



public works

Department:

Public Works

PROVINCE OF KWAZULU-NATAL

WIMS NUMBER : 073569

TENDER NO ZNTD : 05020 W

**DESCRIPTION OF SERVICE : THE APPOINTMENT OF A FIRE ENGINEER/SPECIALIST:
DEPARTMENT OF HEALTH – CATO MANOR PROVINCIAL MEDICAL
STORES – PHASE 2 – ALTERATIONS TO DOUBLE STOREY
BUILDING**

DEPARTMENT OF PUBLIC WORKS
Private Bag X9153
Pietermaritzburg
3200

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT PRESCRIBED BY PROVINCIAL TREASURY.

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DESCRIPTION: THE APPOINTMENT OF A FIRE ENGINEER/SPECIALIST: DEPARTMENT OF HEALTH – CATO MANOR PROVINCIAL MEDICAL STORES – PHASE 2 – ALTERATIONS TO DOUBLE STOREY BUILDING

WIMS NUMBER: 073569

CLOSING DATE: Refer to advert

CLOSING TIME: 11H00

COMPULSORY BRIEFING SESSION: Refer to advert

DATE: Refer to advert

TIME: Refer to advert

VENUE: Refer to advert

The successful bidder will be required to fill in and sign a written Contract Form

DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*
KZN DEPARTMENT OF PUBLIC WORKS, ETHEKWINI REGIONAL OFFICE
455A KING CETSHWAYO HIGHWAY, MAYVILLE
DURBAN
4091

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

The bid box is generally open 8 hours a day, 5 days a week (normal office hours)

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

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

<p>THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)</p>
--

NAME OF BIDDER
POSTAL ADDRESS
STREET ADDRESS
TELEPHONE NUMBER	CODE.....NUMBER.....
CELLPHONE NUMBER
FACSIMILE NUMBER	CODENUMBER.....
E-MAIL ADDRESS
VAT REGISTRATION NUMBER
SIGNATURE OF BIDDER
...
DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED

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

Department : KZN - Department of Public Works
Contact Person : Mrs. Matu Khumalo
Tel : 071 580 7124
E-mail address : matu.khumalo@kznworks.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person : Mr Motseko Kotelo
Tel : 082 083 4285
E-mail address : motseko.kotelo@kznworks.gov.za

SECTION B

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF FORMS

PLEASE NOTE THAT THIS QUOTATION IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

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

SECTION C

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

- 1 In terms of the Public Finance Management Act (PFMA), 1999 (Act No 1 of 1999) Section 38 (1) (a) (iii) and 51 (1) (iii) and Section 76 (4) of PFMA National Treasury developed a single platform, The Central Supplier Database (CSD) for the registration of prospective suppliers including the verification functionality of key supplier information.
- 2 Prospective suppliers will be able to self-register on the CSD website: www.csd.gov.za
- 3 Once the supplier information has been verified with external data sources by National Treasury a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be required to keep their data updated regularly and should confirm at least once a year that their data is still current and updated.
- 4 Suppliers can provide their CSD supplier number and unique security code to organs of state to view their verified CSD information.

SECTION D

DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE

(To be completed by bidder)

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

....., WHO REPRESENTS (state name of bidder).....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER'S DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS QUOTATION/BID.

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

.....
NAME OF BIDDER

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:.....

SECTION E

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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

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

2.3 If so, furnish particulars:
.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

REGISTRATION ON THE PROFESSIONAL BODY / COUNCIL

1. It is the requirements either director of the company/ member of the company /company itself is registered under relevant Professional Body /Council in order to qualify for this service.
2. Attached copy of certificate / letter as proof of registration in the council, body association

Professional Registration Number

SECTION F

FORM OF OFFER AND ACCEPTANCE

Offer

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

WIMS: 073569: THE APPOINTMENT OF A FIRE ENGINEER/SPECIALIST: DEPARTMENT OF HEALTH – CATO MANOR PROVINCIAL MEDICAL STORES – PHASE 2 – ALTERATIONS TO DOUBLE STOREY BUILDING

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

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for remuneration to be determined in accordance with the conditions of Contract identified in the Contract Data.

The offered price, inclusive of value added tax, is

R (in figures)

.....

..... **Rand** (in words)

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

Company or close corporation:

.....
.....

and: whose registration number is:

.....
.....

and: whose income tax reference number is:

.....
..

Natural person or partnership:

.....
.....

OR whose identity number(s) is/are:

.....
.....

whose income tax reference number is/are:

.....
.....

AND WHO IS (if applicable):

Trading under the name and style of:

.....

AND WHO IS:

Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: In his/her capacity as:	Note: A resolution / power of attorney, signed by all the directors / members / partners of the legal entity must accompany this offer, authorising the representative to make this offer.
--	---

SIGNED FOR THE TENDERER:

Name of representative	Signature	Date

WITNESSED BY:

Name of witness	Signature	Date

The tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....

Other contact details of the Tenderer are:

Telephone no: Cellular phone no:

Fax no:

Postal address:

Banker: Branch:

Acceptance

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

The terms of the Contract are contained in:

Appendix C1	Agreements and Contract Data, (which includes this agreement)
Appendix C2	Pricing Data
Section G Part 4	Scope of Services

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1, C2 and Section G Part 4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this

process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from set documents are valid unless contained in this schedule.

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

Notwithstanding anything contained herein, this agreement comes into effect, if sent by registered post, 4 days from the date on which it was posted, if delivered by hand, on the day of delivery, provided that it has been delivered during ordinary business hours, or if sent by fax, the first business day following the day on which it was faxed. Unless the tenderer (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

For the Employer:

Name of signatory	Signature	Date

Name of Organisation:	Department of Public Works
Address of organisation:	

Witnessed by:

Name of witness	Signature	Date

SECTION G

SPECIFICATION AND EVALUATION

1. BACKGROUND

The Department of Health HIV/AIDS Sexually Transmitted Infections and TB (HAST) has been in need of a new Provincial condoms storage space from beginning of 2020/21 financial year. Provincial condoms distribution statistics point to an increase in demand for more condoms and hence increase in supply from the Health Department, thereby resulting in added needs for storage space.

DOH infrastructure has therefore now appointed KZN Department of Public Works to implement delivery of a single storey storage facility (approximately 674 m²) through the alteration and repurposing of an existing warehouse at the Department of Public Works Mayville campus in Cato Manor, Durban.

The project now in the latter stage of construction phase (anticipated first delivery date of 17th January 2023), is required to comply to all fire regulations in order for the end user client to gain occupancy.

The Cato Manor Provincial Medical Stores will serve the entire province of KwaZulu Natal as storage and distribution space for male and female condoms.

Therefore a suitably, qualified and experienced fire engineer is required to provide fire engineering services for stages 1 to 6 for the project.

2. PURPOSE

The Department is seeking bids from experienced and skilled Registered Professional firms or professionals to provide services of a fire engineer at Department of Health: Cato Manor Provincial Medical Stores – Alterations to Double Storey Building.

The fire engineer will be appointed to deliver the services of a fire engineer as per the requirements detailed in part 4 – Scope of Services below. The Department is to invite priced quotation (RFQ) from an entity that has the relevant qualifications and expertise to provide professional services of fire engineer at Cato Manor Provincial Medical Stores.

3. PROJECT OBJECTIVE

The project objective is for the functional regulation T1 contained in Part T: Fire Protection of the National Building Regulation to be deemed to be satisfied, where the fire protection of the Cato Manor Provincial Medical Stores is the subject of a rational fire design.

4. PROCUREMENT OBJECTIVES

The prospective fire engineer shall be a professionally registered engineer – Pr Eng with the Engineering Council of South Africa (ECSA), or if not professionally registered as an engineer, shall show proof of traceable experience as a fire engineer/specialist and should have their report signed off by a registered professional engineer.

The estimated construction cost of fire installation which is to come as a result of a rational fire design being carried out, is as per Appendix A at the time of tender.

The services required for the full rollout are inclusive of stages 1-6 in the following order:

- STAGE 1: Inception
- STAGE 2: Concept and Viability
- STAGE 3: Design Development
- STAGE 4: Documentation and Procurement
- STAGE 5: Construction Documentation and Management
- STAGE 6: Close-out

4.1 SCOPE OF SERVICES

The recommended services below are the minimum, but are not limited to, for the successful and complete finalization of the project:

4.1.1 Introduction

The Consultant shall prepare a design report (inclusive of an evacuation plan/strategy) and fire plans (drawings). The purpose of this report is to demonstrate a clear and readily understandable justification of the rational fire design approach adopted for this development, and to ensure that all Local Authority and Statutory requirements are met, and fire safety is achieved to as high a standard as is practicable.

The following fire protection measures are to be addressed in this report and in the rational fire plan:

- Passive fire design for buildings.
- Active Fire Designs and installations.

All fire protection services will be designed and installed with the primary objective to provide an appropriate level of fire safety and comfort, and to minimise the risk of a fire developing and spreading, and to enable the occupants of the building to evacuate safely in the event of an emergency or fire.

The Consultant shall in addition, liaise with the Local Fire Chief to agree on the rational fire design and also to obtain approval for such.

If required, the Consultant will engage with the Professional Team (architect and engineers) to advise on any particular building or services related works that will be affected by the fire design.

4.1.2 Relevant norms and statutory requirements

The Consultant shall note the overall objectives of this fire strategy report and detail each aspect thereof. The fire design shall furthermore adhere to the relevant codes and standards, or appropriate sections thereof as listed in Appendix D- RELEVANT NORMS AND STATUTORY REQUIREMENTS

4.1.3 Design information, Hazard Classification, Occupancy and Population

The Consultant shall specify and detail the design parameters to be used for the report.

The building occupancy and design population is generally classified in accordance with *SANS 10400 - The Application of the National Building Regulations – Sub-section A20 – Classification and Designation of Occupancies & Sub-section A21 – Population*. The consultant shall list and detail the above for the overall development.

The fire hazard classification of the building, processes and its contents shall be classified in accordance with *SANS 10287 - Code of Practice - Automatic sprinkler installations for fire-fighting purposes* section 4.2.2 Classification of Fire Hazard. The consultant shall list and detail the above for the overall development.

4.1.4 General Fire Protection Measures and Fire Fighting Access Requirements

The proposed fire protection measures of the building will be illustrated on the Rational Fire Safety Plans (drawings) to be prepared by the Consultant and shall provide the following information:

4.1.5 General Site Fire Protection Measures (To be read in conjunction with Annexure 1 - HAST SOPS)

- 4.1.5.1 Fire engines and emergency vehicle access routes, ensuring free access for fire trucks and emergency vehicles;
- 4.1.5.2 Readily accessible fire booster connection and fire-fighting equipment;
- 4.1.5.3 Fire-fighting access points;
- 4.1.5.4 Evacuation exit points;
- 4.1.5.5 Water supplies for fire-fighting purposes, where appropriate;
- 4.1.5.6 Pillar type site hydrants & fire-fighting equipment at intervals to cover all areas of development.

4.1.6 Fire Safety Layout Drawings:

Fire protection measures proposed in the Rational Fire Plan for the various building levels and components;

- 4.1.6.1 Fire compartments, division and separation element;
- 4.1.6.2 Fire escape points, emergency and escape routes;
- 4.1.6.3 Manual and automatic fire-fighting equipment positions;

- 4.1.6.4 Automatic Sprinkler protection requirements;
- 4.1.6.5 Extraction or pressurisation requirements;
- 4.1.6.6 Fire suppression requirements;
- 4.1.6.7 Emergency lighting requirements;
- 4.1.6.8 Fire detection requirements;
- 4.1.6.9 Smoke ventilation requirements;
- 4.1.6.10 Fire sealing and fire stopping

The Consultant shall develop the emergency evacuation plan and liaise with the owner/client department and local fire brigade to ensure that the emergency evacuation plan is in line with their fire strategy proposal, as agreed with all relevant stakeholders.

The following Codes and Guides can provide guidelines in the planning of a proper emergency plan and capability requirements but are not exhaustive or prescriptive:

- SANS 10090: Community protection against fire
- NFPA 1201: Standard for Providing Fire and Emergency services to the public.
- NFPA 1500: Standard on Fire Department Occupational Safety, Health and Wellness Program.
- NFPA 1561: Standard on Emergency Services Incident Management System and Command Safety
- NFPA 1710: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.

4.1.7 Proposed Design Concepts

The Consultant shall address and expand his design concepts that will be implemented for the fire protection measures to entire medical storage facility internally and externally including stand-by generator located near the Jabula Hardware boundary wall.

4.1.8 Passive Fire Protection Measures and Design

Safety Distances, Construction and Compartmentalization

Adequate fire protection for the buildings and contents is necessary to prevent the spread of fire within the buildings and to adjacent buildings and/or properties. These measures should be adequate to ensure structural stability of the buildings and that the escape of the occupants, in a fire situation, can take place without undue risk. The following items shall be addressed.

- 4.1.8.1 Safety distances
- 4.1.8.2 Fire Resistance of Structure
- 4.1.8.3 Division and partition walls (compartmentalisation)
- 4.1.8.4 Interior Walls, Ceiling Finishes and Floor Coverings
- 4.1.8.5 Vertical and Horizontal Openings and Fire Stopping
- 4.1.8.6 Fire Doors, Fire Shutters & Opening Protection

- 4.1.8.7 Means of Egress
- 4.1.8.8 Building Escape Route Calculations
- 4.1.8.9 Travel distance
- 4.1.8.10 Emergency Routes and Stair

4.1.9 Active Fire Protection measures and design

The Consultant shall specify and detail systems to be installed (if necessary) to restrict fire growth and spread and to assist the safe escape of the occupants from the buildings. The following shall be addressed, as applicable:

- 4.1.9.1 Emergency Lighting, Illumination of Means of Egress and Standby Power
- 4.1.9.2 Fire Detection, Alarm, Notification Communications and Evacuation Systems
- 4.1.9.3 Water Supplies
- 4.1.9.4 Manual Fire Extinguishing Installations
- 4.1.9.5 Fire Hydrants
- 4.1.9.6 Fire Department Booster Connection
- 4.1.9.7 Hose Reels
- 4.1.9.8 Fire Extinguishers
- 4.1.9.9 Marking of Means of Egress and Fire Equipment
- 4.1.9.10 Smoke Control Systems
- 4.1.9.11 Stairwell pressurisation requirements
- 4.1.9.12 Smoke Barriers
- 4.1.9.13 Fireman's Lifts, Lobbies and refuge areas

4.1.10 Building Services

4.1.10.1 Liquefied Petroleum Gas Installations

If any LP Gas installations are to be provided, the Consultant shall specify to which Standards and requirements the storage and distribution installation shall be designed, supplied and installed.

4.1.10.2 Flammable Liquid/Fuel Installations

There is a 1000-litre stand-by generator already installed on site. Consultant to specify in the fire rational design how the location of this generator affects the entire facility fire exposure and recommend, if any, corrective measures to minimize any risks posed by the generator location.

4.1.11 Compliance Statement And Notification

4.1.11.1 Rules and Regulation Compliance Statement

The Consultant shall provide a compliance statement list and report reference items of the relevant rules as reflected in The Code of Practice for the Application of the National Building Regulations SANS - 10400 - PARTS T & W.

General Compliance Notification

The consultant shall prepare a general compliance notification which is to be issued to the client, Department of Public Works, to highlight those areas of non-compliance on the already built storage facility structure, recommending corrective measures to comply with the notes and requirements as detailed in his design report for this project.

4.1.12 Deliverables

As a minimum the consultants shall provide the following service:

- Produce a rational fire design in accordance with the requirements of BS 7974 (see 4.1.1(b) and Annex B in Part T of SANS 10400) and the HAST SOPS (See Annexure D);
- Obtain the Municipal fire chief's approval of the rational fire design;
- Produce fire systems design, as required in the rational fire design;
- Produce tender documentation for the fire system designs;
- Attend design and site meetings;
- Prepare construction drawings;
- Inspect and monitor the installation of the fire systems at regular intervals in order to be satisfied that the work is being executed generally in accordance with the requirements of the rational design.
- Witness all testing and commissioning;
- Approve and sign off commissioning results;
- Prepare as built drawings

5.0 PRICING

5.1 The approved total building contract cost is: R7 126 800.00 including VAT with the estimated (fire services) works

5.2 Costing

5.2.1 The relevant Fee Guidelines are as per the following table:

DISCIPLINE	BASIS FOR REMUNERATION	APPLICABLE FEE PAYMENT GUIDELINE
Fire Engineer/Specialist	Time-based	As per National Department of Public Works Rates for Reimbursable Expenses – Latest Edition

5.2.2 Consultant to take note of the Fee Schedule included in Appendix A – Bid Proforma and complete his/her pricing in line with the provided schedule. If the consultant deems the schedule incomplete due to missing items that will form part of their service but not included, this is to be indicated in the consultant's letter of proposed deviations to accompany their quotation submission.

5.2.3 You are requested to submit your bid using the specified Basis of Appointment indicated herein above under Appendix A on your company letterhead duly signed by the Registered Professional who will be dedicated to this project and is based at the office address where the project is intended to be awarded within five (5) working days.

6. CONDITIONS OF APPOINTMENT

- 6.1 The bidding entity must have within their employment or display their ability to have access to all the professional consultants as listed in paragraph 5.2.1 above.
- 6.2 The appointed entity will be working with other appointed professionals which include Department of Public Works internal Electrical Engineer, Mechanical Engineer, Architect, Structural Engineer and will report to the DoPW Project Manager.
- 6.3 The proposed resources are to be submitted by way of an organogram with details of the Registered Professional who will be leading the fire design team and detailed curriculum vitas of the proposed professional/s. Where a resource/professional is being outsourced, a contract or agreement between both parties is to be submitted.
- 6.4 You will be expected to attend a minimum of 2 site meetings per month which only will be paid for, based on attendance during the construction process.
- 6.5 Consultants must submit all returnable documents as listed on Appendix B herein. Failure to submit all the requested documents could result in the quote not being considered

- 6.6 Your detailed organogram is to provide details of the Fire Engineer resource, who will be dedicated to this project and their Fire Engineer accreditation. Approval must be made in writing to the Department for any replacement of the designated professional/s.
- 6.7 Appointment will be as per Departmental Standard Conditions of Appointment for the respective Discipline (see the attached **Appendix C**)
- 6.8 The estimated project duration is **16 weeks** (Design phase should not exceed 6 weeks)

7. EVALUATION CRITERIA

- 7.1 The evaluation criteria will be in three phases as follows:

Phase 1: Administrative Compliance

There is **NO** pre-qualifying criteria

COMPULSORY DOCUMENTS

Submission of all Statutory and Essential Information as detailed in **Appendix B – Returnable Documents**

Phase 2: Mandatory Requirements

	Failure to submit any of the following documentation in the prescribed format will lead to immediate disqualification of the tender
1.	Submission of the returnable documents as referenced on APPENDIX B – RETURNABLE DOCUMENTS ON THE TENDER DOCUMENT attached herein.
2.	Fire Engineer must submit Professional Indemnity Insurance cover as specified under item No. 8 in Appendix B: Returnable Documents – Proof in the form of PI Policy or Letter from Insurer confirming amount covered.
3.	At least the principal of appointed firm that employs the Fire Engineer or the Fire Engineer her/himself shall be registered engineering professional – preferably mechanical engineer (PrEng and NOT PrTech Eng) in good standing. Proof in the form of certified copy of valid ECSA registration certificate.
4	2 x Letters of reference from clients confirming successful completion of service delivery where consultant provided fire engineering services, as described in paragraph 4.1 under Section G of tender document: Specification & Evaluation – To be attached to Returnable Document Item 10 – To be Labelled E7

PLEASE NOTE:

- The Department reserves the right not to award to the lowest bidder.
- Failure to submit any of the above documentation in the prescribed format, will lead to immediate disqualification.
- Tenderers who have submitted all the above documentation in the prescribed format, will move onto the next stage of evaluation.

Phase 3: Price & Preference

- Discount offered and preference points.
- Evaluation using the point system

The following special conditions is applicable to the evaluation of this quotation:

- The department reserves the right not to award to the lowest bidder.
- The department may conduct a detailed risk assessment prior to final award which may entail but may not be limited to, documentary proof of indemnity insurance by bidder, resources and fees breakdowns, bidder payroll submissions to verify resources as well as in some cases, site visit to the bidders' offices. Where a risk assessment is required, the incumbent bidder would have to provide proof of availability of resources to the satisfaction of the department in order to be legible for appointment.

VALIDITY

This bid shall be valid for a period of ninety (90) calendar days calculated from the closing time specified.

SECTION H

OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE

Bid No : WIMS: 073569 ZNT: 05020 W

Service : THE APPOINTMENT OF A FIRE ENGINEER/SPECIALIST:
DEPARTMENT OF HEALTH – CATO MANOR PROVINCIAL MEDICAL
STORES – PHASE 2 – ALTERATIONS TO DOUBLE STOREY
BUILDING

Date : Refer to advert

Time : Refer to advert

Venue : Refer to advert

THIS IS TO CERTIFY THAT (NAME)

ON BEHALF OF

VISITED AND INSPECTED THE SITE ON(DATE)

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE
(PRINT NAME)

DATE:

.....
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE
(PRINT NAME)

.....
DEPARTMENTAL STAMP :
(OPTIONAL)

DATE:

SECTION I

TAX COMPLIANCE STATUS (TCS)

- 1 The State / Province may not award a contract resulting from the invitation of quotations to a bidder who is not properly registered and up to date with tax payments or, has not made satisfactory arrangements with S A Revenue Services concerning due tax payments.
- 2 The South African Revenue Services (SARS) has phased out the issuing of paper Tax Clearance Certificates. From 18 April 2016 SARS introduced an enhanced Tax Compliance system. The new system allows taxpayers to obtain a Tax Compliance Status (TCS) PIN, which can be utilized by authorized third parties to verify taxpayers' compliance status on line via SARS e-filing.
- 3 Bidders are required to apply via e-filing at any SARS branch office nationally. The Tax Compliance Status (TCS) requirements are also available to foreign bidders / individuals who wish to submit bids.
- 4 SARS will then furnish the bidder with a Tax Compliance Status (TCS) **PIN** that will be valid for a period of 1 (one) year from the date of approval.
- 5 In bids where Consortia / Joint Venture / Sub-contractors are involved, each party must submit a separate Tax Compliance Status (TCS) **PIN**.
- 6 Application for Tax Compliance Status (TCS) **PIN** can be done via e-filing at any SARS branch office nationally or on the website www.sars.gov.za.
- 7 Tax Clearance Certificates may be printed via e-filing. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
- 8 Tax Compliance Status is not required for services below R30 000 ITO Practice Note Number: SCM 13 of 2007.
- 9 Kindly either provide an original tax clearance certificate, your tax number or pin number.

TAX NUMBER

PIN NUMBER

SECTION J

AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20.....

Mr/Mrs/Miss..... (whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE OF SIGNATORY: DATE:

WITNESSES: 1

2

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

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

.....

.....
SIGNATURE
(PRINT NAME)

.....
DATE

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....
.....
.....

We, the undersigned partners in the business trading as.....

hereby authorizedto sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

..... SIGNATURE (PRINT NAME) SIGNATURE (PRINT NAME) SIGNATURE (PRINT NAME)
..... DATE DATE DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at
.....Mr/Mrs/Miss....., whose
signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of
Close Corporation)
.....

SIGNED ON BEHALF OF CLOSE CORPORATION: (PRINT NAME)
IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1
2

E CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at
Mr/Mrs/Miss....., whose signature appears below, has been authorised to
sign all documents in connection with this bid on behalf of (Name of co-
operative).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:
(PRINT NAME)

.....(.....

IN HIS/HER CAPACITY AS:.....

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:.....

NAME IN BLOCK LETTERS:.....

WITNESSES: 1

2

F JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs/Miss.....,Mr/Mrs/Miss.....,

Mr/Mrs/Miss.....and Mr/Mrs/Miss.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture).....

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):.....
(PRINT NAME)

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

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):.....
(PRINT NAME)

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

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):.....
(PRINT NAME)

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

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):.....
(PRINT NAME)

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

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on.....20...

Mr/Mrs/Miss.....

(whose signature appears below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium).....

IN HIS/HER CAPACITY AS:.....

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

(PRINT

APPENDIX A – BID PROFORMA

(To be completed by the Consultant)

General Notes –

- For Activity-based fee appointment – Consultants are requested to complete Table 1 of Appendix A.
- Preference Points and Percentage discount offered take precedence over any additional detailed fee calculations submitted, where there is any ambiguity
- Disbursements as published in the monthly National Department of Public Works "Rates for Reimbursable Expenses" shall be used as a guideline. Discount can also be offered in this regard, but maximum rate applicable shall be for vehicles up to 2150cc (latest published)
- Table below is **NOT** to be modified by Consultant – Any items the consultant may deem necessary but not included in this schedule to be included in consultant's letter of deviations submitted with the quotation

FIRE DESIGN FEE ESTIMATE					
PROJECT:		CATO MANOR PROVINCIAL MEDICAL STORE	DATE:		
CONSULTANT:					
DISCIPLINE:		FIRE			
N.B - Rates to be provided strictly according to latest National Department of Public Works - Rates for Reimbursable Expenses Schedule					
ACTIVITY NO.	ACTIVITY DESCRIPTION	TOTAL HRS	HOURS PER PERSON		
			Par. i	Par. ii	Par. iii
			ENG 1	ENG 2	CAD
			Pr Eng	Pr Eng	Pr Tech / CAD Tech
1.0	STAGE 1 & 2: INCEPTION & CONCEPT				
1.1	Appointment contract review	1,5	1	0,5	
1.2	Study of drawings and analysis of regulatory requirements	2	1	1	
1.3	Meetings: Planning	3	1	2	
1.4	Correspondence & Project Administration	3	1	2	
1.5	Site Inspections	2		2	
1.6	Concept Design	4,5	0,5	4	
1.7	Concept Drawings	5			5
1.8	Concept Report	5	1	4	
1.9	Concept Budget	1	0.5	1	
	Estimated Total Hours: Concept Design Stage	27	5,5	16,5	5
	Time Rate	R	R	R	R
	CONCEPT DESIGN STAGE FEE (excluding VAT)	R	R	R	R
2.0	STAGE 3 & 4: DESIGN & PROCUREMENT				
2.1	Meetings: Planning	6	1	5	
2.2	Correspondence & Project Administration	6	1	5	
2.3	Rational Fire Plan	5	1	4	
2.4	Detailed Designs	16		16	
2.5	Design Report	9	1	8	
2.6	Design drawings	19		1	18
2.7	Design Budget	3	1	2	
2.8	Tender Documentation	16		16	

2.9	Tender Drawings	16			16
2.10	Tender BOQ	4	1	3	
2.11	Tender Adjudication	3	1	2	
	Estimated Total Hours: Design Development Stage	103	7	62	34
	Time Rate	R	R	R	R
	DESIGN DEVELOPMENT STAGE FEE (excluding VAT)	R	R	R	R
3.0	STAGE 5 & 6: CONSTRUCTION & CLOSE-OUT				
3.1	Site Meetings	12		12	
3.2	Site Inspections	8	2	6	
3.3	Correspondence & Project Administration	16		16	
3.4	Construction Drawings	17		1	16
3.5	Design Development	4		4	
3.6	Payment evaluations	4	1	3	
3.7	Review shop drawings & equipment schedules	3		3	
3.8	Review As Built Drawings	1		1	
3.9	Inspection for Practical Completion	3		3	
3.10	Witness commissioning	3		3	
3.11	Review commissioning results	1		1	
3.12	Inspection for Final Completion	2	1	1	
3.13	Handover	2	1	1	
3.14	Final Account	2		2	
3.15	Deviation Plans to Local Authority	2		2	
3.16	Final Inspection with Local Authority	1		1	
	Estimated Total Hours: Construction Stage	81	5	60	16
	Time Rate	R	R	R	R
	CONSTRUCTION STAGE FEE (excluding VAT)	R	R	R	R
4.0	ESTIMATED TOTAL FEE excluding VAT			R	
5.0	PLUS DISBURSEMENTS: Provisional Sum			R	10 000,00
6.0	SUB TOTAL FEE + DISBURSEMENTS			R	
7.0	LESS DISCOUNT OFFERED	%		R	
8.0	SUBTOTAL			R	
9.0	PLUS 15% VAT			R	
10.0	TOTAL (incl. VAT) carried forward to SECTION F: FORM OF OFFER AND ACCEPTANCE			R	

COMPANY OFFICIAL STAMP:

DATE:

APPENDIX B – RETURNABLE DOCUMENTS

CHECKLIST OF RETURNABLE DOCUMENTS			
Item No.	Required Document	Tick	
		Y	N
1.	Valid SARS Tax Clearance Pin Number, Tax number or original Tax Clearance certificate (to be labelled as E1)		
2.	Central Supplier Database Registration with National Treasury (Unique Reference Number & Supplier Number)		
3.	Proof of Registration with ECSA (Attach Letter of Good standing with the relevant council if applicable dated during the year of Quotation) (to be labelled as E2)		
4.	Proof of Registration with Companies and Intellectual Property Commission (CIPC) (printout not older than 1 month) (to be labelled as E3)		
5.	Declaration of interest by Consultant – SBD 4		
6.	Proof of Residential Address (Municipality Rates Bills, Telephone Bill, or current lease agreement letter from Ward councillor or affidavit from Commissioner of oaths, if office is in an area where rates are not paid) (to be labelled as E4)		
7.	Quotation from the Consultant (Attach Appendix A – Stamped and dated)		
8.	Proof of the relevant professional Indemnity Insurance – Fire Engineering : R1,0 million (to be labelled as E5)		
9.	Company Profile (highlighting relevant experience on a similar project) (to be labelled as E6)		
10.	Attach proof of 2 x recently completed commissions on a similar project (i.e. Contract description, Contract value, client and client contact details for State & Private Works (to be labelled as E7)		
11	Company Organogram clearly indicating the structure of the office where the project is intended to be awarded and name Professional Registration Number of the Resident Professional for the Project (to be labelled as E8)		

APPENDIX C – CONTRACT DATA

C1.2 Contract Data

C1.2.1 Standard Professional Services Contract

The conditions applicable to this Contract are the **Standard Professional Services Contract (August 2005)** Second Edition of CIDB document 1015, published by the Construction Industry Development Board.

C1.2.2 Data provided by the Employer

Clause	
	<p>The General Conditions of Contract in the Standard Professional Services Contract (August 2005) make several references to the Contract Data for details that apply specifically to this tender. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.</p> <p>Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.</p>
1	The Employer is the Department of Public Works .
1	The Period of Performance is from Inception of this Contract until the Service Provider has completed all Deliverables in accordance with the Scope of Services.
1	The Project is to the provision of Standard Professional Services for the Project.
3.4 and 4.3.2	The authorised and designated representative of the Employer is the departmental project manager, details of whom are as indicated in T1.1 Notice and Invitation to Tender under item T1.1.4.
3.4.1	Communication by e-mail is not permitted.
3.5	The Services shall be executed in the Service Provider's own office and on the Project site. No portion of the work may be performed by a person employed by the State. No portion of the work may be sublet to any other person or persons without the prior written approval of the Employer.
3.6	Omit the following: “... within two (2) years of completion of the Service ...”.
3.11.1	<p>Period of Performance shall be sub dividable in separate target dates according to the programme to be submitted in terms of clause 3.14 hereof.</p> <p>A Penalty amount of R500 per day will be applicable per target date, to a maximum equal to R15 000, after which the contract may be terminated.</p>
3.14	<p><u>For fees stipulated as “value based” in C2.1 Pricing Instructions, C2.1.1.1:</u></p> <p>Programme:</p> <p>A programme for the performance of the Service shall be submitted by the Service Provider, identified as the principal agent, to the departmental project manager, within a period of two (2) weeks following the briefing meeting.</p> <p>The programme will be the result of the co-ordination of all appointed Service Providers' inputs and shall be in sufficient detail describing key milestones, events and activities linked to the fastest realistic timeframes in which the Service can be delivered. Milestones and events are to be listed based on the Scope of Services described of the various appointed Service Providers' tender documents and presented in bar chart format. No milestones may, at the co-ordination stage, be extended beyond the timeframes outlined in Project Programme without acceptable reasons. The programme thus compiled and presented by the principal agent must be counter-signed by all appointed Service Providers as proof that the programme was agreed upon by all</p>

	<p>during the said co-ordination action.</p> <p>The Employer retains the right to negotiate such submitted programme with the principal agent in consultation with the appointed Service Providers, if required, to promote the interest of the project.</p> <p><u>For fees stipulated as “time based” Pricing Instructions:</u> <u>Project Execution Plan (PEP):</u> A PEP for the performance of the Service shall be submitted by the Service Provider, to the departmental project manager, within a period of two (2) weeks following the briefing meeting.</p> <p>In the event of the Employer not being satisfied with the submitted PEP, the Parties will negotiate in good faith towards a PEP that will be agreeable to both. Such an agreed-upon PEP will form the basis for the management of the appointment and remuneration purposes. Should circumstance change from the initial briefing, the Service Provider and the Employer will negotiate a revised PEP to satisfy such change(s). Should the Parties fail to reach agreement on the PEP or revised PEP, the matter will be dealt with in terms of the General Conditions of Contract. Should the mediation process fail, the Contract will be deemed to have been mutually terminated and any reasonable fees accrued at that stage settled by the Employer.</p>
4.1.1	<p>Briefing meeting: The departmental project manager shall arrange a briefing meeting, compulsory for all appointed Service Providers, as soon as practicable after the appointment of the professional team as referred to in C3.5.1 Service Providers, or after the appointment of the core members of the professional team required to commence with the Services if not appointed at the same time, during which meeting the departmental project manager, together with any supporting advisors, will verbally brief the professional team comprehensively regarding the requirements of the project and the Scope of Services and hand over, to the Service Providers, all documentation relevant to the execution of the Service.</p>
4.4	A list of others providing Services on this Project will be provided by the Project Leader.
5.4.1	Minimum professional insurance cover of R1 million, with the first amount payable not exceeding 5% of the value of indemnity, and/or personal liability – all as more comprehensively described as provided by the Service Provider and in respect of which the Service Provider must provide data as required.
5.5	<p>The Service Provider is required to obtain the Employer’s prior approval in writing before taking any of the following actions:</p> <ol style="list-style-type: none"> 1. Travelling for which payment will be claimed. Travelling and subsistence arrangements and tariffs of charges; 2. Deviate from the final programme as per the programme above; 3. Deviate from the programme (delayed or earlier); 4. Deviate from or change the Scope of Services; 5. Change Key Personnel on the Service.
8.1	The Service Provider is to commence the performance of the Services immediately after the Contract becomes effective and execution to be as per the Programme, Scope of Services and Brief.
8.4.3 (c)	The period of suspension is not to exceed two (2) years.
9.1	Copyright of documents prepared for the Project shall be vested with the Employer.
12.1.2	Interim settlement of disputes is to be by mediation.
12.2.1	In the event that the Parties fail to agree on a mediator, the mediator is to be nominated by the president of the Association of Arbitrators (Southern Africa).
12.2.4 / 12.3.4	Final settlement is by litigation.

13.1.3	All partners in a joint venture or consortium shall carry the same professional indemnity insurance as per the General Conditions of Contract.
13.4	Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 5 years from the date of termination or completion of the Contract.
13.5	The amount of compensation is unlimited.
14.4	In the first sentence, change "... period of twenty-four months after ..." to "... period of thirty six months after ...".
15	In respect of any amount owed by the Service Provider to the Employer, the Service Provider shall pay the Employer interest at the rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act no1 of 1999).

C1.2.3 Data provided by the Service Provider

Clause	
	Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.
1	The Service Provider is the company, close corporation, natural person or partnership named in the Form of Offer and Acceptance by the tendering Service Provider.
5.3	The authorised and designated representative of the Service Provider is the person named in the resolution by the tendering Service Provider.
5.4.1	<p><u>Indemnification of the Employer</u></p> <p>I, the undersigned, being duly authorized by the Service Provider, in terms of the completed resolution</p> <p>.....(Name of authorized person)</p> <p>hereby confirm that the Service Provider known as:</p> <p>.....(Legal name of entity tendering herein)</p> <p>tendering on the project:</p> <p>.....</p> <p>.....(Name of project as per C1.1 Form of offer and acceptance)</p> <p>holds professional indemnity insurance cover, from an approved insurer, duly registered with the Finance Services Board, of not less than the amount required as cover relative to the size of project, with the first amount payable not exceeding 5% of the value of indemnity. I further confirm that the Service Provider will keep such professional indemnity fully subscribed. I further confirm that should the professional indemnity insurance, with no knowledge of the Employer, be allowed to lapse at any time or in the event of the Service Provider cancelling such professional indemnity insurance, with no knowledge of the Employer, at any time or if such professional indemnity cover is not sufficient, then the Service Provider, (i) accepts herewith full liability for the due fulfilment of all obligations in respect of this Service; and (ii) hereby indemnifies, and undertakes to keep indemnified, the Employer in respect of all actions, proceedings, liability, claims, damages, costs and expenses in relation to and arising out of the agreement and/or from the aforesaid Service Provider's intentional and/or negligent wrongful acts, errors and/or omissions in its performance on this Contract.</p> <p>I confirm that the Service Provider undertakes to keep the Employer indemnified, as indicated</p>

	<p>above, beyond the Final Completion Certificate/Final Certificate by the Employer (whichever is applicable) for a period of five (5) years after the issue of such applicable certificate.</p> <p>I confirm that the Service Provider renounces the benefit of the <i>exceptionis non causa debiti, non numeratae pecuniae</i> and <i>excussionis</i> or any other exceptions which may be legally raised against the enforceability of this indemnification.</p> <p>Notwithstanding the indemnification required above, the Employer reserves the right to claim damages from the Service Provider for this Project where the Service Provider neglects to discharge its obligations in terms of this agreement.</p> <p>NAME:</p> <p>CAPACITY:</p> <p>SIGNATURE:</p>																																	
7.1.2	<p>As an extension of the definitions contained in clause 1 hereof, Key Persons must, for the purposes of this Contract, include one or more of the professionally registered principal(s) of the Service Provider, and/or, one or more professional(s) employed to render professional services, for whom certified copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, must be included with the tender as part of the returnable documentation.</p> <p>The Key Persons and their jobs / functions in relation to the Services are:</p> <table border="1"> <thead> <tr> <th>Name</th><th>Principal and/or employed professional(s)</th><th>Specific duties</th></tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td></tr> </tbody> </table>	Name	Principal and/or employed professional(s)	Specific duties	1.			2.			3.			4.			5.			6.			7.			8.			9.			10.		
Name	Principal and/or employed professional(s)	Specific duties																																
1.																																		
2.																																		
3.																																		
4.																																		
5.																																		
6.																																		
7.																																		
8.																																		
9.																																		
10.																																		
7.2	A Personnel Schedule is not required.																																	

If the space provided in the table above is not sufficient to describe the **specific duties**, this space may be utilized for such purpose:

C2: PRICING DATA

C2.1 Pricing Instructions

C2.1.1 Basis of remuneration, method of tendering and estimated fees

C2.1.1.1 Professional fees for the Professional Service Providers will be paid based on bidders Quotation as specified in **Appendix A – Bid ProForma**

C2.1.1.2 **Tenderers are to tender:**

Fees based upon relevant guidelines for tariff (NOT APPLICABLE) of fees as detailed in this tender (in the event of the basis for remuneration being indicated above as a “value based” fee)

or

The different rates for the different categories in the Activity Schedule for Time Based Fees, column (c) (in the event of the basis for remuneration being indicated above as a “time based” fee)

all as set out below.

C2.1.2 Remuneration for **Professional Service Providers**

C2.1.2.1 **Professional fees shall be calculated as follows for Services rendered by the Service Provider:**

- **In the event of the basis for remuneration being a “value based” fee, of the normal fees tendered** plus Value Added Tax, all according to the provisions

or

- **In the event of the basis for remuneration being a “time based” fee, the different rates tendered for the different categories for Time Based Fees”, multiplied by the actual number of hours spent** plus Value Added Tax.

C2.1.2.2 The amount tendered herein is for tender purposes only and will be amended according to the application of the value fee scale *vis-à-vis* the actual cost of construction (if basis of remuneration has been set at “value based” or the actual number of hours for each level (if basis of remuneration has been set at “time based”).

C2.1.2.3 Reimbursable rates for typing, printing and duplicating work and forwarding charges as set out will be paid in full, irrespective of the percentage or rates tendered as referred to above

C2.1.2.4 **Disbursements in respect of all travelling and related expenses** including all travelling costs, time charges and subsistence allowances related thereto **will be paid for separately.**

The site must be visited as often as the works require for the execution of all duties on the Project. The Service Provider must be available at 24 hours' notice to visit the site if so required. All costs in this regard will be deemed to be included in the applicable fees.

C2.1.2.5 All fee accounts must be accompanied by an updated original written certification by the quantity surveyor, if appointed, of the amount(s) on which fees are based. The onus, however, rests on the Service Provider to calculate fees on the appropriate value and according to the correct fee scale, read in conjunction with this Contract.

C2.1.2.6 All fee accounts need to be signed by a principal of the Service Provider and submitted in original format, failing which the accounts will be returned. Copies, facsimiles, electronic and other versions of fee accounts will not be considered for payment.

- C2.1.2.7 For all Services provided on a time basis, time sheets giving full particulars of the work, date of execution and time duration, should be submitted with each fee account.
- C2.1.2.8 Payments to the Service Provider will be made electronically according to the banking details furnished by the Service Provider. Any change in such banking details must be communicated to the departmental project manager timeously. Fee accounts, correct in all respects, will be deemed submitted when received by the Employer and settled when electronically processed by the Employer. The Employer reserves the right to dispute the whole account, any item or part of an item at any time and will deal with such case in terms of the General Conditions of Contract.
- C2.1.2.9 Accounts for Services rendered may be submitted on the successful completion of each stage of work. Interim accounts will only be considered during the construction stage of the works and then not more frequently than quarterly except if otherwise agreed between the authorised and designated representative of the Service Provider and the Employer. Payment of accounts rendered will be subject to the checking thereof by the departmental project manager. The Employer reserves the right to amend the amounts claimed in order to conform to the rates stipulated in this Contract and make payment on the basis of the balance of the account in accordance with the General Conditions of Contract.
- C2.1.3 Value based fees (Not Applicable For This Service)**
- C2.1.3.1 Fees for work done under a value-based fee
Where value-based fees are payable (if basis of remuneration has been set at "value basis"), the Service Provider will be remunerated for Services rendered, subject to the provisions above and subject to the specific terms and conditions stated below and elsewhere in this document. This tariff of fees will be payable for the full Period of Performance.
- C2.1.3.2 Normal services
The fee for normal services shall be based on the fee provided.
- Where the Service Provider is required to perform a portion of the normal services only, the relevant portion of the fee shall be paid.
- C2.1.3.3 Interim payments to the Service Provider
For the purposes of ascertaining the interim payments due, the cost of the works, which shall exclude any provisional allowances made to cover contingencies and escalation, shall be:
- the applicable portion of the net amount of the accepted tender, or
 - if no tender is accepted, the net amount of the applicable portion of the lowest suitable tender, unless acceptable motivation can be provided to prove that such amount is unreasonable, or
 - if the contract is awarded by negotiation the negotiated price, or
 - if no tenders are invited or if no suitable tenders are received or if no negotiation is concluded, the estimate. The estimate shall be the one accepted by the Employer as representing the value of the works, which for purposes of interim payments will be deemed to be 80% of the engineers estimate or if appointed, 80% of the quantity surveyors estimate.
- C2.1.3.4 Fees for documentation for work covered by a provisional sum
Where a provisional sum is included in the bills of quantities for work to be documented at a later stage, the documentation fee in respect of such work shall be remunerated at the time when the documentation has been completed. The fee shall relate to the type of documentation drawn in respect of each section of such work.
- C2.1.3.5 Time charges for work done under a value based fee
Where time charges are payable according to the rates set out below, will be applicable.
- C2.1.3.5.1 Time charges are reimbursable at rates applicable at the time of the actual execution of the specific service. The "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"; item 1.

C2.1.3.5.2 The scale of fees on time charges, on which Value Added Tax is excluded, shall be at the following rates per hour, rounded off to the nearest rand: (see Table 8 of "Rates for Reimbursable Expenses" for the actual amounts calculated in accordance with to the principles laid down below):

- (i) registered professional principals*: 18,75 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 13 salary range (Director) in the Public Service;
- (ii) registered professionals*: 17,5 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 12 salary range (Deputy Director second leg) in the Public Service;
- (iii) registered technicians**: 16,5 cents for each R100,00 of his/her **gross annual remuneration**; provided that this hourly rate shall not exceed 16,5 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 11 salary range (Deputy Director first leg) in the Public Service.

*(includes professional architects, professional quantity surveyors, professional engineers, professional technologists [engineering], professional planners and professional construction project managers)

** (includes professional technicians [engineering] professional senior technologists [architectural], principal technologists [architectural] and technical planner).

Hourly rates calculated in terms of (i), (ii) and (iii) above shall be deemed to include overheads and charges in respect of time expended by clerical Personnel which shall, therefore, not be chargeable separately.

C2.1.3.5.3 Unless otherwise specifically agreed in writing, remuneration for the time expended by principals in (i) above on a project shall be limited to 5 per cent of the total time expended for time charges in respect of the Project. Any time expended by principals in excess of the 5 per cent limit shall be remunerated at the rates determined in (ii) or (iii) above.

C2.1.3.5.4 Notwithstanding the above, where work is of such a nature that Personnel as described in C2.1.3.5.2 (iii) above are capable of performing such work, it shall be remunerated at that level and not at the rates described in (i) and (ii) above, irrespective of who in fact executed the work.

C2.1.3.5.5 Gross annual remuneration in C2.1.3.5.2 (iii) above shall mean basic salary and guaranteed annual bonus; fringe benefits not included in basic salary; income benefit, as determined from time to time by the South African Revenue Services for income tax purposes, for the private use of a motor vehicle by the employer; employer's contribution to pension/provident fund, medical aid and group life assurance premiums; Compensation Fund and Unemployment Fund contributions, Metropolitan Council levies and any other statutory contributions or levies; all other costs and benefits as per conditions of appointment but excluding any share of profit and payment for overtime.

C2.1.3.5.6 The salaries referred to in C2.1.3.5.2 (i) to (iii) above can change from time to time, which will, therefore, change the rates applicable. These rates will, however, only be adjusted on the first day of each calendar year irrespective of any changes in salary ranges during the relevant year. The rates applicable at the time of the execution of the work as set out in Table 8 of the "Rates for Reimbursable Expenses", as amended from time to time, may be claimed.

C2.1.3.6 Additional Services

C2.1.3.6.1 Additional Services pertaining to all Stages of the Project
Unless separately provided for hereunder and scheduled in the Activity Schedule, no separate payment shall be made for the additional services. The cost of providing these services shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.2 Construction monitoring

The construction monitoring requirements are as specified.

(a) If Level One, part time, monitoring has been specified then no separate payment shall be made for construction monitoring staff or for the transport of the monitoring staff. The cost of providing construction monitoring staff and transport shall be deemed to be included in the value based fee tendered for normal services.

(b) If Level Two, full time, monitoring has been specified then provision shall be made in the Activity Schedule for the envisaged site staffing requirements as specified. The unit of measure shall be the rate per calendar month (pro rata for part of a month). Payment shall only be applicable for the period actually established on site and shall in no instance be prior to the date of official handover of the Works to the Contractor or after the date of issue of the Certificate of Completion for the Works contract. The rates tendered for the relevant site staff shall include full compensation for all costs including, inter alia, the following:

- Salary
- Additional allowances
- Bonuses
- Leave and sick leave
- All company contributions such as provident fund, group life benefits, medical aid etc.
- Levies
- Office equipment
- Relocation cost and accommodation
- Travelling
- Handling cost and profit.

Payment for personnel shall exclude any periods of leave or sick leave. Time sheets for staff shall be included in the monthly fee account submitted to the Employer for payment. Replacement of staff as a result of any extended period of leave or sick leave outside of the normal contractor's year end break shall be to the approval of the Employer.

No separate payment shall be made for the transport of the construction monitoring staff and the cost of the transport shall be deemed to be included in the monthly rate tendered for the provision of the staff.

C2.1.3.6.3 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

No separate payment shall be made for the service specified. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.4 Quality Assurance System

No separate payment shall be made for the implementation of a quality management system as specified. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.5 Lead Consulting Engineer

No separate payment shall be made for assuming the leadership of an Employer specified joint venture, consortium or team of consulting engineers as specified. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.6 Principal Agent of the Client

No separate payment shall be made for assuming the role of principle agent of the Employer if specified. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.7 Environmental Impact Assessment

No separate payment shall be made for the service specified. The cost of providing this service shall be deemed to be included in the value based fee tendered for normal services.

C2.1.3.6.8 Other unspecified services

The Employer may order duties that fall outside the scope of the project as tendered. Such additional duties may involve, but not limited to:

- Additional design requirements
- Evaluation of alternative tenders
- Additional investigations during the Defects and Liability Period
- Diverse other services

Any such additional services that may be required will be remunerated on a Time Basis as set out. The level of expertise necessary for any such additional work shall be concomitant with the issues to be addressed. The category of personnel necessary to undertake the work shall be approved by the Employer. Any additional identified service shall be fully scheduled and submitted to the Employer for approval prior to the commencement thereof.

C2.1.4 Time based fees (Applicable for this Service)

C2.1.4.1 Fees for work done under a time-based fee

Where time-based fees are payable (if basis of remuneration has been set at "time basis" according to the bid as per the NDPW Rates.

C2.1.4.3 Work will be remunerated for at the category level in which it falls as defined above, irrespective of whether the person who in fact executed the work functions at a higher category of responsibility and competence.

C2.1.5 Set off

The Employer reserves the right to set off against any amount payable to the Service Provider, any sum which is owing by the Service Provider to the Employer in respect of this or any other project.

C2.1.6 Typing, printing and duplicating work and forwarding charges

C2.1.6.1 Reimbursable rates

The costs of typing, printing and duplicating work in connection with the documentation which must of necessity be done, except those which must in terms of the relevant Manual or other instructions be provided free of charge, shall be reimbursable at rates applicable at the time of the execution of such work. The document "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"; item 1.

C2.1.6.2 Typing and duplicating

If the Service Provider cannot undertake the work himself, he may have it done by another service provider which specialises in this type of work and he shall be paid the actual costs incurred upon submission of statements and receipts which have been endorsed by him confirming that the tariff is the most economical for the locality concerned.

If the Service Provider undertakes the work himself, he shall be paid in respect of actual expenses incurred subject to the maximum tariffs per A4 sheet as set out in Table 1 in the "Rates for Reimbursable Expenses".

Typing and duplicating expenses shall only be refunded in respect of the final copies of the following documents namely formal reports, formal soil investigation reports, specifications, feasibility reports, bills of quantities, material lists, minutes of site meetings and final accounts. The cost of printed hard covers shall only be paid in respect of documents which will be made available to the public such as bills of quantities and specifications or where provision of hard covers is specifically approved.

The typing of correspondence, appendices and covering letters are deemed to be included in the fees and time based fees paid.

C2.1.6.3 Drawing duplication

- (a) For drawing duplication, the standard rate as set out in Table 2 in the "Rates for Reimbursable Expenses" may be claimed ~~or~~ may be claimed according to the provisions as in (b) or (c) below.
- (b) If the Service Provider undertakes the duplication of drawings, using his own duplication equipment, he shall be paid the actual cost incurred on condition that it is not higher than the lowest of three quotations of local firms doing drawing duplication in his locality. Such quotations must accompany his account.
- (c) If the Service Provider does not undertake his own drawing duplication, he shall be paid the lowest of three quotations of local firms doing plan printing in his locality. Such quotations must accompany his account.
- (d) Should there not be three firms doing drawing duplication in his locality, it must be mentioned on his account and the available quotation(s) must then accompany the account.

(The cost of providing all polyester negative prints required to form part of the original set of drawings, as-built drawings including computer assisted drawing records for all facets/disciplines involved in the project are included in the tendered fees and will not be reimbursed separately.)

C2.1.6.4 Forwarding charges

- (a) Only the charges in respect of the forwarding of parcels by courier or air freight on special request by the Employer will be refunded, provided that such charges will not be refunded if the request had been made as a result of a delay caused by the Service Provider.
- (b) The cost of postage, facsimile transmissions, telephone calls, e-mails, etc, is deemed to be included in the value-based fees and time based fees paid.

C2.1.7 Travelling and subsistence arrangements and tariffs of charges

Notwithstanding the ruling in C2.1.2.4 above (regarding disbursements and travelling expenses which will not be paid separately), when the Service Provider is requested in writing by or obtained prior approval in writing from the Employer to attend specific meetings at any of the Employer's offices or any extraordinary meetings on site or elsewhere, he will be remunerated according to the provisions under C2.1.7.1 to C2.1.7.5 herein.

C2.1.7.1 General

The most economical mode of transport is to be used taking into account the cost of transport, subsistence and time. Accounts not rendered in accordance herewith may be reduced to an amount determined by the Employer.

As the tariffs referred to hereunder are adjusted from time to time, accounts must be calculated at the tariff applicable at the time of the expenditure.

Where journeys and resultant costs are in the Employer's opinion related to a Service Provider's malperformance or failure, in terms of this Contract, to properly document or co-ordinate the work or to manage the Contract, no claims for such costs will be considered.

C2.1.7.2 Travelling time

Fees for travelling time are as set out in Table 8 in the "Rates for Reimbursable Expenses".

Fees are payable for travelling time at the tariff, as set less 2 hours of each journey on time charges for work done under a value-based fee. Travelling time will be fully reimbursed.

C2.1.7.3 Travelling costs

Fees for travelling costs are as set out in Table 3 in the "Rates for Reimbursable Expenses".

Travelling costs will be refunded for the full distance covered per return trip measured from the office of the Service Provider appointed.

Compensation for the use of private motor transport will be in accordance with the Government tariff for the relevant engine swept volume, up to a maximum of 2100 cubic centimetres, prescribed from time to time and as set out in Table 3 in the "Rates for Reimbursable Expenses".

C2.1.7.4 **Hired vehicles**

In cases where use is made of hired vehicles, the most economical sized vehicle available is to be used but compensation shall nevertheless be restricted to the cost of a hired car not exceeding a capacity of 1600 cc. Where use of a special vehicle is essential (e.g. four track or minibus to accommodate more people), prior approval in writing must be obtained from the departmental project manager.

C2.1.7.5 **Subsistence allowance**

The subsistence allowances are as set out in Tables 4 and 5 in the "Rates for Reimbursable Expenses".

Only actual costs are payable in respect of absence from office of less than 24 hours.

Should the daily tariff as set out in Table 4 be inadequate, substantiated actual costs plus a special daily allowance as shown in Table 5 for incidental expenses, may be claimed. It must be noted that claims may only be according to Table 4 or Table 5. Accommodation should be limited to the equivalent of a three-star hotel and no alcoholic beverages or entertainment costs may be claimed for.

C2.2 **Activity Schedule**

C2.2.1 **Activities**

C2.2.1.1 The services as defined in the Scope of Services are required. The activity schedule below lists the normal services as defined in the Government Gazetted as well as additional services as defined in the Scope of Services, of this document.

C2.2.1.2 The estimated normal fees have been calculated using the Government Gazetted Tariffs - by applying the applicable fee scale given for a building project, to determine the basic fee and by multiplying the basic fee by the applicable multiplication factor given respectively.

No allowance has been made in the estimated normal fees for the additional services that have been specified to be included in the normal fees. The tenderer shall make provision for the cost of the additional services that are to be included under normal services by adjusting the percentage tendered.

C2.2.1.3 The services are to be provided in stages and the proportioning of the fee for normal services over the various stages shall be as set out in the Government Gazetted Tariffs

C2.2.1.4 The tenderer must make provision for all activities necessary for the execution of the service as set out in the Scope of Services.

APPENDIX D

RELEVANT NORMS AND STATUTORY REQUIREMENTS

Statutory requirements Local codes and by-laws:

- City of eThekweni – Fire and Rescue Services
- Codes of Practice: South African Bureau of Standards, British Standards and NFPA;
- Relevant fire safety and design codes including the following:
- SANS 10400 - The Application of the National Building Regulations. – (As amended)

Part A: General principles and requirements.

Part B: Structural design.

Part C: Dimensions.

Part D: Public safety.

Part F: Site operations.

Part G: Excavations.

Part H: Foundations.

Part J: Floors.

Part K: Walls.

Part L: Roofs.

Part M: Stairways.

Part N: Glazing.

Part O: Lighting and ventilation.

Part P: Drainage.

Part Q: Non-water-borne means of sanitary disposal.

Part R: Stormwater disposal.

Part S: Facilities for persons with disabilities.

Part T: Fire protection.

Part V: Space heating.

Part W: Fire installation.

Part XA: Energy usage in buildings

- SANS 10087-I - The handling, storage, distribution and maintenance of liquefied petroleum gas in domestic, commercial, and industrial installations. Part 1: Liquefied petroleum gas installations involving gas storage containers of individual water capacity not exceeding 500 L and a combined water capacity not exceeding 3 000 L per installation
- SANS 10087-II - The handling, storage, and distribution of liquefied petroleum gas in domestic, commercial, and industrial installations Part 2: Installations in mobile units and small non-permanent buildings
- SANS 10087-III - The handling, storage and distribution of liquefied petroleum gas in domestic, commercial, and industrial installations Part 3: Liquefied petroleum gas installations involving storage vessels of individual water capacity exceeding 500 L.
- SANS 10087-IV - The handling, storage, and distribution of liquefied petroleum gas in domestic, commercial, and industrial installations Part 4: Transportation of LPG in bulk by road.
- SANS 10090 - Community protection against fire

- SANS 10100-I - The structural use of concrete Part 1: Design
- SANS 10104 - Handrailing and balustrading (safety aspects)
- SANS 10105-I - The use and control of fire-fighting equipment Part 1: Portable and wheeled (mobile) fire extinguishers.
- SANS 10105-II - The use and control of fire-fighting equipment Part 2: Fire hose reels, hydrants and booster connections- SANS 10108 - The classification of hazardous locations and the selection of apparatus for use in such locations- SANS 10114-I - Interior lighting Part 1: Artificial lighting of interiors.
- SANS 10114-II - Interior lighting Part 2: Emergency lighting
- SANS 10131 - Above-ground storage tanks for petroleum products
- SANS 10139 - Fire detection and alarm systems for buildings - System design, installation and servicing.
- SANS 10145 - Concrete masonry construction
- SANS 10177-1 - Fire testing of materials, components and elements used in buildings Part 1: General introduction to the methods of test.
- SANS 10177-2 - Fire testing of materials, components and elements used in buildings Part 2: Fire resistance test for building elements.
- SANS 10177-3 - Fire-testing of materials, components and elements used in buildings Part 3: Surface fire index of finishing materials.
- SANS 10177-4- Fire testing of materials, components and elements used in buildings Part 4: Surface fire index of floor coverings.SANS 10177-5- Fire testing of materials, components and elements used in buildings Part 5: Non-combustibility at 750 °C of building materials
- SANS 10177-6 - Fire testing of materials, components and elements used in buildings Part 6: Non-combustibility at 300 °C of electrical insulation materials.
- SANS 10177-7 - Fire testing of materials, components and elements used in buildings Part 7: Fire test for fire-check properties of building elements.
- SANS 193 - Fire dampers
- SANS 246 - Fire protection for electronic equipment installations - Code of practice
- SANS 10287 – Code of Practise - Automatic sprinkler installations for fire-fighting purposes
- SANS 306-4- Fire extinguishing installations and equipment on premises Part 4: Specification for carbon dioxide systems.
- SANS 369-1 - Code of practice for the operation of fire protection measures Part 1: Electrical actuation of gaseous total flooding extinguishing systems.

- SANS 369-2 - Code of practice for the operation of fire protection measures Part 2: Mechanical actuation of gaseous total flooding and local application extinguishing systems.
- SANS 543 - Fire hose reels (with semi-rigid hose)
- SANS 951- Fire-resistant record protection equipment
- SANS 1015 - Fire resisting door units for record rooms
- SANS 1128-1 - Firefighting equipment Part 1: Components of underground and above-ground hydrant systems.
- SANS 1128-2 - Firefighting equipment Part 2: Hose couplings, connectors and branch pipe and nozzle connections
- SANS 1151 - Portable rechargeable fire extinguishers - Halogenated hydrocarbon type extinguishers.
- SANS 1186-1 - Symbolic safety signs Part 1: Standard signs and general requirements
- SANS 1186-2 - Symbolic safety signs Part 2: Self-luminous (radioluminescent) signs
- SANS 1186-3 - Symbolic safety signs Part 3: Internally illuminated signs
- SANS 1186-4 - Symbolic safety signs Part 4: Retro-reflective signs
- SANS 1186-5 - Symbolic safety signs Part 5: Photoluminescent signs
- SANS 1253 - Fire-doors and fire-shutters
- SANS 1322 - Portable, non-refillable fire extinguishers (general purpose type)
- SANS 1522 - Fire extinguishing powders
- SANS 1545-9 - Safety rules for the construction and installation of lifts Part 9: Lift landing doors - Fire resistance testing.
- SANS 1567 - Portable rechargeable fire extinguishers - CO2 type extinguishers
- SANS 1739 - Low pressure welded steel cylinders for fire extinguishers
- SANS 1910 - Portable refillable fire extinguishers
- SANS 14520 - Parts 1 to 15: Gaseous fire-extinguishing systems - Physical properties and system design.
- SANS 50054-1 - Fire detection and fire alarm systems Part 1: Introduction
- SANS 50054-2 - Fire detection and fire alarm systems Part 2: Control and indicating equipment
- SANS 50054-3- Fire detection and fire alarm systems Part 3: Fire alarm devices – Sounders
- SANS 50054-4 - Fire detection and fire alarm systems Part 4: Power supply equipment
- SANS 50054-5- Fire detection and fire alarm systems Part 5: Heat detectors - Point detectors
- SANS 50054-7 - Fire detection and fire alarm systems Part 7: Smoke detectors - Point detectors using scattered light, transmitted light or ionization

- SANS 50054-11 - Fire detection and fire alarm systems Part 11: Manual call points
- SANS 50081-70 - Safety rules for the construction and installation of lifts - Particular applications for passenger and goods lifts Part 70: Accessibility to lifts for persons including persons with disability
- SANS 50081-72 - Safety rules for the construction and installation of lifts - Particular applications for passenger and goods lifts Part 72: Fire fighters lifts.
- SANS 60849 - Sound systems for emergency purposes
- SFPE - Handbook of Fire Protection Engineering, 2nd edition.
- CIBSE Guide E - Fire Engineering
- BS 7346-4: Components for smoke and heat control systems — Part 4: Functional recommendations and calculation methods for smoke and heat exhaust ventilation systems, employing steady-state design fires — Code of practice.
- BS EN 12101-6: - Smoke and heat control systems - Part 6: Specification for pressure differential system:
 - Part 1: Specification for smoke barriers.
 - Part 2: Specification for natural smoke and heat exhaust ventilators.
 - Part 3: Specification for powered smoke and heat exhaust ventilators.
 - Part 4: Fire and smoke control installations — Kits.
 - Part 5: Guidelines on functional recommendations and calculation methods for smoke and heat exhaust ventilation systems (published as CR 12101-5)
 - Part 6: Specification for pressure differential systems — Kits.
 - Part 7: Smoke control ducts.
 - Part 8: Specification for smoke control dampers.
 - Part 9: Control panels
 - Part 10: Specification for power supplies
- PD 7974-0 Application of fire safety engineering principles to the design of buildings Part 0: Guide to design framework and fire safety engineering procedure
- PD 7974-1 Application of fire safety engineering principles to the design of buildings Part 1: Initiation and development of fire within the enclosure of origin (Sub-system1)
- PD 7974-2 Application of fire safety engineering principles to the design of buildings Part 2: Spread of smoke and toxic gases within and beyond the enclosure of origin (Sub-system 2)
- PD 7974-3 Application of fire safety engineering principles to the design of buildings Part 3: Structural response and fire spread beyond the enclosure of origin
- PD 7974-4 Application of fire safety engineering principles to the design of buildings Part 4: Detection of fire and prevention of fire protection systems (Sub-system 4)

- PD 7974-5 Application of fire safety engineering principles to the design of buildings Part 5: Fire and rescue service intervention (Sub-system 5)
- PD 7974-6 Application of fire safety engineering principles to the design of buildings Part 6: Human factors: Life Safety strategies - Occupant evacuation, behaviour and condition (Sub-system 6)
- PD 7974-7 Application of fire safety engineering principles to the design of buildings Part 7: Probabilistic risk assessment
- BS 9999: Code of Practice for Fire Safety in the Design, Management and use of buildings.
- Health Technical Memorandum 05-02: Firecode Guidance in support of functional provisions (Fire Safety in the design of Healthcare Premises)
- International Building Code (IBC)
- Approved Document B (Fire Safety)

ANNEXURE 1

HAST SOPS

STANDARD OPERATING PROCEDURE

SECTION: CONDOM DISTRIBUTION PROVINCIAL LEVEL	SOP NO: 006 PROV
TITLE: STORAGE AND QUALITY CONTROL	REVISION NO: 00

PREPARED BY: Participants at the Provincial SOP Workshop and Consultants AL Odendaal, M van Rooyen, N Malangu and Celestine Kumire under SCMS Contract 36524.1160.1100	IMPLEMENTATION DATE: 2010
	EXPECTED REVIEW: 2011
CHECKED BY: Deputy Director: STI and HIV Prevention NAME: Ms Eva Marumo SIGNATURE: _____ DATE: _____	APPROVED BY: Cluster Manager NAME: SIGNATURE: _____ DATE: _____

DISTRIBUTION:	<ul style="list-style-type: none"> • National level: <ul style="list-style-type: none"> ○ Barrier Methods Manager • Provincial level: <ul style="list-style-type: none"> ○ Barrier Methods Managers ○ Condoms Logistics Managers ○ Provincial coordinators • District level <ul style="list-style-type: none"> ○ District HAST Managers ○ Health Promoters • PDS Level <ul style="list-style-type: none"> ○ PDS Managers ○ Hospital medical store personnel ○ Hospital pharmacists/pharmacists assistants ○ Social Mobilisation Officers ○ Khomanani Counsellors ○ Lay Counsellors ○ Relevant NGOs Counsellors/officers
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1. PURPOSE

To ensure that the condoms are stored in a safe environment where quality will be maintained and controlled according to set standards.

STANDARD OPERATING PROCEDURE

SECTION: CONDOM DISTRIBUTION PROVINCIAL LEVEL	SOP NO: 006 PROV
TITLE: STORAGE AND QUALITY CONTROL	REVISION NO: 00

2. SCOPE

This procedure encompasses the storage of condoms in a secure environment under proper storage conditions and the appropriate handling and accounting of stock

3. RESPONSIBILITIES

The following individuals are responsible for executing tasks and activities as designated in this procedure:

- Facility staff in charge of stock
- Stock manager
- M&E Assistant – (trained data capturers)
- Facility managers
- District manager
- Provincial coordinators

4. DEFINITIONS

AIDS	Acquired Immunodeficiency Syndrome
Batch number	The unique number displayed on the primary, secondary and outer cases of each product which identifies it to the manufacturer's production run.
Batch or lot	A quantity of condoms of a single grade, class, size and composition, manufactured under essentially the same conditions. With certain exceptions, all the condoms comprising a batch or lot will have identical formulation, the same dimension, colour, shape, and surface texture, be manufactured on the same production line, be vulcanised under the same conditions, and be manufactured within a period of 24 hours
Bin card	A paper record of stock details (code, date, signature, recipients and batch numbers) including quantity in-stock, (received, issued and balance) and other transactions. The bin card could contain the batch details
CO2 fire extinguisher	Carbon dioxide gas filled fire extinguisher for use on electric, chemical or computer equipment fires.
Damaged Products	Products that have been physically damaged and unfit for consumption or use as a medical item. It does not relate to damages in outer packaging which can be repaired and the item stored as normal. Also includes all goods stored or used in the warehouse that have been damaged to the extent that they are no longer in a useable condition.
Donated stock	Stock supplied free of charge by a donor organization or other entity
Expiry date	The date when the stock is deemed to be no longer guaranteed to be fit for use. This date is usually marked on all the cartons and on individual foils.
FEFO	First Expiry, First Out
HIV	Human immunodeficiency virus
LMIS	Logistics Management Information System
M&E Assistant	Monitoring and Evaluation Assistant
Monthly report	A summary report that is completed on a monthly basis by the PDS's indicating the condom distribution, receipt, stock and any challenges e.g. quantities of damaged or expired stock, experienced in the reporting period.
NDOH	National Department of Health

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NGO	Non-Government Organisation
Parastatal	A state owned or partially state owned enterprise e.g Telkom, Eskom, SAA and others
PDS	Primary Distribution Site
POD	Proof of delivery. A document signed by the site personnel to show quantity, batch numbers and expiry dates of stock received.
Pre-delivery advice	Suppliers are contractually bound to notify the facility that stock will be delivered on a particular date and time.
Quarantine	A stock condition or area wherein stock is placed to restrict the movement of the stock pending further investigation. Quarantined products require quality assurance prior to release and availability for picking and distribution, or alternatively they are directed to the Rejects area for destruction.
Receive/receipt	The physical act of the stock arriving at the warehouse and the all the activities related to that – e.g. the counting, moving, checking batch numbers etc
Rolling stocktake	A count of all remaining stock after each transaction and at the end of every month
SABS	South African Bureau of Standards
SDS	Secondary Distribution Site
Security Officer	A person who undertakes the security functions or alternatively an officer employed by a security company in a supervisory role, contracted to provide security services and protect both staff and all contents of the warehouse.
Short dated stock	Stock close to its expiry date. The usability of the stock will depend on the rate of consumption and stock on hand e.g. the high turnover in a large PDS will mean that stock close to expiry date is not necessarily unusable.
Supplementary orders	Extra quantities of stock needed over and above normal replenishment quantities.
Supplier	An entity that imports raw condoms, but tests, lubricates and packages them within South Africa.
WHO	World Health Organization

5. REFERENCES:

For the purposes of this procedure, the following will constitute the primary reference material:

- SOP 001 PROV Registrations New PDS
- Managing Drug Supply Management Sciences for Health (MSH)
- Guidelines for the Storage of Essential Medicines and Other Health Commodities. 2003. Arlington, Va.: John Snow, Inc./DELIVER, for the U.S. Agency for International Development.
- Special Requirements and Conditions of **Contract RT75- 20**ME**, SUPPLY AND DELIVERY OF MALE AND FEMALE CONDOMS TO THE STATE , National Treasury, Contract Management:

6. PROCEDURE

6.1.1. The Facility manager will ensure that the current space and organization are sufficient for existing products and reasonable expansion (i.e., receipt of expected product deliveries for foreseeable future).

6.2. Storage conditions:

6.2.1. The Facility manager or stock manager will ensure that:

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- The condoms are protected from direct sunlight, water and humidity.
- The roof is maintained in good condition to avoid sunlight and water penetration and report any damage or leakage to the provincial office with follow up every month on planned repairs
- Condoms are stored at room temperature not exceeding 25 degree Celsius. Air-conditioning is not necessary if the condoms are properly packaged and stored in a clean, dry, well ventilated environment.
- Condoms do not come into contact with oil, petrol, water or ultraviolet light.
- A maximum/minimum thermometer is used to monitor and record the temperature daily. Temperature reading must be taken at midday and a temperature chart or log must be kept.
- Cartons are stacked on pallets:
 - at least 10 cm off the floor .
 - at least 30 cm away from the walls and other stacks.
 - no more than 2.5 meters high.
- Cartons and products are in good condition and not crushed due to mishandling or over stacking. If cartons are open, check the condition of the smaller shelf packs and determine if products are wet or cracked due to heat/radiation (fluorescent lights in the case of condoms).
- Products are arranged, ready for distribution with identification labels and expiry dates and/or manufacturing dates clearly visible.
- Products are stored and organised in a manner accessible for first-to-expire, first-out (FEFO) counting and general management.
- Damaged and/or expired products are separated from usable products and removed from inventory.
- The storeroom is dusted every day and the area cleaned once a week
- The cartons are kept away from other chemicals e.g. insecticides and chemicals. Where condoms are stored in a general store or with other medical products ensure that the condoms do not come in contact with

○ Mineral oils	○ Petroleum jelly
○ Baby oil	○ Fish oil
○ Palm oil	○ Rubbing alcohol
○ Dairy butter	○ Burn ointments
○ Cooking oil	○ Insect repellent
○ Suntan oil	○ Haemorrhoid ointment

6.3. Fire safety:

6.3.1. The Facility manager or stock manager will:

- Ensure that fire safety equipment is available and accessible. These must include dry powder or CO2 extinguishers. Water based fire extinguishers are not suitable and will damage cartons.
- Check the servicing date monthly and have the equipment serviced annually.
- Arrange to have long grass and bushes cleared back from around the facility and storeroom
- Ensure that disaster management plans are available and visible.

6.4. Insects and rodent control:

6.4.1. The Facility manager or stock manager will:

- Check that the storage area is visually free from harmful insects and rodents.
- Check the storage area for traces of bats and rodents droppings or insects.
- Report any infestation to the provincial office.
- Periodically move the pallets to ensure that termites are not active under the pallets

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6.5. Safety and security:

6.5.1. The Facility manager or stock manager will:

- Secure the storage area with a lock and key and make it accessible during normal working hours.
- Limit the access to authorized personnel.
- Appoint an alternative person to take responsibility for security, receipting and issues when the store man is on leave or away.

6.6. Maintaining stock:

6.6.1. The Facility manager or stock manager will:

- Inspect the cartons and ensure that the outside surface of the package is clean and there is no evidence of:
 - sticky packaging
 - stained packaging
 - leakage of the lubricant (moist or damp packaging) or
 - perforation(s) in packaging

6.7. Managing stock recalls, batch number discrepancies, damaged and expired stock:

6.7.1. The Facility manager or stock manager will:

- Ensure that any recalled, expired or damaged stock is packed to one side, quarantined and reported to NDOH until instructions are received from the Provincial coordinator/NDOH.
- Ensure that if outer cartons are damaged but the inner shelfpacks are intact and the batch and expiry dates are still valid, the shelfpacks are repacked into undamaged cartons, taking care that the batch and expiry date of the contents of each repacked carton is reflected on the outer carton.
- Ensure that batches are not mixed. If adequate shelving is available, the shelfpacks can be packed on shelves for issue to smaller clients
- Ensure that, when instructions have been received that the stock can be written off and disposed of, the provincial procedure for disposal of medical waste or specific NDOH destruction procedure is followed.
- Accompany the stock for destruction and ensure that the procedure is carried out correctly and the stock cannot be retrieved for illegal circulation. This can include incineration or burial at landfill sites.

6.8. Managing short dated stock:

6.8.1. The Facility manager or stock manager will ensure that:

- If stock is received with an expiry date of less than 2 years validity apply FEFO principle, the short dated stock is packed to the front of all the stock and issued first.
- If stock has an expiry date of less than 2 years validity the Provincial coordinator is notified immediately. If the responsible person or Provincial coordinator considers that stock turnover is high enough to allow for distribution and usage, before expiry, the short dated stock must be packed to the front of all the stock and issued first.

6.9. Stock taking:

6.9.1. The stock manager will record receipts using a red pen to highlight the transaction.

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Note: The only other time a red pen is used on the bin card is to record a stocktake transaction.

6.9.2. The stock manager will:

- Verify remaining quantities when stock is issued or received and the stock or bin card updated. The updated bin card is used to complete the monthly report.
- Do a formal stock take at the end of the financial year, at the end of February

6.10. Monitoring the conditions of PDS by facility personnel

6.10.1. The stock manager will:

- Do daily spot checks to make sure that the storeroom is maintained in good condition (clean, all trash removed, sturdy shelves, organized boxes)

6.10.2. The Facility manager will:

- Do weekly checks to ensure that the storeroom is in good condition and clean with stock properly organized. A logbook of these checks must be kept in the storeroom
- Take appropriate action to correct any failings in prescribed conditions. Where these conditions include structural defects such as a leaking roof or broken windows, follow the normal procedure to have these corrected by the Department of Public works or contractors. If conditions do not improve – escalate to the higher level e.g. report to District level and the District coordinator must report to the Provincial coordinator.

6.10. Routine monitoring of the PDS conditions by provincial coordinator.

6.10.3. The Provincial coordinator will:

- Visit all PDSs on a regular schedule (at least once a year) and monitor conditions of these facilities.
- Use the Facility Monitoring Tool (Appendix 1) when visiting the facility or store to monitor conditions at the facility and identify any shortcomings.
- Counsel the Facility manager on the shortcomings, and how shortcomings could be rectified
- Take appropriate action if the facility continues to fail. This could include de-listing the facility as a PDS.
- If conditions do not improve – escalate to the higher level e.g. the Facility manager must report to District level and the District coordinator must report to the Provincial coordinator.

6.11. Monitoring progress of rectification where PDS did not meet criteria in SOP 001 PROV Registration new PDS:

6.11.1. The Provincial coordinator will:

- Use the Facility Monitoring Tool (Appendix 1) when visiting the facility or store to monitor if the facility has corrected any shortcomings and if the store now complies with criteria
- Counsel the Facility manager on the shortcomings, and how shortcomings could be rectified
- Take appropriate action if the facility continues to fail. This could include de-listing the facility as a PDS
- If conditions do not improve – escalate to the higher level e.g. the Facility Manager must report to District level and the District coordinator must report to the Provincial coordinator.

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7. BIN CARD

Receipts are recorded using a red pen to highlight the transaction. The only other time a red pen is used on the bin card is to record a stocktake transaction.

7.1.1. The stock manager or responsible person will fill the bin card to record stock movement. The following fields must be filled:

Header field: *when the card is opened, these fields must be completed by the person opening the card. The fields identify the site and card numbers are allocated sequentially each time a new card is opened. The first row of the bin card must have the date the bin card is opened (in the date field) and quantity (balance) brought forward from the old card (in the balance field).*

- **Date:** *date of transaction*
- **Number of Condoms:**
 - **Received:** *quantity in pieces received*
 - **Issued:** *quantity in pieces issued*
- **Recipient:** *Name of person of facility the stock is issued to*
- **Code:** *use the distribution code to identify the type of recipient*

A= Public Sector

A1=DOH Hospitals/Clinics
A2=District Regional Office
A3=Government Department
A4=Local Government
A5=Parastatal

B=Private Sector

B1=Private Hospitals/Clinics
B2=Pharmacy
B3=Private Doctors
B4=Traditional Healer
B5= Industries
B6= Cleaning Companies

C=Community Outreach/Individuals

C1=Community Outreach/Taxi Ranks/Spaza Shops/Taverns
C2=Private Individuals/ Company

D=NGO

E= Damaged/Expired

E1=Exit from Stock due to Damage
E2=Exit from stock due to Expiry

- **Quantity**
 - **Balance:** *running balance of stock on hand after transaction. Use the balance on the previous line and subtract issues or add receipts to obtain the new balance. Check the new balance against the actual physical stock remaining. If there is a discrepancy, record the actual balance with a red pen on a new line.*
 - **Batch number:** *Not all provinces record the batch numbers with the quantities when issuing or receiving. The bin card does not have sufficient fields to record all the batches and their balances but recording of the batch number on receipts and issues will facilitate batch recall.*
- **Signature:** *signature of person receiving or issuing stock*

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7.1.2. The stock manager or other responsible person will:

- Perform a rolling stock take at this point.
- Where electronic resources are available, update the system. At these facilities paper bin cards may not be required.

7.2. Managing bin card discrepancies

7.2.1. The stock manager or other responsible person will:

- If a discrepancy is discovered on the bin card:
 - Recount the stock to verify the quantity of the actual physical stock remaining.
- If a discrepancy between the bin card running balance and the physical stock on hand still exists, check with other staff with access to the stock if any transactions were conducted without the bin card being updated.
- If missing transactions, either issues or receipts are found, update the bin card and recheck the quantities.
 - Verify if any stock was damaged or had expired and was moved to the quarantine area.
- If the cause of the discrepancy cannot be found, use a red pen to write in the date and the new total.
 - If a surplus was found, record this quantity in red as a receipt
 - If a shortage was found record this quantity in red as an issue.
- Record any discrepancies on the monthly report.

8. APPENDICES

- Appendix 1 Facility Monitoring Tool
- Appendix 2 National Bin Card
- Appendix 3 Batch Recording Bin Card

9. TRAINING:

- FEFO principles
- Completing a bin card

10. KEY LEARNING POINTS OF THIS SOP

On reading this SOP, the responsible person(s) for the implementation and compliance of this SOP will understand:

- The importance of correct stock management and storage conditions

11. AMENDMENT HISTORY

REVISION	NO:	SUPERSEDES	ISSUE DATE	REASON FOR CHANGE
SOP 006 PROV Storage and quality control	00	NEW	?????	To provide a procedure that defines the roles & responsibilities required in storage and maintaining of the quality of condoms.

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Appendix 1

FACILITY MONITORING TOOL

The monitoring tool is used to assess a site that already carries stock for either first time registration or to monitor an existing site for compliance to good warehousing practise.

Person conducting assessment:.....

Date:

Site details

Site name	
Site address	
Contact person at facility	
Contact details: Cell phone	
Alternative person:	
Contact details: Cell phone	
Telephone and fax number	
Email address	
Actual or estimated monthly uptake (number of cartons)	

Storage area monitoring

Nr	Description	Yes	No	Comments
1.	Products that are ready for distribution are arranged so that identification labels and expiry dates and/or manufacturing dates are visible.			
2.	Products are stored and organized in a manner accessible for first-to-expire, first-out (FEFO) counting and sorted according to batches.			
3.	Cartons and products are in good condition, not crushed due to mishandling. If cartons are open, determine if products are wet or cracked due to heat/radiation (fluorescent lights in the case of condoms).			
4.	Damaged and/or expired products are separated			

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	from usable products and removed from inventory.			
5.	Products are protected from direct sunlight.			
6.	Cartons and products are protected from water and humidity.			
7.	Storage area is visually free from harmful insects and rodents. (Check the storage area for traces of insects, bats and rodents droppings)			
8.	Storage area is secured with a lock and key, but is accessible during normal working hours; access is limited to authorized personnel.			
9.	Products are stored at the appropriate temperature not exceeding 25° C according to product temperature specifications.			
10.	Regular midday temperatures checks are made and a temperature chart is kept			
11.	Roof is maintained in good condition to avoid sunlight and water penetration.			
12.	Storeroom is maintained in good condition (clean, all trash removed, sturdy shelves, organized boxes).			
13.	The current space and organization is sufficient for existing products and reasonable expansion (i.e., receipt of expected product deliveries for foreseeable future).			
14.	Fire safety equipment is available and accessible (any item identified as being used to promote fire safety should be considered).			
15.	Dry powder or CO2 extinguishers are available and the last servicing date is less than 12 months ago.			
16.	Water based fire extinguishers are available (these will damage cartons)			
17.	Products are stored separately from insecticides, chemicals and other products which will damage			

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	condoms. See SOP 006 PROV Storage and QC			
18.	Products are stacked at least 10 cm off the floor on pallets.			
19.	Products are stacked at least 30 cm away from the walls and other stacks.			
20.	Products are stacked no more than 2.5 meters high.			

Stock management

21.	Stock records including bin cards are updated and files maintained			
22.	Physical stock quantities match against bin card quantities			
23.	The procedures have been initiated to dispose of expired or damaged products.			
24.	Monthly reports are completed each month and forwarded to Provincial coordinators and NDOH			

Progress made

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.....

.....

Comments and recommendations......

.....

.....

.....

Assessor Signature

Name.....

Designation.....

Person at site Signature

Name.....

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Designation.....

Appendix 2

NATIONAL BIN CARD



**choice™ condoms are
highly effective against
STIs, HIV/AIDS &
unwanted pregnancy**

**National Department of Health
STI & HIV/AIDS Prevention Unit**

LOGISTICS MANAGEMENT INFORMATION SYSTEM
(LMIS)
MALE CONDOM BIN CARD

Delivery Site: _____ **Card No.:** _____

[illegible]

Distribution Codes:

A = Public Sector

A1 = DOH Hospitals/Clinics

A2 = District Regional Office

A3 = Government Department

A4 = Local Government

A5 = Parastatal

B = Private Sector

B1 = Private Hospitals / Clinics

B2 = Pharmacy

B3 = Private Doctors

B4 = Traditional Healer

C = Community Outreach / Individuals

**C1 = Community Outreach / Taxi Ranks /
Spaza Shops / Taverns**

C2 = Private Individuals

D = NGO

E = Damaged / Expired

E1 = Exit from stock due to Damage

E2 = Exit from stock due to Expiry

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Appendix 3

BATCH RECORDING BIN CARD



LOGISTIC MANAGEMENT INFORMATION SYSTEM (LMIS) MALE CONDOM BIN CARD (Unit of recipient/issue: piece)

PDS name: _____

CARD NO: _____ **Balance brought forward** _____

Date	No. of Condoms		Recipient	Code	Quantity		Signature
	Received	Issued			Balance	Batch number	

Distribution Codes:

A= Public Sector

A1 = DOH Hospitals/Clinics
A2 = District Regional Office
A3 = Government Department
A4 = Local Government
A5 = Parastatal

B = Private Sector

B1 = Private Hospitals/Clinics
B2 = Pharmacy
B3 = Private Doctors

C = Community Outreach/Individuals

C1 = Community Outreach/Taxi
Ranks/Spaza Shops/Taverns
C2 = Private Individuals

D = NGO

E = Damaged/Expired

E1 = Exit from Stock due to Damage
E2 = Exit from stock due to Expiry