Tenderers to allow for provision of additional Health & Safety measures in their bid price.

For definition of Construction works, see the Construction Regulations 2014 and definitions as in Standard Conditions of Contract.

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

In order to meet this requirement, bidders must ensure that they are registered on the CSD and their tax status on the CSD are indicated as compliant. If a discrepancy exist between the CSD and the SARS eFiling of the supplier, then a printed version of the Tax Clearance Certificate must be supplied by the supplier and the eFiling PIN number for verification of authenticity by **Casidra** on the SARS website.

Foreign suppliers with no tax obligation in South Africa must request from **Casidra** and complete a form SBD1 that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.

Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.

COIDA REQUIREMENTS

The aim of the COID Act is to provide for compensation in the case of disablement caused by occupational injuries and diseases, sustained or contracted by employees in the course of their employment, or death resulting from such injuries and diseases; and to provide for matters connected therewith.

Workers who are injured on duty or obtain an occupational disease can claim compensation for temporary or permanent disablement. If workers die as a result of an injury on duty, their dependants will also be entitled to claim compensation. Employers that registered their employees are protected against civil claims in this regard. The COIDA basically prevents employees covered by the act from suing their employers for damages in terms of common law.

Please note that the following employers are exempted and do not have to pay assessment fees:

- National and provincial state departments;
- Certain local authorities
- Employers insured by a company other than the Compensation Fund like Mutual Associations. There are currently two approved mutual associations:
 - Federated Employers Mutual Assurance (FEMA), for the building industry; and
 - Rand Mutual Assurance Company (RMA), for the mining industry.

According to prescription, anyone who employs one or more part- or full-time workers **must register** with the Compensation Fund and pay annual assessment fees. The Compensation Fund is a trust fund that is controlled by the Compensation Commissioner and employer contributes to the Compensation Fund. The Commissioner is appointed to administer the Fund and approve

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claims lodge by employees or their dependants. This means that the Fund will compensate the employee or their dependants and not the employer.

Where a service provider do not have any personnel in employment at time of tender, a letter from the Department of Labour must still be submitted indicating this status. A period of 14 days will be allowed after tender award for registration.

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Scope of works

This project consists of the following elements:

GENERAL REQUIREMENTS

The implementation of an emergency generator shall consist of a solid foundational base, on a concrete plinth, inside a soundproof canopy in accordance with required standards, regulations and Municipal By-Laws. The generator set shall be connected onto an automatic transfer switch, which shall switch between the utility supply and the generator supply. The transfer switch and cables shall form part of the installation. It is further required checking, updating and issuing a Certificate of Electrical Compliance on completion and after commissioning of the system.

1.1 LOCATION AND SITE CONDITIONS

The existing main DB box is located inside the pump house. The new generator can be placed outside the pump house.

1.2 GENERATOR CONCRETE PLINTH

The generator set should be mounted on a concrete plinth on compacted ground surface. It shall have a minimum strength of 30MPa (1:1,5:3 mixture), reinforced with two layers (top & bottom) of Mesh Ref. 395 welded mesh steel reinforcement. The concrete plinth shall have a minimum depth of 200mm of which 150mm shall finally be above the final ground level. The length and width of the plinth shall exceed the generator footprint dimensions by 200mm into all 4 directions.

Two of 50mm diameter, Class 9 UPVC duct with long radius bends at the bottom shall be installed through the plinth, under and in line with the generator electrical panel, which houses the transfer switch. The ducts shall be directed towards the main supply under soil of at least 700mm deep. Water proofing and sealing of any opening and gaps shall be done as required.

1.3 ENGINE SPECIFICATIONS:

- Perkins diesel engine (Model 404 – 22G1) or equal and approved
- Four cylinder, water cooled
- Electronic governor control system
- 12v DC starter and charge alternator
- Replaceable fuel filter, oil filter and dry element air filter
- Cooling radiator and fan
- Exhaust silencer
- Maintenance free battery including rack and cables

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1.4 ALTERNATOR SPECIFICATIONS:

- Brushless, 4-pole, synchronous, 12 lead design.
- Class H insulation system conforms to NEMA MG1-22, BS5000, CSA-C22-2, IEC-34-1 standards for temperature rise.
- Sustained short-circuit capability allowing downstream coordination breakers to trip without collapsing the generator field.
- Drip-proof, self-venting, amortisseur windings.
- Epoxy impregnated windings with tropical insulation for increased environmental protection and long life.
- Exceptional waveshape and voltage balance; 2/3 pitch winding to minimize harmonic distortion.
- Allow for powers surging.

1.5 EMERGENCY ELECTRICAL SUPPLY

The Contractor shall use the following as a guide to design and install control equipment that is of the latest technology in use.

The Contractor shall supply, install and commission a new standby alternator and diesel Prime-mover, designed to be installed within an ISO container. The prime power generator shall have a continuous (Prime) rated output of **20 kVA, 400V, Three phase 50Hz** supply and shall be suitable for use where equipment generates harmonics (FVD"s, PC"s, UPS"s etc.). The waveform of the generator shall be sine wave shaped and have no distortion that may cause undue damage to electronic equipment that they will be supplying when in operation.

Generator output voltages shall not drop by more than 10% under worst-case step loading.

The proposed new standby generator shall start up automatically if a no volt situation is detected on the Municipal incoming supply.

Suitable automatic changeover equipment shall be supplied and installed.

When the Municipal/Eskom supply is re-established, the alternator circuit breaker shall open and the Municipal circuit breaker shall close.

The alternator shall run for 3 minutes after the Municipal/Eskom supply has been re-established before switching off.

1.6 STARTING AND STOPPING

Starting and stopping must be controlled from the main switch board (MSB) synchro panel or from the generator engine control panel (GECP / Local) located near generator.

The "ENG CONTROL" switch on GECP /Local gives a choice of control position; LOCAL position places GECP /Local in control, and REMOTE position transfers control to MSB.

The engine shall be easily started from cold, without the use of any special ignition devices under summer as well as winter conditions, against full load. To ensure easy starting in cold weather the engine shall be provided with a thermostatically controlled 230-250 volt AC, electric immersion heater fitted to the water jacket. The electric circuits for the heater shall be taken from the respective battery charger control board and shall be de-energised once the alternator has reached a „steady state" output.

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1.7 FUEL SYSTEM

The fuel system shall comprise: -

Stainless steel safety base frame. Integral base fuel tank 65L, fuel level gauge, fuel filler pipe protected with vandal proof locking covers exterior, breather, fuel pick up with interconnecting fuel line between base tank and engine. Battery stand, fuel injection pump, nozzle opening pressure. The safety tank shall have a sight glass for visual inspections of the polyethylene tank and for leaks that may occur. The safety tank shall have a stop-cock for draining any such leakages.

Anti-fuel theft device/s fitted to tank filler piping.

Manual, self-lubricated, positive displacement, gear driven fuel transfer pump requiring no adjustment

One primary and one secondary fuel filter of the replacement element type, and a water trap of the "Automatic" type or equivalent.

An approved water trap.

An indicating fuel level gauge.

A low fuel level alarm giving an audible and visual signal on the control board. A cancel device for the audible alarm is required.

A drain cock/s shall be provided on the fuel tank/s to permit the tank/s to be drained and cleaned. The drain cock/s shall be fitted with a padlocking facility.

A visual fuel level indication (non electric or electronic)

Exterior of tank to be painted with a suitable diesel resistant paint.

The capacity of the fuel tank shall be stencilled on the outside of the tanks.

The fuel tank shall be supplied with fuel filled to the tank full capacity.

Sufficient 304 stainless steel bunding tank with drain facility.

This tank needs to be situated inside the containers with all outlets leading to the outside.

1.8 Cooling System

Coolant Heater

Low Coolant Shutdown Safety

Radiator Duct Flange, Fan

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1.9 Supply Power Change Over Switch

The proposed control panel shall house a cubicle for the changeover equipment that will be used to select between two sources of electrical power. The change-over switches shall operate automatically if selected. MEC 20TM microprocessor-based, digital control panel; vibration isolated and NFPA 110 compliant. Liquid crystal display screen with alphanumeric readout for display and programming. Self-diagnostic feature continuously verifies processing, memory circuits and input/output.

1.10 ISO CONTAINER SPECIFICATION

1.10.1 General

Doors shall be lockable with a suitable door catch arrangement including a padlock cover for anti-vandalism.

1.10.2 Sound level

Sound Enclosure – Super silent. **(Very important)** - On completion of the installation the noise level must be checked with all parties involve. It needs to be maximum 60 decibels. A noise level test certificate must be issued on completion of contract.

1.10.3 Canopy

Sound attenuated, weather proof housing

Galvanized steel powder coated

Lockable latch type door handles

Flame proof insulation.

Provide and fit under the footings of the generator rubber spacers of sizes of 250 x 250 x 30mm thick

1.10.4 Generator Controller

- Battery charging failure, Over/Under speed, Over Current, Over/Under Voltage, Over KW, Phase Sequencing, Phase missing
- Low Lube oil Pressure, High Engine Temperature, Low/High battery voltage, Low Fuel Level, Over Crank protection, Routine Maintenance indicator, Genset Test Facility

1.10.5 Electrical Systems:

Alternator Space Heater, Higher Rating Battery, Battery Charger, Battery Heater, Copper Bus Bar, Sealable kWh, Earth Fault Relay, Remote Annunciator, Remote monitoring, RTD/BTD Temperature Scanner.

1.10.6 Open Unit

Exhaust Silencer - stainless steel, flexible pipe.

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1.11 OPERATION AND MAINTENANCE MANUALS

Operation and Maintenance (O & M) manuals are required for all major items of equipment. Where literature is supplied by the manufacturer, the Contractor shall omit all duplicate sections in other languages. The manual shall be in English only.

These O & M manuals are required for the commissioning of the works. The installation shall not be commissioned or the Subcontract deemed complete without these manuals.

The Contractor shall supply an “as built” cable schedule included in the electrical portion of the maintenance manual.

Equipment lists shall be provided with each drawing.

1.12 DELIVERY

The Contractor must co-ordinate the delivery dates for all items of equipment supplied by him to allow adequate time for installation, commissioning and testing prior to contract completion.

Documentary proof is to be supplied of the placing of all orders for equipment having a protracted delivery period. No substitution of specified items will be allowed due to the late placing of orders, and no delay claims in this regard will be entertained.

1.13 INSPECTIONS, TESTS AND COMMISSIONING

The fact that the plant and equipment have satisfactorily passed any test made at the assembling plant shall in no way lessen the responsibility of the Contractor to obtain the same results after it has been delivered and erected permanently on site.

Works acceptance (function) tests shall be performed, which shall be witnessed by the Client’s representative. In the event that tests fail, the Contractor shall be required to perform such tests again.

All test certificates required in terms of the current SANS regulations shall be furnished before the project can be completed. These shall also be bound into the operating and maintenance manuals.

1.14 STATUTORY REGULATIONS PERTAINING TO ELECTRICAL WORK

Except where otherwise specified or implied the contract work and equipment supplied shall comply with the latest revisions of the standard specifications listed, including generally:

SANS 10142-1:2012 (Edition 1.8)	The wiring of Premises, Part 1: Low voltage installations
SANS 10400-A:2010 (Edition 3)	The Application of the National Building Regulations, Part A: General principles and requirements
SABS ISO 8628 (Parts 1 – 8) : 1993	Reciprocating internal combustion engine driven alternating current sets
SANS 342, SANS 10089	Petroleum and diesel fuel

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SANS 10131:2004

Above ground storage tanks for petroleum products

SANS 60034

Rotating electrical machines

Local Fire Regulations

The Regulations of the Local Supply Authority

Electricity Supply and Municipal By-Law

Where a SANS Standard does not exist or if not applicable, the relevant IEC or BS Standard shall be applicable.

The equipment supplied and work carried out shall fully meet and comply with the requirements of the Occupational Health and Safety Act (Act 85 of 1993) and the Construction Regulations 2003 issued in terms of Section 43 of the Act, Standards South Africa (a Division of the South African Bureau of Standards {SABS}) and all other statutory regulations and laws insofar as they may apply to an electrical installation of the type contemplated.

In the event of discrepancy between any of the specifications, regulations and codes of practice, the SANS 10142-1 Code of Practice for Wiring of Premises shall take precedence.

1.15 Warranty

Engine-generator sets are covered by an express written 1-year/ 1000 hour (whichever occurs first) limited warranty.

Optional extended warranties available.

END OF WORK TO BE DONE

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The total price for this service must include all supply and installation of GPS system required for the proper execution of the work as described in the Scope of Works.

Take note: This tender will be evaluated on the criteria for a market related price. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions discounted against the total project cost must be specified, itemised, costed and clearly indicated in the bid.

These prices must be valid for a period of **90** days from the date of closure of the bid to allow for evaluation and appointment.

The completion period of this service is **2 months** starting from the day of appointment.

Amount for supply & installation R _____

Amount for 3 Month after sales service R _____

Sub-total R _____

Value-Added Tax (VAT) R _____

Grand Total R _____

Are you registered in terms of sections 23(1) of 23(3) of the Value-added Tax act 1991(Act No. 89 of 1991) (Please circle your answer)

YES NO

If yes, provide your VAT registration number: _____

Signature: _____

Date: _____

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CHANGES MADE BY BIDDER

If the bidder wishes to make any changes to any of the bid conditions or specifications, or if he wishes to qualify his bid in any way, he must clearly set out his suggestions below. If he makes **ANY** changes and do not list them below, his bid will be disqualified.

If no changes or amendments are made, please indicate it below by writing **NONE** in the space below.

NB. Any changes made by the bidder outside the scope of works, resulting in not meeting pre-qualifying conditions or compulsory subcontracting, may influence the functionality of the end product and may result in the bid being disqualified.

Item	Suggested Change

If more space is required, please add a separate page.

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SCHEDULE: PROOF OF RELEVANT EXPERIENCE & REFERENCES

The following is a summary of works that have been completed successfully by bidder. In order to be compliant for this bid, the following detail MUST be included:-

- Supply at least three different references with contact numbers.
- The description of work must be relevant to the nature of this contract. For eg, do not list construction projects completed when the scope of works is for Generator installation.
- Elaborate on project description. For eg. do not state INSTALLATION – Be specific as to the works executed in the contract to support relevant experience.

Employer (include contact information)	Description	Value of Work	Completed

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SCHEDULE: DETAILED COMPANY PROFILE

The contractor must attach to this page a DETAILED & COMPREHENSIVE company profile including core competencies of personnel. The company profile must summarize information about your organisation.

In order for a company profile to be compliant for this bid, the following detail MUST be included in the company profile.

- Company core business activities Describe your products and services and markets in which you operate
- Company background State number of years in business, location, history of company, etc.
- Company resources Number of employees, core competencies of personnel, structure of company - organogram

If more space is required, please add a separate page.

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COIDA LETTER OF GOOD STANDING

The contractor must attach to this page a copy of the current letter of good standing

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12 MONTH WARRANTY

The contractor must attach to this page a copy of their warranty offered

If more space is required, please add a separate page.

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BROCHURE

The contractor must attach to this page the brochure & technical specifications of product offered

If more space is required, please add a separate page.

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3 MONTH AFTER SALE SERVICE AGREEMENT

The BIDDER hereby agrees to establish and maintain an after sales and replacement service for this project in accordance with after service rules to be agreed upon as below by the parties hereto. The BIDDER also agrees to maintain, at its own expense, an adequate stock of original spare parts etc.

- The BIDDER also hereby agrees that the after sale service must be provided for three months. This includes technical assistance either telephonically; online virtual meetings or physical aftersales service on site warranting the situation and need.

Tenderers to agree to 3 month after sale service by signing the below form. This form must be submitted as part of his/her Bid.

Name of Company: _____

Address: _____

Telephone Number: _____

Mobile Number: _____

Signature: _____

Date: _____

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**FINANCIAL REGULATIONS
SECTION 22**

**SUPPLY CHAIN MANAGEMENT – PREFERENTIAL PROCUREMENT POLICY
- EVALUATION CRITERIA**

(PPP – EVALUATION CRITERIA)

ONLY FOR USE OF BIDS FROM R30 000 TO THE MAXIMUM VALUE OF R50 MILLION

Casidra, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies to, the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids are dependent on the special evaluation criteria as set out in the policies of **Casidra**. The evaluation criteria of this Preferential Procurement Policy is based on the “**Preferential Procurement Policy Framework (Act 5 of 2000)**” and related Regulations.

Awarding of the bid is dependent on a, preferential points system, and every presentation is measured against the specific evaluation criteria as shown. **The completion and signature of the document is thus a pre-requisite to qualify as a service provider.**

GENERAL DETAILS: <i>(Please print clearly)</i>	
Registered Company Name	
Trading Name / Individual Full Name	
Company Reg Number / ID Number	
VAT Number	
CSD Supplier Number *	
CSD Unique Registration Ref Number *	
Postal Address	
Postal Code	
Physical Address	
Postal Code	
CONTACT DETAILS	

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Representative Name	
Telephone Number	
Cell Phone Number	
Fax Number	
Email Address	
Website Address	
OTHER DETAILS	
Main Business Type (<i>Please tick</i>)	Consultants & Professionals
Tools & Equipment (Hardware)	Clothing & Textiles
Office Supplies & Furniture	Accommodation & Transport
Training & Mentorship	Printing & Advertising
Event Services (Catering, Venue Hire)	Irrigation & Water Services
Earthmoving & Heavy Machinery	Other Production Inputs
Seed, Fertilizer, Chemicals	Livestock & Animal Production
Construction Services	Repairs & Maintenance
Vehicles & Implements	Municipal & Bulk Services
Other (Please Specify)	
* Note that you <i>HAVE</i> to register on the Central Supplier Database (CSD) (www.csd.gov.za) before we can use you as a service provider.	

Sub-contracting

Excluding any subcontracting requirements as a condition of tender, as indicated in CBD 1, the following general condition apply:

A Maximum of 25% of the value of the contract may be subcontracted without proof of the subcontractor B-BEE status:

- unless with proof of a subcontractor with equal or better B-BBEE points
- unless the subcontractor is an exempted micro enterprise with the capacity and ability to execute the subcontract.

In event of the above, full disclosure by the contractor must be made in the bid documents to **Casidra** with full details on the subcontractor as well as proof of the capacity and ability of the subcontractor to execute the work. Subcontracting a portion of the tender, without disclosure and approval by **Casidra**, the Contractor can be penalised up to 10% of the value of the contract.

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

If YES, indicate:

- (i) what percentage of the contract will be subcontracted?
- (ii) The name of the sub-contractor?
- (iii) The B-BBEE status level of the sub-contractor?
- (iv) Whether the sub-contractor is an EME? YES / NO (Attach B-BBEE certificate / an original sworn affidavit as proof)

Final points awarded to bid = (B) Price Max 80% + (C) B-BBEE Max 20%

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Section A – Functional Requirements

Functional refers to: A service or product that is designed to be practical, useful, working or operating, taking into account factors like quality, reliability, viability, and durability and the technical capacity (time and resources) and ability (knowledge and skills) of the bidder to execute the works.

An offer that does not obtain the minimum score for each functionality criterion or the minimum weighted average for functionality as indicated, is not an acceptable tender. Is this bid subject to the evaluation of functional requirements? ~~Yes/No~~ (Casidra to indicate)

If “YES”, the following criteria will be used for evaluation:

No	Evaluation criteria	Weight (A)	Score (B) 1= poor 5=excellent	Minimum score required	Total (A x B)
1	Experience of similar work	50%	For office use	4	For office use
2	References of previous work	50%	For office use	4	For office use
TOTAL SCORE - A minimum score of 80% is required for functional requirements for this bid to be considered for further evaluation				% = Total / 5	For office use

Functional Item	1 Poor: Non-compliant	2	3	4	5 Excellent: Fully compliant
References from clients on similar nature related previous work	No references or very poor rapport by all three references	Some minor problems experienced by all three references	Moderately good by all three references	Recommended by all three references	Highly recommended by all three references
Experience of similar work – (refer to company CV)	No experience	Limited exposure to work at hand	Not similar, but related	Similar work	High level similar work

Section B – Formula for Awarding of Price Points (Only to be considered if Section A has met the minimum requirement)

Unconditional discounts offered will be taken into account for determining the following point:

Price - P min

Point = 80 [1 - P min] where P min is the lowest acceptable bid

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Section C – B-BBEE Contribution

- An *EME* must submit a valid, fully completed, **original, certified, dated and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation).
- If a **start-up EME**, a **clear, originally certified copy**, of B-BBEE certificate issued by the CIPC for EME's only is accepted.
- A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.
- A **QSE that is at least 51% black owned (51% or higher)** must submit an **original, certified, dated and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.
- A **large enterprise** must submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- A **trust, consortium or joint venture**, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.
- **Tertiary institutions and public entities** will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

Bids of non-compliant contributors (no certificate) will be considered, but no points will be awarded for B-BBEE status.

B-BBEE Status level of contributor	Number of points	Points awarded	BEE recognition level
1	20	EME & QSE 100% Black owned For office use	135%
2	18	EME & QSE 51% + Black owned For office use	125%
3	14	For office use	110%
4 and EME	12	EME 51% < Black owned For office use	100%
5	8	For office use	80%
6	6	For office use	60%
7	4	For office use	50%
8	2	For office use	10%
Non-compliant contributor	0	For office use	0%

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In the case of a trust, joint venture or consortium that is registered as a legal entity, a B-BBEE certificate for the entity must be provided. If the entity is unincorporated, a B-BBEE certificate must be prepared for the specific venture.

Market related pricing

If the bidder, whose tender has been compliant, and that received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.

Are you willing to negotiate your offer? YES / NO (delete which is not applicable)

If a market related price cannot be negotiated, the offer for negotiation will be extended to the second highest point scoring bidder, then the third highest scoring bidder, where after, failing to reach any agreement, the tender will be cancelled.

Declaration of interest and Bidders past supply chain management practices

In terms of section 22 of the Standard Conditions of Tender:

Are any family member, trustee, director, shareholder or member of the bidder in any way connected to the State?

and/or

Do any potential conflict of interest exist, where the public duties (like being part of an approval or adjudication process) and private interests of the bidder, could improperly influence or lend inside trading information to the bidder?

and/or

Do the bidder have any relationship with a person that may be involved with the evaluation or adjudication of this bid? In view of possible allegations of favouritism, it is required that the bidder declare his/her position in relation to the Client.

If so, furnish particulars:

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

The bid may be disregarded if that bidder or its directors have abused the Client's supply chain management system, committed fraud or any other improper conduct in relation to such system."

- (i) 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? (www.treasury.gov.za, follow the link at the bottom of the home page)?;
 - Listed on the register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act?

- (ii) Was the bidder or any of its directors;
 - convicted by a court of law (including a court outside of the RSA) for fraud or corruption during the past five years?;

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- contract with any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

If so, furnish particulars:

.....

Section D – Designated Sectors – Local Content

The following sectors in this bid are subject to a stipulated minimum threshold for local production and content:

Sector	Minimum Threshold (%)
Electrical & Telcom cabling	90%

If Section D is applicable, **Form SBD 6.2** must be completed and signed as well as **Annex C Local Content Declaration – Summary Schedule**, and must be handed in as part of the bid documentation.

IMPORTANT NOTES

Casidra reserves the right to:

- disregard any bids where the declaration (below) has not been signed;
- change the point system of the policy without prior notification;
- negotiate prices based on market related pricing before award of the bid;
- accept parts of the bid items or split bids based upon item prices
- disclose the results of the points awarded on request;
- evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion;
- award the bid to the qualifying Contractor with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, like fairness, safety, public interest and international suppliers;
- to award the bid to a Contractor which does not necessarily have the lowest price.

Other Notes:

- Final points scored will be rounded off to the nearest 2 decimal places
- In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome.

The bid may be cancelled if:

- all the bid offers received are higher than R50 million;
- circumstances change and there is no longer a requirement for this service;
- funds are no longer available or if there are insufficient funds available in the budget for the work;
- no acceptable bids and/or market related prices are received;
- there is a material irregularity in the tender process;
- False information were supplied by the bidder.

Cancellation of bid will be placed in the same media as initially advertised.

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Bids which are suspected to have supplied false information will be subjected the *alteram partem* rule. If proven that false information was supplied, disqualify the tender or terminate the contract, without payment and/or claims for damages incurred by such cancellation.

The Contractor will be liable for the recovery of all costs and damages suffered as a result of the misconduct or cancellation of the bid or less favourable conditions affecting the award of the bid.

Exclusion of the Contractor and its directors, who acted fraudulently, from any business with an organ of state for a period not exceeding 10 years after has been applied.

Declaration by the company submitting the bid:

I, _____

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of Casidra.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature

Date

SUPPLY CHAIN PERFORMANCE MEASUREMENT

In order for Casidra to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:

- What were the source that made you became aware of this bid being available?

Mark with X

Personal Email invite to bid:	
Via a friend or business partner:	
National Government E-Tender website:	
Local Newspapers:	
Casidra own website:	

Other: Specify.....

- Was the time allowed to date of closure sufficient for you to compile an offer?

No – too short	Yes - Sufficient	No - Too long
----------------	------------------	---------------

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To be initialised by bidder		<i>Initial here</i>

GUIDANCE DOCUMENT

This guideline provides tenderers with a description of how to calculate local content of products (goods, services and works) by components/material/services and enables them to keep an updated record for verification requirements as per SATS 1286:2011 Annexure A and B. Annexure B as per SATS 1286:2011 is the Local Content Declarations.

The guidelines and declarations should be used by tenderers when preparing a tender. A tenderer must complete **Annexures D and E**, and consolidate the information on **Annexure C**. **Annexure C** must be signed and dated and submitted with the tender by the closing date and time as determined. If the tender is successful, the tenderer must continuously update the declarations with actual values for the duration of the contract.

Completion of SBD 6.2

1. Bids in respect of certain sectors must contain a specific bidding condition that:
 - a. Only locally produced or locally manufactured items from local raw material or input will be considered.
 - b. If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorization from **the dtic** should there be a need to import such raw material or input; and
 - c. A copy of the authorization letter must be submitted together with the bid document at the closing date and time of the bid.
2. The local content expressed as a percentage of the bid price shall be calculated in accordance with the formula as per SABS approved technical specification [SATS 1286:2011](#).
3. The Declaration certificate SBD 6.2 for local production and content **together with** Annexure C, D and E for Local Content Declaration **must be duly completed and signed**.
4. It is the responsibility of the bidder:
 - a. To include the proof of exchange rate where applicable (relevant rates of exchange information is accessible on <https://www.resbank.co.za>).
 - b. To attach a copy of authorization letter together with bid document where applicable.
 - c. Complete the declaration certificate Item 3 and 3.1.
 - d. Complete, sign and date the Local Content declaration.

Calculation of Local Content

1. Identify the imported content, if any, by value for products by component/material/services. In the case of items sourced from a South African manufacturer, agent, supplier or 3rd party, obtain that information and Declaration d from the 3rd party.
2. Calculate the imported content of items to be used in the manufacture of the local quantity of the products for which the tender is to be submitted. If information on the origin of the items is not available, it will be deemed to be imported content.
3. When the tenderer import the items directly, the tenderer must provide evidence of any items that are procured from a non-domestic source. The evidence should be verifiable and pertain to the tender as a whole. Evidence will include commercial invoices, bills of entry, etc.
4. When the tenderer supplies the items that are imported by a 3rd party, the onus is still on the tenderer to obtain verifiable evidence from the 3rd party. The tenderer must obtain Declaration D from all 3rd parties.
5. Exemptions, if any, are granted by the Department of Trade Industry and Competition (**the dtic**) and evidence must be provided and included in Annexure D.

6. Identify and calculate the local content by value for products by components/materials/services to be used in the manufacture of the total quantity of the products.
7. **Calculation of local content per item:** Provide local value of the item by deducting the Imported value (C13) from the net tender value (C12). The local content percentage can be calculated by dividing the local value (C14) by the net tender value (C12).
8. **Calculation of imported content per tender:** The total tender value net of exempt imported content is the local tender value (C20) less the total exempted imported content (C21). The total imported content is the sum of the values in (C19). This value must correspond with the value of D53 on Annexure D.
9. **Calculation of local content per tender:** The local content is the total tender value net of exempted imported content (C22) less the total imported content (C23). This value must correspond with the value of E13 on Annexure E.
10. **Average local content percentage of tender:** the average local content percentage of tender is calculated by dividing total local content (C24) by the total tender value net of exempted imported content (C22).

For more information on how to complete the SBD 6.2 documentation, please follow the [Guidance document for calculation of local content](#) as found on <http://www.thedtic.gov.za>

Casidra SOC Ltd

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (**CBD**) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process will be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of the first advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedtic.gov.za/wp-content/uploads/IP-guideline.pdf> at no cost.

- 1.6 A bid may be disqualified if –
 - (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
 - (b) This Declaration Certificate and Annexure C are not completed and fully signed.

2. Definitions

- 2.1. “**bid**” includes written price quotations, advertised competitive bids or proposals;
- 2.2. “**bid price**” price offered by the bidder, excluding value added tax (VAT);
- 2.3. “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. “**designated sector**” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. “**duly sign**” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
- 2.6. “**imported content**” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. “**local content**” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. “**stipulated minimum threshold**” means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u> (For office use only.)	<u>Stipulated minimum threshold (%)</u>
--------------------------------------------------------------------------	-----------------------------------------

Electrical & Telkom Cabling	90%
-----------------------------	-----

4. Does any portion of the services or goods offered have any imported content?
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of the first advertisement of the bid. **First date of advert to be used in this tender.**

The relevant rates of exchange information is accessible on on <https://www.resbank.co.za>

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content **the dtic** must be informed accordingly in order for **the dtic** to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO./.....

ISSUED BY: Casidra SOC Ltd.

1. The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2. Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names), do hereby declare, in my capacity as of (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011;
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(d) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

NB: Do not hand this document in with the tender, but must be kept for a period of 5 years for future audits.

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1) Tender No.		Note: VAT to be excluded from all calculations
(D2) Tender description:		
(D3) Designated Products:		
(D4) Tender Authority:		
(D5) Tendering Entity name:		
(D6) Tender Exchange Rate:	Pula _____	EU R 9.00 GBP R 12.00

A. Exempted imported content

Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value										R 0	

This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer

Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total imported value by tenderer										R 0	

C. Imported by a 3rd party and supplied to the Tenderer

Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total imported value by 3rd party										R 0	

D. Other foreign currency payments

Type of payment	Local supplier making the payment	Overseas beneficiary	Calculation of foreign currency payments		Summary of payments
			Foreign currency value paid	Tender Rate of Exchange	
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)
(D52) Total of foreign currency payments declared by tenderer and/or 3rd party					

Signature of tenderer

Date: _____

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above R 0

This total must correspond with Annex C - C 23

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
	(E9) Total local products (Goods, Services and Works)		R 0

(E10) **Manpower costs** (Tenderer's manpower cost) R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.) R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.) R 0

(E13) Total local content R 0

This total must correspond with Annex C - C24

Signature of tenderer

Date: _____



RFQ: PHILLIPPI: SLAM FARMING: PROVIDE AND INSTALL A 22KVA GENERATOR

SEPTEMBER 2022

BASELINE RISK ASSESMENT REPORT

A baseline risk assessment focuses on the identification of risk that applies to the whole project. The purpose of conducting a baseline risk assessment is to establish a risk profile.

This is an initial risk assessment that focuses on a broad overview in order to determine the risk profile to be used in subsequent risk assessments. It is performed to obtain a benchmark of the types and size of potential hazards, which could have a significant impact on the whole project and all stakeholders.

The stakeholders need to identify the major and significant risks, then prioritise these risks and evaluate the effectiveness of current systems for risk control.

The risks for the above project which have been identified have been highlighted under the following categories: -

1. Scope of work (what is being built?)

This project consists of the following elements:

1. The supply and installation of generator.

2. Location of site and elements specific to the location (municipal by-laws, weather factors, geographical factors)

Phillippi normally receives about 499mm of rain per year and because it receives most of its rainfall during winter it has a Mediterranean climate. The chart below shows the average rainfall values for Phillippi per month. It receives the lowest rainfall (8mm) in February and the highest (94mm) in June. The monthly distribution of average daily maximum temperatures (centre chart below) shows that the average midday temperatures for Phillippi range from 16.5°C in July to 27°C in February. The region is the coldest during July when the mercury drops to 7.4°C on average during the night. Consult the chart below for an indication of the monthly variation of average minimum daily temperatures.

3. Geo- technical risks (conditions of the soil, raise any concerns that may hinder the project progress)

For office use only	Version no: 2	Date: 20 October 2014	
To be signed upon appointment of winning bidder to form the agreement between the parties			
Signature for Casidra		Signature for Contractor	

The environmental risks associated with this site are as follows:-

Waste material disposal. – It will not be allowed to dispose of any kind of waste by burying it on site. Proper collection facilities must be supplied and disposed of in the proper manner to municipal waste sites or to special waste disposal companies. There is always the risk for soil, groundwater and surface water pollution and contamination when using mechanical plant, fuel and paints. It will also not be allowed to dispose of any kind of waste by burying it on site.

Movement of vehicles on farm access roads creates dust which in turn can damage the newly paint steelwork.

4. Environmental risks (This is the actual or potential threat of adverse effects on living organisms and environment by effluents, emissions, wastes, resource depletion, etc involved in the construction phase)

Due to the site being in an environmental area there is always the risk for soil, groundwater and surface water pollution and contamination when using mechanical plant, fuel and pesticides. It will also not be allowed to dispose of any kind of waste by burying it on site.

5. Risk assessments based on scope of work (Is this a high rise building in a built up area? Is it working in a flood plain and/or river with eroded soil conditions?)

Due to the nature of the works, there is risk of maintaining structural stability during excavations. Dangers presented are the collapse of excavations, falling or dislodging material and falling into excavations.

The erection of steel framework presents its own dangers on both the erection of heavy steel sections and installation of roof plastics, especially at height. Care must be taken during the erection process with mechanical equipment working in close proximity to site labour force.

Working at height poses risks of falling, material/tools dropping down damaging infrastructure and/or personnel. People are struck by material falling from loads being lifted and material that rolls or is kicked off work platforms; others are struck or buried by falling materials. Structures under construction may also collapse, eg steel frames that have not been adequately braced, or formwork that is prematurely loaded.

6. Equipment Risks.

The equipment risks associated with this project is as follows:-

It is envisaged that this will be both a mechanised and labour job. There will be mechanised earth moving equipment in close proximity to people, infrastructure, and surrounding environment.

For office use only	Version no: 2	Date: 20 October 2014	
To be signed upon appointment of winning bidder to form the agreement between the parties			
Signature for Casidra		Signature for Contractor	

7. Material Risks.

The following could pose risks associated with the project:-

- Flammable materials such as diesel/petrol in a highly flammable environment.
- Inhalation of poison or being in contact with skin
- Care must be taken not to dispose of any material by burning

8. Ergonomic Risks (Ergonomic hazards refer to workplace conditions that pose the risk of injury to the musculoskeletal system of the worker).

Cold conditions. Dangers associated with pneumonia. During winter season.

Manual handling

Lifting heavy and awkward loads causes back and other injuries. Some injuries can result from a single lift, but more commonly, long-term injury develops as a result of repeated minor injury due to repetitive lifting.

Noise and vibration

High levels of noise can cause hearing loss and repeated use of vibrating tools can cause hand-arm vibration syndrome (damage to nerves and blood vessels – most commonly in the hands and fingers).]

Chemicals

Exposure to materials such as cement and solvents can cause skin problems such as dermatitis.

9. Controls specific to client requirements (two day induction, pink overalls, entrance to existing premises, etc).

N/A

RISK OVERVIEW CHART FOR PROJECT:

RISK CATEGORY	RISK FACTOR	ASSOCIATED RISK	RISK PROBABILITY FACTOR (1-5) 1 being low 5 being very high
LOCATION	High temperatures	Heat exhaustion of personnel	2
GEOGRAPHICAL	Very loose sandy soil	Windstorms and risk of collapse of ground when	3

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		excavating or open excavations	
ENVIRONMENTAL	Dust pollution	Dust will affect both neighboring & current farmers crops	3
	Soil contamination	Risk of pollution to ground by contaminants	3
	High winds	Risk of damage to construction materials and risk of being blown off structure	4
SCOPE OF WORK	Structural stability	Risk that people be killed or seriously injured by collapses and falling materials while working in excavations	3
	Working at Heights	Risk of falling material and/or personnel	5
	Site enclosure	Risks to public if not managed and implemented	4
EQUIPMENT	Mechanized plant working with Labour	Risk of injury to Labour force due to close proximity	5
MATERIAL	Flammable material	Dangerous to work with and to store	3
ERGONOMIC	Manual handling	Lifting of heavy equipment	4
	Noise/Vibration	High noise levels	4
	Chemicals	Exposure to chemicals	4

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	Heat	Heat exhaustion	4
CLIENT REQUIREMENTS	Working times	No work is to be done after 17h00 at night	3

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Please find below risk assessment template which can be used by the contractor to manage the above identified risks.

Risk assessment							
Title:							
Company name:			Date assessment was carried out:				
Assessment carried out by:			Date of next review:				
Risk assessment Activity or area	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action do you need to take?	Who needs to carry out the action?	When is the action needed by?	Done

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RFQ: PHILLIPPI: SLAM FARMING: PROVIDE AND INSTALL A 22KVA GENERATOR

SEPTEMBER 2022

OCCUPATIONAL HEALTH & SAFETY SPECIFICATION

In terms of the Construction Regulations 2014 Regulation 5, a baseline risk assessment for the intended works is required to be done by the Client for each specific construction site.

This risk assessment will inform the site specific Occupational Health and Safety specifications that must be supplied to the designer, who will supply any design specifications to be added and then supplied to the prospective Contractor (Bidder) as part of the tender documents. This specification must be translated into actions and preventative risk management measures by the Contractor that will form part the Occupational Health and Safety Plan of the Contractor.

This specification forms an integral part of the contract, and the Contractor is required to use it at pre-tender phase to make sufficient provision for related costs for risk management and after award of tender for the purpose of drawing up its project-specific construction phase health and safety plan.

It is the responsibility of the Contractor in the bidding process to:

- ensure that he include adequate provision for the cost for health and safety measures in his bid and
- Provide proof and include in his cost the necessary competencies and resources to perform the work safely.

The risks for the above project which have been identified, evaluated and resulted in the following specifications that are highlighted under the following categories:-

This specification does not replace the requirement of the Contractor to comply to all relevant legislation and the regulations of the Occupational Health and Safety Act, but just highlight the specific identified and relevant risk factors that need special mention and attention by the Contractor in his bid.

1. General administrative requirements

DESIGNATION	NAME	CONTACT	ADDRESS	RESPONSIBLE
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		NO's		PERSON
Department of Labour	Department of Labour Cape Town	021- 441 8000 (tel)	4 th – 6 th Floor West Bank Bldg Cnr. Riebeeck & Long streets Cape Town	N/A
Municipality	City of Cape Town	086 010 3089 (tel)	Civic Centre, 12 Hertzog Boulevard, Cape Town Civic Centre, 12 Hertzog Boulevard, Cape Town	N/A
Project Funder	Department of Agriculture	021 808 5000 (tel)	ELSENBURG – HEAD OFFICE Muldersvlei Road, ELSENBURG, 7607	N/A

2. Scope of work (what is being built?)

This project consists of the following elements:

The supply and installation of a generator.

3. Location of site and elements specific to the location (municipal by-laws, weather factors, geographical factors)

What is the risk?	Heat and rain	
Hazard Identification?	High temperatures together with high wind factor.	
Who will be injured & mechanism of injury?	All personnel working on site. Possible injury will vary from heat exhaustion and or broken ankles from muddy soil.	
Preventative action recommended		
Description		Category: Reduction/transfer/control/avoidance
<ul style="list-style-type: none"> Monitor weather for worsening soil conditions on daily basis. When conditions underfoot do not assist with mechanical and/or personnel, call site off until conditions improve Ensure for shade and sufficient water onsite for high temperatures. Ensure temperature is monitored and call site off with WGT of 40 and higher 		Risk reduction/control

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What is the risk?	Wind
Hazard Identification?	High winds are experienced in the area and danger of falling off temporary and/or permanent structures
Who will be injured & mechanism of injury?	All personnel working at height. Possible injury will vary from dislocation, broken bones to death by falling.
Preventative action recommended	
Description	Category: Reduction/transfer/control/avoidance
<ul style="list-style-type: none"> • All temporary structures to be designed and erected to withstand high winds. All fall protection must be in place before workers can access platforms • Subcontract temporary platform erection to a specialist and they then bear all responsibility of erected temporary platforms • All people working at heights must have a harness. • Install wind meter on site with siren warning for wind speeds above 40km/h. Work at heights will stop until wind subsides 	<ul style="list-style-type: none"> • Risk reduction/mitigation • Risk transfer • Risk control • Risk avoidance

4. Geo- technical risks (conditions of the soil, raise any concerns that may hinder the project progress)

What is the risk?	Soil conditions
Hazard Identification?	Sandy soil conditions and soggy when wet
Who will be injured & mechanism of injury?	Infrastructure damage, damage to earthmoving equipment and personnel injury will vary from dislocation, broken bones to death
Preventative action recommended	
Description	Category: Reduction/transfer/control/avoidance
This is specialized work that requires competent human resources that	Risk control

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are adequately skilled in working with locating unknown services and dealing with them when located. Heavy and dangerous machinery in loose sandy soil conditions when also require skill set.	
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5. Environmental risks (This is the actual or potential threat of adverse effects on living organisms and environment by effluents, emissions, wastes, resource depletion, etc involved in the construction phase)

What is the risk?	Soil contamination	
Hazard Identification?	Risk of pollution to ground and river by its contaminants	
Who will be injured & mechanism of injury?	Environment and this invariably falls over to communities, which then in affect the members of the public	
Preventative action recommended		
Description	Category: Reduction/transfe r/control/avoidan ce	
<p>Maintenance and service areas should be demarcated during site establishment and all maintenance and service activities contained so as to avoid any contamination of soil and / or water. All vehicles, equipment, fuel and petroleum services and tanks should be maintained in a good condition that prevents leakage and possible contamination of soil or water supplies. Refuelling areas should be bunded and lined to prevent spilled fuels and oils from contaminating the ground or water. It is suggested that as a minimum, sandbags should be placed surrounding the bulk fuel supply tank. The floor of the area is to be lined with plastic and a layer of sand of approximately 50mm is placed on top of the plastic. Automatic shut-off nozzles are recommended on all dispensing units.</p> <p>The park and service area should be treated with a suitable hydrocarbon absorption or remediation product. Absorbent spill mop-up products should to be on hand. All servicing should be done with a drip tray present to prevent accidental spillage of oils and fuels. A suitable leak proof container for the storage of oiled equipment (filters, drip tray contents and oil changes, etc.) should be established. All spills to be immediately contained, reported to the Project Manager, and dealt with.</p>	Risk control/ reduction	

What is the risk?	Snakes
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Hazard Identification?	Being bitten by snakes	
Who will be injured & mechanism of injury?	Personnel working on site	
Preventative action recommended		
Description	Category: Reduction/transfer/control/avoidance	
<p>As the work entails working in dense brush and biomass areas, the risk of disturbing a snake is very high. Make sure that all personell are made aware of the increased risk of the presence of snakes.</p> <p>Wear proper protective clothing to protect against snake bites. An increased awareness and alertness is the best protection, the snake will not be looking for you, so watch for it. If a snake is seen or reported on site, note the area of the snake and work in this area stops until the hazard is removed. DO NOT approach, attack or otherwise provoke the snake as 95% of those bitten have done this. REMEMBER - IF PROVOKED IT WILL STRIKE.</p> <p>If bitten, the following procedures should apply:</p> <ol style="list-style-type: none"> 1.Immediately apply a broad firm bandage around the limb and on the bitten area. It should be as tight as one would bind a sprained ankle. As much of the limb should be bandaged as possible. Bind from below upwards. Crepe bandages are ideal, but any flexible material can be used, eg tear up clothing or old towels into strips. Panty hose is satisfactory. 2.Keep the limb and the victim as still as possible. Splint the limb. 3.Bring transport to the victim if possible. 4.Leave the bandage and splint on until medical care is reached. <p>Don't cut or excise the bitten area.</p> <p>Don't apply an arterial tourniquet.</p> <p>Don't wash the bitten area. The snake involved may be identified by the detection of venom on the skin.</p>	Risk reduction/control/avoidance	

What is the risk?	Bees
Hazard Identification?	Being stung by bees
Who will be injured & mechanism of injury?	Personnel working on site

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Preventative action recommended	
Description	Category: Reduction/transfer/control/avoidance
<p>Upon finding a bee hive/nest, do not try to get rid of the nest or hive yourself. Each type of insect or situation will likely need different removal methods. It is best to call pest control professionals for this service.</p> <p>Upon being stung, most people experience local effects like pain, swelling, itching, and redness around the sting site. In rare cases, a severe allergic reaction can occur. This situation is serious and can cause "anaphylaxis" or anaphylactic shock. Symptoms of anaphylaxis can appear immediately (within minutes) or up to 30 minutes later. Symptoms to watch for include:</p> <ul style="list-style-type: none"> • hives, itching and swelling in areas other than the sting site, • swollen eyes and eyelids, • wheezing, • tightness in the chest and difficulty breathing, • hoarse voice or swelling of the tongue, • dizziness or sharp drop in blood pressure, • shock, • unconsciousness or cardiac arrest. <p>Although most deaths result from severe allergic reactions, some are caused by direct toxicity of the insect venom. Of those who die from a severe allergic reaction to a sting, half die within 30 minutes, and three-quarters within 45 minutes. If you see any signs of reaction, or even if you are not sure, call or have a co-worker call emergency medical services right away. Also, get medical help if the sting is near the eyes, nose or throat. People who have been stung multiple times (such as when fleeing from a swarm or nest) can sometimes suffer serious health effects. While rare, death may occur.</p> <p>Employers should be notified if a worker, especially one who works outdoors, has allergies to insect stings. Co-workers should be trained in emergency first aid, be aware of the signs of a severe reaction, and know how to use the bee sting kit (self-injectable epinephrine). Always carry a cellular phone in case you need emergency medical help.</p> <p>The best way to prevent stings is to avoid the insects. Leave the area, if possible. If there is a travelling swarm, they will likely leave within a few</p>	<p>Risk avoidance/control/reduction/transfer</p>

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days.

Note that insect repellent ("bug spray") does not affect these stinging insects. Avoidance and awareness are the keys to not being stung.

Before working at a site:

- Take a look around. Check to see if there are any visible signs of activity or a hive or nest. If you see a number of insects flying around, check to see if they are entering/exiting from the same hole or place. If so, it is likely a nest or a source of food.
- Wear long sleeve shirts, and long pants. If you cannot avoid working near bees or wasps, wear a bee-keepers style hat with netting to cover your head, neck and shoulders. Tape your pant legs to your boots/socks, and your sleeves to your gloves. You may also wish to wear an extra layer of clothing since wasp stings are long enough to reach through one layer of clothing.
- Power tools such as lawnmowers, weed eaters and chainsaws will aggravate the insects. When using these tools, be aware that the tools may provoke the insects or in some cases, cause the insects to swarm.

If you find you are working near stinging insects, here are some tips.

- Most bees and wasps will not sting unless they are startled or attacked. Do not swat at them or make fast movements. The best option is to let the insects fly away on their own. If you must, walk away slowly, or gently "blow" them away. The only exception is if you have disturbed a nest and hear "wild" buzzing. Protect your face with your hands and run from the area immediately.
- Wear light coloured clothes such as khakis, beige, or blue. Avoid brightly coloured, patterned, or black clothing.
- Tie back long hair to avoid bees or wasps from getting entangled in your hair.
- Be careful when shaking out clothing or towels as the insects could be inside the folds.
- If you find a bee or wasp in your car, take a thick

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DO NOT	<p>cloth and cover the insect before it gets frightened. Carefully, let the insect back outside through an open window.</p> <ul style="list-style-type: none"> Do not wear perfumes, colognes, scented soaps, or powders as they contain fragrances that are attractive. Do not go barefoot or wear sandals, especially in areas where there is clover or other flowering plants that attract bees. 	
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6. Risk assessments based on scope of work (Is this a high rise building in a built up area? Is it working in a flood plain and/or river with eroded soil conditions?)

What is the risk?	Structural stability	
Hazard Identification?	Unstable working platforms could cause risk of collapse on trenches. Risk of excavations collapsing and burying or injuring people working in them; material falling from the sides into any excavation; and people or plant falling into excavations	
Who will be injured & mechanism of injury?	Risk that people be killed or seriously injured by collapses and falling materials while working in excavations	
Preventative action recommended		
Description	Category: Reduction/transfer/control/avoidance	
<p><u>COLLAPSE OF EXCAVATIONS</u> Temporary support – Before digging any trench pit, tunnel, or other excavations, decide what temporary support will be required and plan the precautions to be taken. Make sure the equipment and precautions needed (trench sheets, props, baulks etc) are available on site before work starts. Battering the excavation sides – Battering the excavation sides to a safe angle of repose may also make the excavation safer.</p> <p>In granular soils, the angle of slope should be less than the natural angle of repose of the</p>	Risk reduction/avoidance	

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material being excavated. In wet ground a considerably flatter slope will be required

FALLING OR DISLODGING MATERIAL

Loose materials – may fall from spoil heaps into the excavation. Edge protection should include toeboards or other means, such as projecting trench sheets or box sides to protect against falling materials. Head protection should be worn.

Undermining other structures – Check that excavations do not undermine scaffold footings, buried services or the foundations of nearby buildings or walls. Decide if extra support for the structure is needed before you start. Surveys of the foundations and the advice of a structural engineer may be required.

Effect of plant and vehicles – Do not park plant and vehicles close to the sides of excavations. The extra loadings can make the sides of excavations more likely to collapse.

FALLING INTO EXCAVATIONS

Prevent people from falling – Edges of excavations should be protected with substantial barriers where people are liable to fall into them. To achieve this, use:

- Guard rails and toe boards inserted into the ground immediately next to the supported excavation side; or
- fabricated guard rail assemblies that connect to the sides of the trench box
- the support system itself, eg using trench box extensions or trench sheets longer than the trench depth.

INSPECTION

A competent person who fully understands the dangers and necessary precautions should inspect the excavation at the start of each shift. Excavations should also be inspected after any event that may have affected their strength or stability, or after a fall of rock or earth.

A record of the inspections will be required and any faults that are found should be corrected immediately.

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Who will be injured & mechanism of injury?	Public will be injured and/or killed	
Preventative action recommended		
Description	Category:	
	Reduction/transfe r/control/avoidan ce	
Construction work should be fenced off and suitably signed. This will protect people (especially children) from site dangers and the site from vandalism and theft. Site access should be monitored and controlled and all access routes should be clearly demarcated. A constant regard must be taken to safety and dangerous areas and should be adequately cordoned off to prevent accidental injury. Temporary fencing/hoarding with appropriate warning signs must be in place. Make sure there is a system to ensure necessary precautions are kept in place during working hours and that night-time and weekend protection is put in place as required before the site closes		

What is the risk?	Working at heights	
Hazard Identification?	Risks of falling material, tools & personnel	
Who will be injured & mechanism of injury?	People/Infrastructure being struck by falling material & tools causing injury or even death. The same for personnel falling from heights.	
Preventative action recommended		
Description	Category:	
	Reduction/transfe r/control/avoidan ce	
Avoid working at heights where you can. Use work equipment to prevent falls where work at height cannot be avoided. Where the risk of a fall cannot be eliminated, use work equipment to minimise the distance and consequences of a fall should one occur. Always consider measures that protect all those at risk, ie <ul style="list-style-type: none"> ■ collective protection measures (scaffolds, nets, soft landing 	Risk reduction/avoidanc e/control	

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<p>systems) before measures that only protect the individual, ie personal protection measures (a harness).</p> <p>Ensure work is carried out only when weather conditions do not jeopardise the health and safety of the workers.</p> <p>Suitable precautions must be taken to prevent falls. General access scaffolds provide a means of working at height while preventing falls and should be provided whenever practicable. Scaffolds should be designed, erected, altered and dismantled only by competent people and the work should always be carried out under the direction of a competent supervisor.</p> <p>Ensure the scaffold is based on a firm, level foundation. The ground or foundation should be capable of supporting the weight of the scaffold and any loads likely to be placed on it. Ensure it is braced and tied into a permanent structure or otherwise stabilised.</p>	
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7. Equipment Risks

What is the risk?	Heavy Mechanized equipment	
Hazard Identification?	Close proximity to labour force on ground working together in combined operations gives risk of collision	
Who will be injured & mechanism of injury?	Infrastructure damage, damage to plant equipment/constructed items and personnel injury will vary from dislocation, broken bones to death	
Preventative action recommended		
Description		Category: Reduction/transfer/control/avoidance
<p>This is specialized work that requires competent human resources that are adequately skilled in working with heavy and dangerous equipment.</p> <p>Guidelines and practical advice to all work operations to ensure effective and proper management of working with mechanical plant must be in place. Toolbox talks MUST make all personnel aware of the dangers. Equipment must be checked for proper working controls such as reverse warning sirens, etc.</p>		Risk Control

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Make sure equipment is in good working order each and every day and before every single operation. All workers should wear bright protective clothing and signs that are highly visible.	
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8. Material Risks.

What is the risk?	Storage of materials	
Hazard Identification?	Tripping/ Flammable materials igniting	
Who will be injured & mechanism of injury?	Material/Infrastructure & personell	
Preventative action recommended		
Description	Category: Reduction/transfe r/control/avoidan ce	
<p>Designate storage areas for plant, materials, waste, flammable substances (eg foam plastics, flammable liquids and gases such as propane) and hazardous substances (eg pesticides and timber treatment chemicals). Flammable materials will usually need to be stored away from other materials and protected from accidental ignition. Do not store materials where they obstruct access routes or where they could interfere with emergency escape, eg do not store flammable materials under staircases or near to doors or fire exits.</p> <p>If materials are stored at height (eg on top of a container or on a scaffold gantry), make sure necessary guard rails are in place if people could fall when stacking or collecting materials or equipment. Keep all storage areas tidy, whether in the main compound or on the site itself.</p> <p>Try to plan deliveries to keep the amount of materials on site to a minimum. Waste materials also need storing safely before their removal from the site and make sure that you allow sufficient space for waste skips and bins.</p>	Risk Control	

What is the risk?	Flammable material
Hazard Identification?	Dangerous to work with and store for prevention of fires

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Who will be injured & mechanism of injury?	Infrastructure damage and injury or death to all persons
Preventative action recommended	
Description	Category: Reduction/transfe r/control/avoidan ce
<p>Fuels and flammable materials should be stored in suitably equipped storage areas demarcated within the Contractor's camp. These areas must comply with general fire safety requirements. No fuel may be stored within drainage lines or areas. Impervious lining materials should be used in these storage areas to prevent contamination of the ground in the event of spillages or leaks, and automatic shut-off nozzles should be used on all dispensing units. Quantities of fuels and flammable/hazardous materials stored on site should be appropriate to the requirement for these substances on site.</p> <p>Fuels and oils should be safely located out of harm's way from the elements. No fuel / oil containers may be left unattended within drainage areas. All open containers containing used oil, etc., should be kept under roof or have adequate water tight lids. All spills to be immediately contained, reported to the Project Manager and dealt with.</p> <p>Adequate fire fighting equipment should be available on site, in good working order, and according to the fire hazard present during construction activities of at least one type ABC all-purpose 12.5kg extinguisher and a water cart with a minimum capacity of 1000 litres for the duration of the contract. Any welding, gas cutting or cutting of metal should only be permitted inside the demarcated working areas for this purpose and these areas should be approved by the Project Manager.</p>	Risk control

What is the risk?	Fire
Hazard Identification?	Flammable materials are always evident on construction site and danger of fire is always constant
Who will be injured & mechanism of injury?	Material/Infrastructure & personnel
Preventative action recommended	
Description	Category: Reduction/transfe r/control/avoidan

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<p>Fire can be a particular hazard in refurbishment/new work when there is a lot of dry timber and at the later stages of building jobs where flammable materials such as adhesives, insulating materials and soft furnishings are present.</p> <p>Many fires can be avoided by careful planning and control of work activities.</p> <p>Good housekeeping and site tidiness are important not only to prevent fire, but also to ensure that emergency routes do not become obstructed. Making site rules can help.</p>	<p>Risk reduction/transfer/control/avoidance</p>

9. Ergonomic Risks (Ergonomic hazards refer to workplace conditions that pose the risk of injury to the musculoskeletal system of the worker).

What is the risk?	Health
Hazard Identification?	On-site injuries due to physical construction work taking place
Who will be injured & mechanism of injury?	Personnel suffering ill-health
Preventative action recommended	
Description	Category: Reduction/transfe r/control/avoidan ce
<p>Construction workers are likely to suffer ill health as a result of their work in the industry after exposure to both harsh working conditions and hazardous substances.</p> <p>Assess both immediate risks, eg being overcome by fumes in a confined space, and longer-term health risks. Materials like cement can cause dermatitis. Sensitizing agents like isocyanates can make people using them have sudden reactions, even though they may have used the substance many times before.</p> <p>If harm from the substance is possible, the first step to take is to try and avoid it completely by not using it at all. try and control exposure. Some of the ways this could be done include: Keep containers closed except when transferring; using cutting and grinding tools and blasting equipment fitted with exhaust ventilation or water suppression to control</p>	<p>Risk reduction/transfer/control/avoidance</p>

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<p>dust; ensuring good ventilation in the working area by opening doors, windows and skylights.</p> <p>The need to provide personal protective equipment (PPE) is also a must and will contribute in minimizing exposure risks. Respirators can protect against dusts, vapours and gases. Ear plugs for noise, etc. Where protective clothing is provided (such as overalls and gloves), it must be of the right type to protect the wearer against the particular hazard they are going to encounter. All manufacturers offer advice on the most suitable gloves for specific types of hazard. When using gloves to help prevent dermatitis, users must avoid getting contaminants inside the gloves when putting them on and taking them off. It is also essential to provide washing facilities, with a supply of hot and cold (or warm) running water, soap and a means of drying the hands, to help prevent dermatitis.</p> <p>First aid can save lives, reduce pain and help an injured person make a quicker recovery. Provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to your employees if they are injured or become ill at work. The minimum provision for all sites is:</p> <ul style="list-style-type: none"> • a first aid box with enough equipment to cope with the number of workers on site; • an appointed person to take charge of first-aid arrangements; • information telling workers the name of the appointed person or first aider and where to find them. 	
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10. Controls specific to client requirements (two day induction, pink overalls, entrance to existing premises, etc).

No work after 17h00 and only on weekdays

11. Personal Protective Equipment (PPE) and Clothing

The principal contractor and other contractors shall ensure that all workers are issued with protective clothing free of charge and make use of the equipment and protection provided such as to wear hard hats, protective footwear, overalls, etc. The Principal Contractor and all Contractors shall make provision and keep adequate quantities of SABS approved PPE

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on site at all times. The Principal Contractor shall clearly outline procedures to follow when PPE or Clothing is:

- Lost or stolen;
- Worn out or damaged

The above procedure applies to Contractors and their Sub-contractors, as they are all employers in their own right, as per section 37 (2) of the Act.

(The general PPE requirements are attached under Annexure A to this document as well as an additional list of PPE for biomass removal is also attached as Addendum B to this specification).

12. Occupational Health and Safety signage

The Contractor shall provide and maintain adequate on-site OHS signage. Including but not limited to: ‘no unauthorised entry’, ‘report to site office’, ‘beware of overhead work’, ‘hard hats, overalls, safety boots, respirators, etc’. Signage shall be posted up at all entrances to site as well as on site in strategic locations e.g. access routes, stairways, entrances to structures and buildings, scaffolding, and other potential risk areas/operations

13. Fences and access

Construction sites in built-up areas or adjacent to public roads must be suitable and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorised persons.

14. Admittance to site

A notice must be posted up at every entrance to a building site prohibiting the entry of unauthorised persons to such workplace and no person shall enter such a site without the permission of the employer or user as the case may be. In no circumstances may the wording “Enter at Own Risk” be used

15. Speed Restrictions, construction vehicles and Protection

The Principal Contractor shall ensure that all persons in its employment, all Contractors, and all those that are visiting the site are aware and comply with the site speed restriction(s) and route identification for construction vehicles only. Separate vehicle and pedestrian access routes shall be provided, maintained, controlled, and enforced.

16. Hazardous Chemical Substances (HCS)

The Principal Contractor and other relevant Contractors shall provide the necessary training

and information regarding the use, transport, and storage of HCS. The Principal Contractor shall ensure that the use, transport, and storage of HCS is carried out as prescribed by the

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HCS Regulations. The Contractor shall ensure that all hazardous chemicals on site have a Material Safety Data Sheet (MSDS) on site and the users are made aware of the hazards and precautions that need to be taken when using the chemicals. The First Aiders must be made aware of the MSDS and how to treat HCS incidents appropriately.

The below acts are relevant regarding the transporting, storage and application of these agricultural chemicals:-

- Fertilizers, farm feeds, agricultural remedies and stock remedies act, 1947 (Act no. 36 of 1947)
- Hazardous Substances Amendment Act, No. 53 of 1992
- The South African National Pesticide registration authority registrar: Act no. 36 of 1947

17. Public and Site Visitor Health and Safety

The Principal Contractor shall ensure that every person working on or visiting the site, as well as the public in general, shall be made aware of the dangers likely to arise from site activities, including the precautions to be taken to avoid or minimise those dangers. Appropriate health and safety notices and signs shall be posted up, but shall not be the only measure taken.

The Principal Contractor has a duty in terms of the OHS Act 85/1993 to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities.

Site visitors must be briefed on the hazards and risks they may be exposed to and what measures are in place or should be taken to control these hazards and risks. A record of these 'inductions' must be kept on site in accordance with the Construction Regulations.

18. Occupational Hygiene

Exposure of workers to occupational health hazards and risks is very common in any work environment, especially in construction. Occupational exposure is a major problem and all contractors must ensure that proper health and hygiene measures are put in place to prevent

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exposure to these hazards. Prevent inhalation, ingestion, absorption, and noise induction.

Contractor must identify site-specific health risks for construction. e.g. cement dust, wet cement, wood-dust, noise, etc.

19. Welfare Facilities

The Principal Contractor must supply the following clean, hygienic and maintained facilities:

- Shower facilities, after consultation with employees or employee representative (1 shower for every 15 persons).
- Sufficient toilets (1 toilet per 30 workers) and hand washing facilities. Separate toilets needed for both males and females. Toilet paper must be provided.
- Changing facilities for each sex
- Sheltered eating areas
- Waste bins must be strategically placed and emptied regularly.

Workers who are far removed from their homes, reasonable and suitable living accommodation for the workers must be provided and adequate transportation between sites and homes where suitable living accommodation is not available.

20. Alcohol and other Drugs

No alcohol and other drugs will be allowed on site. No person may be under the influence of alcohol or any other drugs while on the construction site. Any person on prescription drugs must inform his/her superior, who shall in turn report this to the Principal Contractor forthwith.

Any person suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suspected of being under the influence of alcohol

or other drugs must be sent home immediately, to report back the next day for a preliminary inquiry. A full disciplinary procedure must be followed by the Contractor concerned and a copy of the disciplinary action must be forwarded to the Principal Contractor for his records.

21. Other compliance requirements

Notwithstanding the Occupational Health & Safety Act, the contractor must also confirm to the following acts:

- Basic conditions of employment act 75 of 1997
- National Road Traffic Act 93 of 1996

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- National Environmental Management: Biodiversity Act, no 10 of 2004
- National Veld and Forest Fire Act, no 101 of 1998.
- Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Amendment act

22. Management control measures and review

23. Risk assessment of the site must be reviewed at least every 30 days. Based on the effectiveness of the existing measures, the safety plan must be adjusted to meet the new or existing identified deficiencies.

24. Electrical Safety

All persons who carry out or arrange for work of any description for Casidra in connection with **electrical apparatus** shall make themselves acquainted with the Occupational Health and Safety Act (Act 85 1993) with particular reference to the Electrical Machinery Regulations, Regulations 1 to 23 inclusive.

The works performed under this contract shall comply in every respect with the latest relevant rules and regulations including following:

- Occupational Safety and Health Act (OSH Act)
- The South African Bureau of Standards Code of Practice SANS 10142
- Normal requirements laid down by Eskom.
- The latest requirements of the IEC and the British Standard Institute, where no SANS codes of practice exist.
- All rules and regulations issued by local and other authorities having jurisdiction over the contract.

The contractor must, in addition to compliance with the Electrical Installation Regulations, 2009, and the Electrical Machinery Regulations, 1988, promulgated by Government Notice No. R. 1593 of 12 August 1988, ensure that —

- (a) before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus which is under, over or on the site;
- (b) all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
- (c) the control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;

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- (d) all temporary electrical installations used by the contractor are inspected at least once a week by a competent person and that inspection findings are recorded in a register kept on the construction site; and
- (e) all electrical machinery is inspected by the authorized machine operator or user on a daily basis using a relevant checklist prior to use and the inspection findings are recorded in a register kept on the construction site

NOTE:

The Electrical Installation Regulations clause 6 (2) require electrical contractors to register annually.

“(2) Any person who does electrical installation work as an electrical contractor shall register annually in the form of Annexure 3 with the chief inspector or a person appointed by the chief inspector “

In terms of the OHS Act Electrical Installation Regulations, a Certificate of Compliance (CoC) must be issued by a registered person, defined as “a person registered as an electrical tester for single phase, an installation electrician, or a master installation electrician”. Registered persons may be the owners or employees of electrical contractors. They must be currently registered with the Department of Labour (DoL), and registrations must be renewed annually, bi-annually or every three years depending on the application. No company may do electrical contracting work unless they have a permanently employed registered person as part of the company.

Department of Labour stating the certification as either ‘single phase tester”, “installation electrician” or “master installation electrician” with a unique licence number

Safety equipment

The following equipment required for working on electrical installations and distribution systems, must be maintained in good order and repair and must be made available:-

Safety belt, overalls, hard hat, safety shoes or boots, rubber gloves, "Men Working" notice boards, locks for locking off switches, buss bar shutters in truck-type switchgear, isolators or earthing links, rubber sheet and length of rope with short circuiting earthing-chains, earthing sticks and testing/phasing sticks rated for the voltage of the equipment to be tested.

Under no circumstances shall work be carried out on electrical apparatus unless the proper safety equipment is used

With regard to overhead linesmen, no work shall be carried out unless use is made of a non-metallic ladder and the appropriate safety belt, rubber gloves, overalls, hardhat and safety shoes or boots are worn. The buddy system must also be implemented.

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Earthing

Always safety test before applying earths

Risk assessment of the site must be reviewed at least every 30 days. Based on the effectiveness of the existing measures, the safety plan must be adjusted to meet the new or existing.

At completion of the electrical installation work in the tender, a test as required must be performed to ensure safe operation of the equipment and a signed original CoC be supplied to the client.

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ADDENDUM A – GENERAL MINIMUM PPE REQUIREMENTS

Subject	Requirement
*PPE needs analysis	Need for PPE identified and prescribed in writing. PPE remain property of Employer, not to be removed from premises GSR 2(4)
*Head Protection	All persons on site wearing Safety Helmets including Sub-contractors and Visitors (where prescribed)
*Foot Protection	All employees on site wearing Safety Footwear including Gumboots for concrete / wet work and non-slip shoes for roof work. Visitors to wear same upon request or where prescribed
*Eye and Face Protection	<u>Eye and Face (also Hand and Body) Protection</u> (Goggles, Face Shields, Welding Helmets etc.) used when operating the following: <ul style="list-style-type: none"> * Jack/ Kango Hammers * Angle / Bench Grinders * Electric Drills (Overhead work into concrete / cement / bricks) * Explosive Powered tools * Concrete Vibrators / Pokers * Hammers & Chisels * Cutting / Welding Torches * Cutting Tools and Equipment * Guillotines and Benders * Shears * Sanders and Sanding Machines * CO2 and Arc Welding Equipment * Skill / Bench Saws * Spray Painting Equipment etc.
*Hearing Protection	<u>Hearing Protectors</u> (Muffs, Plugs etc.) used when operating the following: <ul style="list-style-type: none"> * Jack / Kango Hammers * Explosive Powered Tools * Wood/Aluminium Working Machines e.g. saws, planers, routers
*Hand Protection	<u>Protective Gloves</u> worn by employees handling / using: <ul style="list-style-type: none"> * Cement / Bricks / Steel / Chemicals * Welding Equipment * Hammers & Chisels * Jack / Kango Hammers etc.
*Respiratory Protection	Suitable/efficient prescribed <u>Respirators</u> worn correctly by employees handling / using: <ul style="list-style-type: none"> * Dry cement * Dusty areas * Hazardous chemicals * Angle Grinders * Spray Painting etc.

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*Fall Prevention Equipment	Suitable <u>Safety Belts</u> / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.: <ul style="list-style-type: none"> * Scaffolding * Riggers * Lift shafts * Edge work * Ring beam edges etc. Other methods of fall prevention applied e.g. catch nets
*Protective Clothing	All jobs requiring protective clothing (Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn.
*PPE Issue & Control	Identified Equipment issued free of charge. All PPE maintained in good condition. (Regular checks). Workers instructed in the proper use & maintenance of PPE. Commitment obtained from wearer accepting conditions and to wear the PPE. Record of PPE issued kept on H&S File. PPE remain property of Employer, not to be removed from premises GSR 2(4)

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