

TRAINING MANUAL

INTRODUCTION TO THE GCC 2010 DOCUMENT USING MICROSOFT EXCEL

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PRELUDE

This Manual is one in a series prepared by Bingelela Consulting Professionals for the use of students in corporate classes. It is intended that this material will be used to assist the student in the learning process.

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INTRODUCTION TO THE GCC 2010 DOCUMENT USING MICROSOFT EXCEL

This reference guide will help you to understand the basic functions of the GCC document that Bingelela created in Microsoft Excel. This reference guide will not make you an expert, but with some enthusiasm and dedication you could become computer literate with the knowledge gained.

COURSE OUTCOME

To develop, and improve the delegates knowledge of the purpose of the GCC Document and how to use it in Microsoft Excel.

OUTCOME CRITERIA FOR EVALUATION

Evaluation of standards will be set out in each of the modules.

FEED BACK

At the end of each module, feedback will be given to each delegate by way of a questions and answers session.

RANGE STATEMENT

This course will be used where the user has a relevant operating system as well as Microsoft Excel loaded on their machine for the creation \ editing of a GCC document.

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ABOUT THE GCC 2010

GCC stands for General Conditions of Contract for Construction Works.

On receiving an appointment letter from the Department of Works you will then complete the following process:

1. DOW will send a letter of appointment with the following information on it:
WIMS ##### NORTH COAST REGION: MKUZE: DEPARTMENT OF EDUCATION/HEALTH etc. PROJECT
NAME XXXXXXX PROJECT DESCRIPTION eg. REPAIRS & RENOVATIONS

The total Project Estimate is R 250 000.00 (Two Hundred and Fifty Thousand Rand Only) but this is subject to revision on completion of sketch plans:

"OFFER OF COMMISSION"- all consultants involved on this project

(It may be that only the Architect or Quantity Surveyor) the other consultants may be added if needed after evaluation on site)

- Architect (LEAD)
 - Quantity Surveyor
 - Civil/Structural Engineer
 - Electrical/Mechanical Engineer
 - Geotechnical Engineer
 - Land Surveyor
2. The next step will be to accept this letter of appointment within 7 days, therefore you need to reply back to DOW stating that you are accepting this project and conditions.

A briefing meeting is then organized, which all consultants are expected to attend (preferably on site) after which the Quantity Surveyor, with the assistance of all the consultants, is required to do a Preliminary Estimate for submission to the DOW.

3. If DOW accepts this Preliminary Estimate the consultants will be advised accordingly and the next step will be for all consultants to do a submission of the Preliminary Drawings and Documentation with a detailed Estimate based on this documentation to PAC/JOPAC for approval to proceed with the preparation Tender Documentation

This is where we start now with our Draft Tender document set out in this manual

Information from DOW will confirm whether we use a GCC or JBCC document and if it's an EPWP project.



NB!! Always make sure you have downloaded the latest version available on the Department of Works website:

Documentation to be submitted with your draft tender is:

- DOW301 – Request for approval of the procurement strategy tenders;
- Summary page of BOQ; (If applicable)
- Preliminary Estimate accepted reflecting the same figure as the Final BOQ Summary;
- Confirmation on your company letterhead that you have submitted all these documents. **Make sure you get the relevant Departmental Official to sign that he has received these documents.**

Acceptance of draft tender document:

DOW will notify you once the draft tender has been accepted. This being confirmation to “*go to tender*” with all the relevant information and compulsory site meeting inspection. Make sure that you change all the relevant information on the document, reprint changes and make the amount of copies required by the Department of Works.

The documents to be submitted to the Department of Works where indicated on advertisement at least 3 days after the compulsory site meeting took place.

Tender Closing Date:

After tender has closed the Department of Works will make arrangements for an adjudication meeting to take place where the Quantity Surveyor has to be present.

The Quantity Surveyor is to submit the Risk Assessment Report recommending the suitable contractor that will be capable to do this project.

DOW will evaluate this report and send the acceptance letter to the contractor.

INTRODUCTION TO A SPREADSHEET DOCUMENT

Welcome to the GCC Document using Microsoft Excel course. Microsoft Excel is a powerful spreadsheet program which provides the automated business tools you need for your data analysis, list keeping and calculations as well as the presentation tools you need for reporting your results. Examples of other spreadsheet programs are Lotus 123 and QuattroPro.

You can store, manipulate, calculate, and analyze data such as numbers, text and formulas on a worksheet. You can add a chart directly to your worksheet. You can add graphic elements such as lines, rectangles, text boxes, and buttons to your worksheets, macro sheets, and charts. You can use predefined formats to create tables, and boasts with many other excellent functions.

Compiling a tender document is always quite a challenge. One tender document is made up of many smaller documents and therefore a lot of information is repeated. We have used Microsoft Excel to input the document information and compile most of these smaller documents for your automatically so that all you need to do, is open Microsoft Excel, Open the document, Input the data required, do a print preview and print your tender.

2.1. MICROSOFT EXCEL BASICS

In Microsoft Excel a Workbook file contains three or more worksheets; each worksheet is a “page” in the workbook on which you enter and work with data. In the JBCC document you will notice that there are many sheets, each containing a document.

Microsoft Excel provides you with big worksheets. Depending on the version of Excel you have, you could have up to 1 048 576 rows available for use in a worksheet and 16 384 columns (from A – XFD).

Microsoft Excel enables you to type 32 767 characters in a cell.

You are going to use Microsoft Excel to type in the data for a GCC document and print it. We have used Microsoft Excel macros and functions to create a GCC document which is easy to use provided you have some knowledge of how to use Microsoft Excel.

2.1.1. SELECTING CELLS

Before you can carry out most commands or tasks in Microsoft Excel you must select the cells you want to work with.

Select cells, ranges, rows, and columns

| TO SELECT | DO THIS |
|---|---|
| A SINGLE CELL | Click the cell, or press the arrow keys to move to the cell. |
| A RANGE OF CELLS | Ensuring that the mouse pointer is a big white cross, click the first cell of the range and then drag to the last cell. |
| NONADJACENT CELLS OR CELL RANGES | Select the first cell or range of cells and then hold down the CTRL key on the keyboard and select the other cells or ranges. |

2.2. CREATING A NEW GCC DOCUMENT

The first step to using the GCC document is to go into Microsoft Excel and Open the GCC file.

2.2.1. OPENING WORKBOOKS

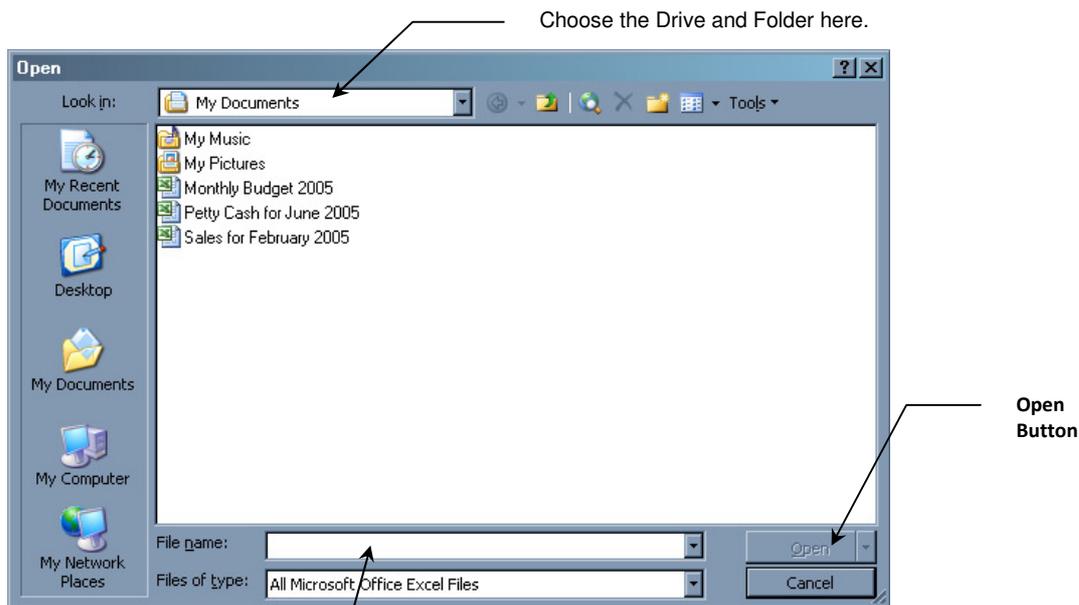
This command opens an existing Workbook, and displays it on the screen. It is possible to have more than one Workbook open at a time. If the Workbook that you wish to open was assigned a password when it was initially saved you will be asked to type that password before you can open the file. Be sure to type the password with correct capitalisation and punctuation.

To open an existing document using the Menu:

1. Choose the **Open** command from the **File\Office button** menu or by clicking onto the **Open** button.



2. When the Open dialogue box appears, select a Drive and Folder from the **Look In** box that the file is stored in.
3. Click onto the File that you want to open.
4. Click onto the **Open** button.
5. If you cannot find a particular workbook, choose the Find File button to search for it.



Click onto your document name here and click onto



You can specify a default directory or folder for Microsoft Excel to use every time you select the Open or Save As commands on the File menu.

WORKING IN THE GCC DOCUMENT

This document consists of the following :

- A Menu sheet used to go to the Master Data sheet or to go to a different sheet using the GoTo sheet.
- A GoTo sheet used to go to a particular document quickly
- A Master Data Sheet, where you type in all the information for the tender
- All the documents on a sheet of their own

You will be following three steps to create a tender document:

1. Go to the **Master Data** Sheet and input all your data.
2. Go to **each** document and do a Print Preview on the document
3. Print the document

The sheet you need to start on is the sheet called **Menu** which looks like this:

Public Works
 Instruction Works - 2nd Edition (2010)

Click onto the buttons below to make your selection.

Click here to Enter Bid Data

In terms of Preferential Procurement Regulation, 2011

Print :

- Click here to Print PART T1 - BID PRODECURES
- Click here to Print PART T2 - RETURNABLE DOCUMENTS
- Click here to Print PART C1 - AGREEMENT AND CONTRACT DATA
- Click here to Print PART C2 - PRICING DATA
- Click here to Print PART C3 - SCOPE OF WORKS
- Click here to Print PART C4 - SITE INFORMATION

Print coloured Title Pages:

- PART T1 - BID DATA - Pink Page
- PART T2 - RETURNABLE DOCUMENTS - Yellow Page
- PART C1.1 FORM OF OFFER & CONTRACT DATA - Yellow Pages
- PART C2 - PRICING DATA - Yellow Page
- PART C3 - SCOPE OF WORKS - Blue Page
- PART C4 - SITE INFORMATION - Green Page

Please do a **print preview before printing**. To do this click onto the **Enter Bid Data** button above. Then click onto the button of the document you want to go to and click onto the **Print Preview** button. Note that you can use the **Page Break Preview** to adjust the page breaks.

Click here to Print DRAWINGS / ANNEXURES

Click here to go to a particular Document

Disclaimer: Each person that downloads this file does so at their own peril and discretion. This document is compiled as a courtesy to complies in all respects with the requirements of the client. Each user must ensure that they proof read their completed document and compiler of this file does not accept any responsibility for any mistake or error once this file is downloaded and populated by the user. updated or that this file contains the latest statutory requirements in terms of CIDB or the Government.

If any user does come across any error please report the error to the following email address: info@bingelela.com

Menu | Insert | Master Data | Go To | ... | Cover Page-Vol 1 of 2 | Cover Page 2 | Table of Contents | 1_ TheTender | 1_ TheTender Procedure | 1_ The Notice & Ir

Use the [Tab] buttons to move from one sheet to the next or the [Home] and [End] to move to the first sheet and the last sheet.

To get to the Master data sheet:

1. From the **Menu** sheet, click onto the **Click here to Enter Tender Data** button.

This will take you to the Master Data sheet where you will need to complete the information for your tender.



The information entered on this sheet is linked to all the other worksheets in this file so it is very important not to *delete* or *rename* any of the sheets in the workbook. This will break the links and the file will be rendered useless.

3.1. USING THE GO TO SHEET

As you work with the tender document, you may need to print a draft or look at a particular part of the tender. A quick way to get to a particular document in the Excel Workbook is to use the Go To worksheet.

To get to the GoTo worksheet:

1. From the Menu Sheet click onto the **Go to a Document** button.

The Go To sheet will be displayed. From here you can click onto any of the links to go straight to a particular document.

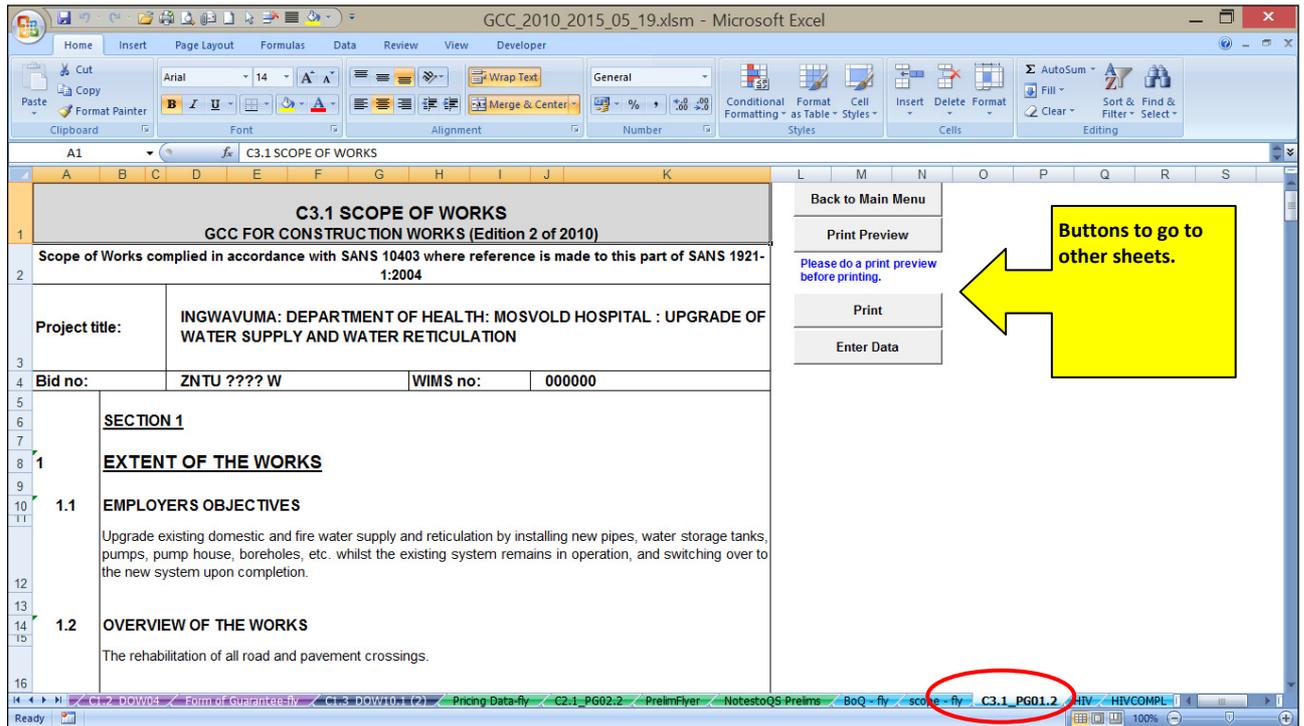
Click here to go back to the Master Data sheet to enter data.

| BID & FLY SHEETS | | | | | CONTRACT DATA | PRICING INSTRUCTION | EPWP |
|---|---|--|---|--|---|-------------------------|-------------------------------------|
| Cover Page | Notice & Invitation to Bid Flyer | Returnable Documents Flyer | Bill of Quantities Flyer | <p>Department: Public Works PROVINCE OF KWAZULU-NATAL</p> <p>Back to Main Menu Spell Check</p> | C1.1 Form of Offer & Acceptance substitution pg | C2.1 Pricing Data | EPWP Additional Spec |
| Cover Page 2 | T1.1 - Notice & Invitation to Bid | The Contract Flyer | Site Information Flyer | | C1.2 Contract Data | C2.2 GCC P&G | EPWP Scope |
| To Table of Contents | Bid Data Flyer | Agreement & Contract Flyer | Pricing Data Flyer | | C1.3 Form of Guarantee | | EPWP BQ |
| The Bid Flyer | T1.2 - Bid Data | Scope of Works Flyer | Form of Guarantee Flyer | | | | EPWP Employment Contract (Annex 10) |
| The Bid Procedures Flyer | T1.3 - Conditions of Bid (Annex F) | Form of Offer & Acceptance Flyer | Contract Data Flyer | | | | EPWP Attendance Register (Annex 11) |
| | | | | | | | |
| RETURNABLES | | | | | SCOPE OF WORKS | SITE INFORMATION | OHS |
| T2.1 List of Returnable's | T2.9 Preference Cert | T2.16 Equipment schedules | T2.24 Proof of UIF Registration | T2.32 Required Structure of Contractor's OHSE Plan | C3.1 Scope of Works | C4.1 Site Information | OHS Specification (Annex 6) |
| T2.2 Authority to Sign Bid | T2.10 Site Inspection Certificate | T2.17 Contractors Safety, Health and Environmental Declaration | T2.25 The National Industrial Participation form | T2.33 Clients specific Req. for Contractors OHSE Plan | C3.2 HIV Spec | | OHS BQ (Annex 7) |
| T2.3 Authority for JV's to sign | T2.11 Declaration of Interest | T2.18 Compulsory Enterprise Questionnaire | T2.26 Certificate of Independent Bid | T2.34 Base line Risk Assessment | C3.3 HIV Compliance | | |
| T2.4 JV special resolution | T2.12 Record of Addenda | T2.19 Tax Clearance Certificate Flyer | T2.27 Proof of Reg No. on the Prov Suppliers Database | T2.35 SBD 6.2 | | | |
| T2.5 JV involvement declaration | T2.13 Particulars of Electrician | T2.20 Proof of Good Standing with Comp. Comm. | T2.28 Certified Proof of CIDB Registration No | T2.36 Functionality Criteria | | | |
| T2.6 Schedule of Proposed Contractors | T2.14 Imported Materials & Equipment Schedule | T2.21 Form of Offer | T2.29 Proof of Payment of Bid deposit | | | | |
| T2.7 Capacity of Bidders | T2.15 Declaration of past SCM practices | T2.21a Contract Form - Purchase of Goods and Works Part 1 | | | | | |
| T2.8 Financial Standing & Other Resources of Business Declaration | | | | | | | |
| | | | | | GENERAL | | |
| | | | | | C5.1 List of Drawings | Map to Ladysmith | |
| | | | | | Waiver of Lien (Annex 8) | Map to Durban | |
| | | | | | Joint Venture Agreement (Annexure 5) | Map to Ulundi | |
| | | | | | | Map to Pietermaritzburg | |

Click onto any of the underlined links to take you to that document.

Note that each section has it's own cover page or flyer.

For Example: If you click onto C3.1 – Scope of works, Microsoft Excel will automatically take you to the Scope of Works sheet:



Each one of these documents has the following buttons on them:

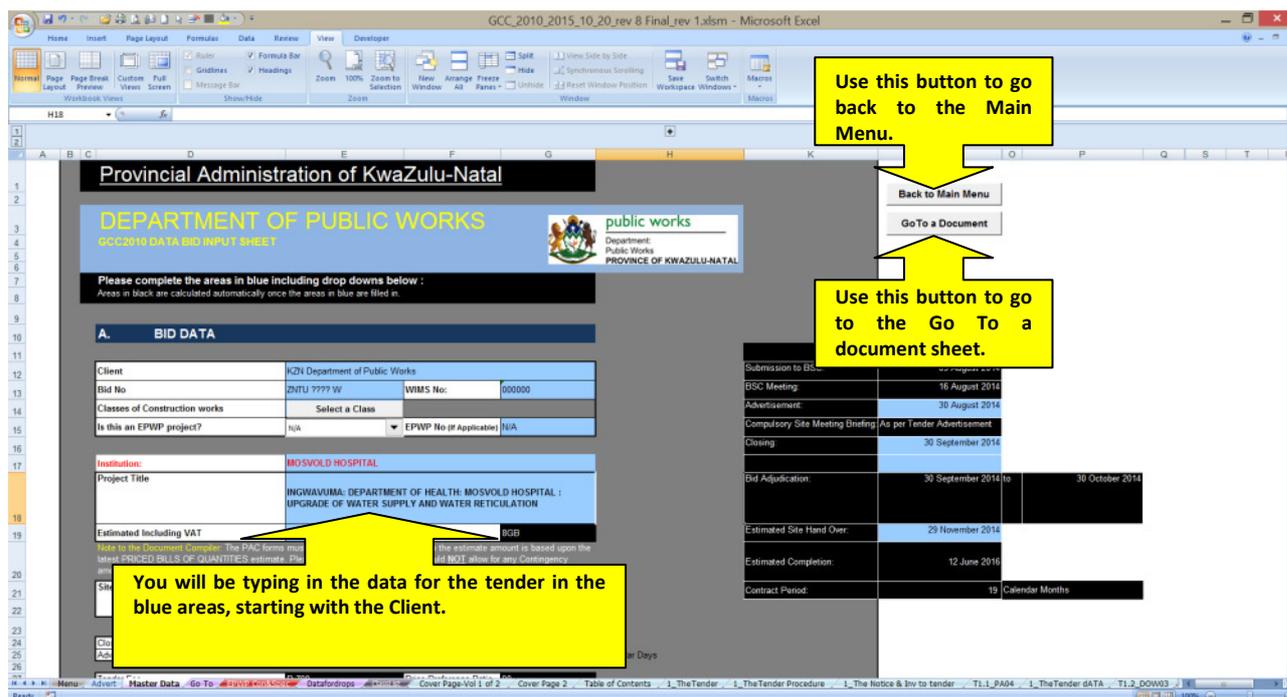
- **Back to Main Menu** – to go to the Main menu sheet
- **Print Preview** – to go to a Print Preview of the document
- **Print** - that will print the documents without doing a Print Preview first and
- **Enter Data** – which takes you to the Master Data sheet to enter your data

Before printing, **always** make sure that all the data is displayed in the cells and that the whole document will be printed. The **Page Break Preview** is a nice view to use to do this. This is covered later on in this manual.

3.2. ENTERING DATA FOR THE TENDER

This worksheet is used to enter all the information required for the tender. The information typed in here is automatically carried through to the relevant worksheets using macros and functions.

The Master Data sheet looks like this:



A lot of the information on this form is standard and will not need to be changed.

The blue shaded areas on this worksheet need to be completed. You will need to input the general information of the project, Returnable documents and Contract Data to compile a full tender document.

The areas shaded in black with white text are areas that will be calculated automatically once you have populated the blue shaded areas.

3.2.1. GENERAL INFORMATION

Fields that need to be inputted: *(The blue areas)*

| | |
|---------------|--------------------------------|
| Client | KZN Department of Public Works |
|---------------|--------------------------------|

The Client is usually the KZN Department of Public Works. If it's not you type this information in here.

| | |
|---------------|-----------|
| Bid No | ZNT1222 W |
|---------------|-----------|

Type in the Tender number here, including the ZNT prefix.

| | |
|----------------|--------|
| WIMS No | 021077 |
|----------------|--------|

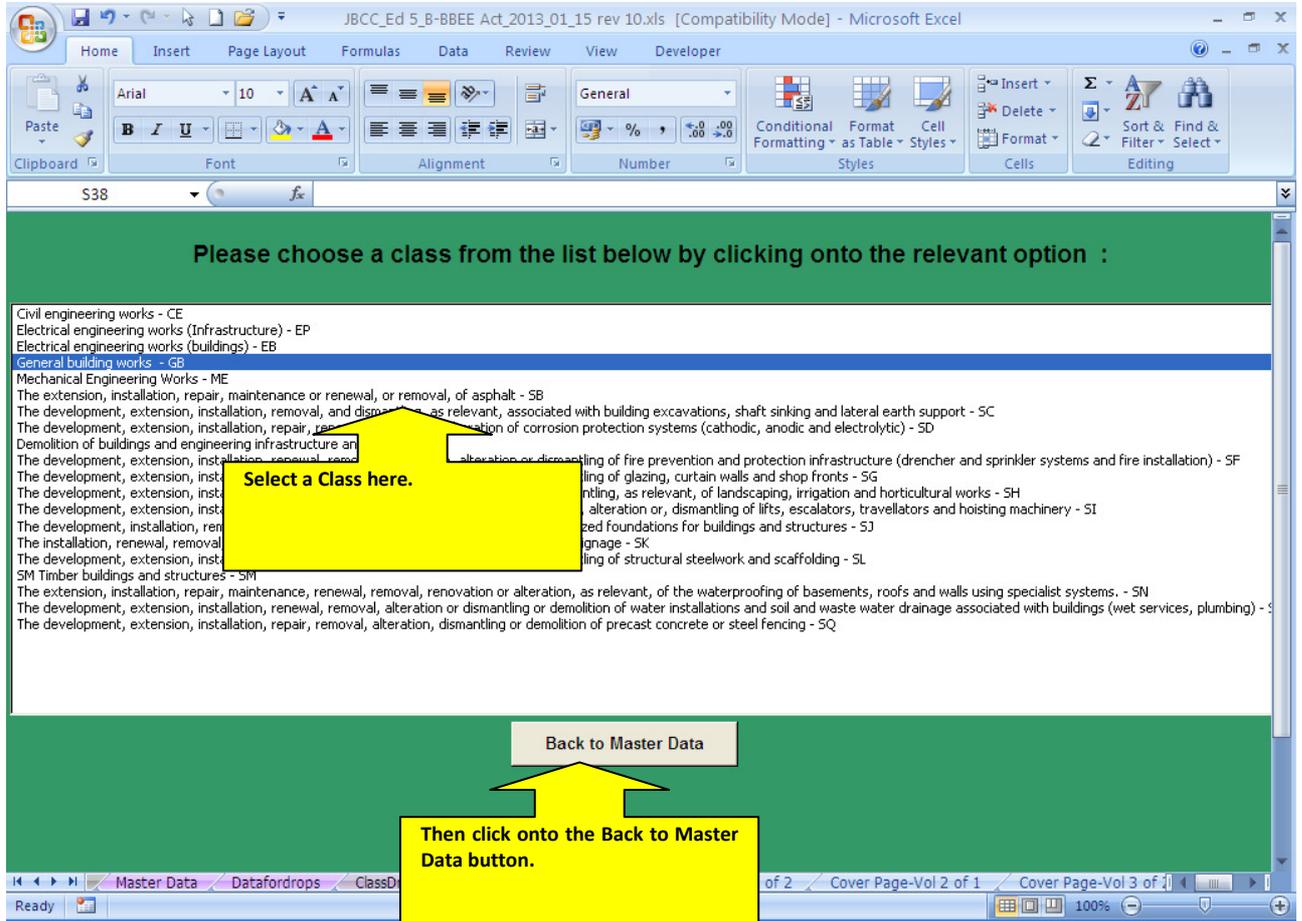
The WIMS number needs to be typed in here. This number is provided by the Department of Works and can be found on the Tender released by the consultant.

Classes of Construction works

Select a Class

Select a Class here.

Click onto the **"Click here to select a Class"** button to select a class for the project. When you click onto this button it will take you to the Select a Class worksheet:



Click onto the relevant class and click onto the **Back to Master Data** button.

Microsoft Excel will then use to calculate the relevant CIDB Grading. (A little further down)

CIDB Grading

4GB

| | | | |
|--------------------------|-----|-------------------------|-----|
| Is this an EPWP project? | N/A | EPWP No (If Applicable) | N/A |
|--------------------------|-----|-------------------------|-----|

EPWP stands for Expanded Public Works Program. This is a program that the government has put together to get the local community involved in job creation and training. On the left, select whether this project is an EPWP Project using the drop down list provided, if so, if you are registered with this program you will need to add in your relevant EPWP number.

| | |
|---------------------|-------------------------|
| Institution: | MOSVOLD HOSPITAL |
|---------------------|-------------------------|

Type in the Institutions name here.

Type in the Description of the project here.

| | |
|----------------------|--|
| Project Title | INGWAVUMA: EMPANGENI: CONSTRUCTION OF A NEW FIVE STOREY HOSPITAL INCLUDING OUTPATIENTS, ADMINISTRATION, THEATRES AND SITE WORKS AND COMPLETE MECHANICAL AND ELECTRICAL WORK |
|----------------------|--|

The Project title is made up of the location of the project as well as description of the work that needs to be carried out.

This information can be found on the Tender document produced by the Consultant.

| | |
|--------------------------------|------------------------|
| Estimated Including VAT | R 10,750,000.00 |
|--------------------------------|------------------------|

Check the CIDB Grading field after you inserted the estimated amount to determine the designated grading. Once you have typed in the BOQ Final Estimate figure (above) the CIDB Grading field will be calculated automatically.

You will find the correct estimated amount in row 6.7 of the PAC Preliminary Estimate forms. You have to add value added tax to that amount and then enter the amount including VAT in above mentioned field.

PROVINCE OF KWAZULU NATAL - KZN PUBLIC WORKS PLANS APPROVAL COMMITTEE (PAC) PRELIMINARY ESTIMATE (10%)
 (TO BE COMPLETED BY QUANTITY SURVEYOR)

DATE: 12/02/2009

WMS NO: _____ REGION: _____
 CITY/TOWN/PLACE: _____ CLIENT DEPARTMENT: _____
 INSTITUTION: _____ SERVICE: _____

1 DRAWINGS

1.1 Architectural drawings no _____
 1.2 Civil Engineering drawings no _____
 1.3 Structural Engineering drawings no _____
 1.4 Electrical Engineering drawings no _____
 1.5 Mechanical Engineering drawings no _____

2 SPECIFICATION:

| ELEMENTS | DESCRIPTION OF MATERIALS OR SYSTEMS |
|-----------------------------------|-------------------------------------|
| 2.1 Roof Structure | |
| 2.2 Roof covering | |
| 2.3 External walling | |
| 2.4 Internal walling | |
| 2.5 Ceilings | |
| 2.6 Floors | |
| 2.7 Sewerage disposal | |
| 2.8 Fencing | |
| 2.9 Paving, roads, sub-bases, etc | |
| 2.10 Sundries (if applicable) | |

3 BUILDING AREA S:

| | m ² | Block |
|---------------------------------------|--------------------|-------|
| 3.1 Per block/section | | |
| 3.2 Per block/section | | |
| 3.3 Per block/section | | |
| 3.4 Per block/section | | |
| 3.5 Per block/section | | |
| 3.6 Per block/section | | |
| 3.7 Summary - Total area (all blocks) | 100 m ² | |
| 3.8 Total area of External Works | 100 m ² | |

4 COST ESCALATIONS

4.1 Pre-Tender - Planning to Tender closing (Milestones 1 - 11)
 BER BC: _____
 (___ months @ (index) ___ % per month = Total % = ___ %) = **R1.00**

4.2 Post Tender - Tender closing to Completion (First delivery) Certificate (Milestones 19-21)
 JBCC Contra of Adjustment Provisions
 (___ months @ (index) ___ % per month x factor (0.50)) = **R2.00**

5 EXCLUSIONS

5.1 Loose furniture and equipment _____
 5.2 Sundries (state) _____

PRELIMINARY ESTIMATE (continued from page 1)

6 SUMMARY - ESTIMATE TOTAL PROJECT COST (refer item 3)
 (List of blocks/sections and their respective costs)

| DESCRIPTION | COST (R) | R/m ² |
|--|----------------|------------------|
| 6.1 FUNDS APPROVED BY CLIENT DEPARTMENT | R 1.00 | |
| 6.2 BUILDING WORKS | | |
| • Building (incl structural below) | R 1 | |
| • Structural (excl normal strip footings) | R 2 | |
| • Electrical | R 34 | |
| • Mechanical | R 5 | |
| TOTAL | R 42 | R 0.42 |
| 6.3 EXTERNAL WORKS | | |
| • Civil works | R 1 | |
| • Electrical (incl connection fees) | R 3 | |
| • Mechanical | R 9 | |
| • External Services (eg Sewer, Storm water, etc) | R 4 | |
| • Other External works (eg Landscaping) | R 8 | |
| TOTAL | R 15 | |
| 6.4 SPECIAL REQUIREMENTS | | |
| • Demolition of existing structures, roads & services | R 1 | |
| • Replacement temporary accommodation/equipment | R 3 | |
| TOTAL | R 4 | |
| a. State if any; eg evaporation ponds, sewer plants, boreholes, special services, connections, etc | | |
| b. The estimate for this item must be included in the items above, eg sewer in civil work, etc above | | |
| | R 0.00 | |
| | R 0.00 | |
| | R 0.00 | |
| 6.5 ESTIMATED CURRENT CONSTRUCTION COST (excl | R 57.00 | R 0.57 |
| 6.6 A DD: COST ESCALATION (Pre-tender) | R 1.00 | |
| 6.7 ESTIMATED CONSTRUCTION COST AT TIME OF TENDER | R 58.00 | R 0.58 |
| 6.8 A DD: 10% CONTINGENCY (As approved by BAC) | R 5.80 | |
| 6.9 A DD: COST ESCALATION (Post tender) | R 2.00 | |
| 6.10 A DD: Redundant equipment to be removed | R 1.00 | |
| 6.11 ESTIMATED TOTAL CONSTRUCTION COST (excl VAT) | R 72.00 | |
| 6.12 A DD: VAT @ 14% | R 10.08 | |
| 6.13 ESTIMATED FINAL CONSTRUCTION COST (incl VAT) | R 82.08 | |
| 6.14 A DD: PROVISIONAL AMOUNTS (incl VAT) | | |
| • Replacement temporary accommodation/equipment required, eg Park homes, etc. | | |
| TOTAL | | |
| 6.15 A DD: ESTIMATED PROFESSIONAL FEES (including VAT) | | |
| - Architect | R 1.00 | |
| - Quantity Surveyor | R 2.00 | |
| - Electrical Engineer | R 3.00 | |
| - Mechanical Engineer | R 4.00 | |
| - Civil Engineer | R 5.00 | |
| - Structural Engineer | R 6.00 | |
| - Geotechnical Engineer | R 7.00 | |
| - Other (State profession) | R 8.00 | |
| 6.16 ESTIMATED TOTAL FEES (including VAT) | R 15.00 | |
| 6.17 Fees as percentage of Final construction cost | 18.20% | |
| 6.18 ESTIMATED PROJECT COST (Including | R 97.17 | R 0.97 |

NAME OF QUANTITY SURVEYING CONSULTING FIRM: _____
 NAME OF QUANTITY SURVEYOR: _____
 SIGNATURE _____ DATE _____

Remember to add VAT

| | |
|---|--|
| Site (Property title deed description) | Region: District Municipality: Local Municipality: Ward Nr.: Cluster Nr x: |
|---|--|

Type in the site property title deed description in the blue area.

| | |
|---------------------|-------------|
| Closing Date | 30 May 2009 |
|---------------------|-------------|

Type in the closing date for the tender here.

| | |
|---------------------|-------|
| Closing Time | 11:00 |
|---------------------|-------|

Type in the closing time for the tender here. E.G. 11:30

| | |
|---------------------------|-----------------|
| Advertisement Date | 12 January 1976 |
|---------------------------|-----------------|

Type in the date that the tender was advertised on. The date can be typed in any format and Microsoft Excel will automatically make it a long date format as required by the Department of Works. For example: 12/05/2010 will automatically change to 12 May 2010 when you press enter.

| | |
|-------------------------------|----|
| Validity Period (Days) | 60 |
|-------------------------------|----|

The validity period is listed in days. Type in the number of days that the tender is valid for.

The Tender fee and Price Preference Ratio is automatically populated.

| | |
|--|----|
| Functionality/Quality: (Points) | 70 |
|--|----|

Enter the functionality points here.

| | | |
|------------------|--------------|--------------------------|
| Banking Details | Name | KZN PROV GOV-WORKS |
| | Bank | ABSA |
| | Account No | 4072485515 |
| | Account Type | CURRENT ACCOUNT |
| | Branch | 632005 (CHATTERTON ROAD) |
| Reference Number | Ref No | 14019621 |

You do not need to change the banking details.

| | | | |
|---------------------------------|----|------------|----------------|
| Preference Points | | 10 | Maximum points |
| Price: (Points) | 30 | 27 | |
| Functionality/Quality: (Points) | 70 | 63 | |
| Total must equal: | | 100 | |

Complete the Price: (Points) and the Functionality (Points) in the two boxes provided. Excel Will automatically work out the points that need to used for the project.

3.1.1. TENDER DATA INPUT

| TENDER DATA INPUT | |
|---|--|
| F.2.13.1 - Bidders may offer bids for the following: | Only the complete Service as per the Bills of Quantities |
| F.2.18 - Number of Days to submit priced Bill of Quantities | Only the complete Service as per the Bills of Quantities The Electrical |

Drop down arrow to select an option.

Using the drop down box, select the Bidders may offer bids for the following: that will be used.

Bidders may offer bids for the following options:

- Only the complete Service as per the Bill of Quantities
- The Electrical
- The Mechanical

| | |
|--|----|
| F.2.18 - Number of Days to submit priced Bill of Quantities | 14 |
|--|----|

The number of days they have to submit the priced Bills of Quantities can be selected from the drop down box. The options are:

- 14
- 21 and
- 30

| | |
|---|----|
| F.2.18 - Do you require bidder to submit priced Bill of Quantities with bid? | No |
|---|----|

Select Yes or No from the drop down list provided.

| | |
|-----------------|------------|
| Site Inspection | Compulsory |
|-----------------|------------|

Select whether the Site Inspection is Compulsory or Non-Compulsory from the drop down list provided. The Site Inspection is usually compulsory.

| | |
|----------------------|---|
| Site Inspection Date | 23 June 2007 – <i>Check date with DOW</i> |
|----------------------|---|

Type in the Site Inspection Date in the blue area in any format. Microsoft Excel will automatically change it to a long date format. Eg. 12 May 2010 instead of 12/05/2010.

In the same way, complete the Site Inspection time.

| | |
|--|--|
| Site Inspection Meeting location and time. | <i>This information you change as per the advertisement.</i> |
|--|--|

If the Site Inspection is compulsory then you fill in the location and time where they should meet in here, for example *"All Bidders will meet at the Engen garage in Josini at 11:00 from where all will travel to the site for the Site Inspection."*

| | |
|--------------------------------|--------------------|
| Location for collection of bid | North Coast Region |
|--------------------------------|--------------------|

This is a very important piece of information for the population of the document. Depending on what you choose here, the addresses and the telephone and fax numbers will automatically be populated in the document. (All the areas in black are calculated automatically)

Select the location for collection of the tender from the drop down list. The options available are:

- Head Office
- North Coast Region
- Midlands Region
- Southern Region
- EThekwini Region

| | |
|-----------------------------|---|
| Location for opening of bid | Department of Public Works, 1st Floor, Legislative Assembly & Administration Building, Pri... ▼ |
|-----------------------------|---|

Using the drop down box, select the location for the opening of the bid.

The options available are:

- KZN Department of Public Works, 191 Prince Alfred Street, Pietermaritzburg, 3200 at the time indicated on T1.1 Notice and Invitation to Bid
- KZN Department of Public Works, eThekweni Region Office, (ground floor), 455A, Jan Smuts Highway, Mayville, 4091 at the time indicated on T1.1 Notice and Invitation to Bid
- KZN Department of Public Works, Midlands Region Office, 40 Shepstone Road, Ladysmith, 3370 at the time indicated on T1.1 Notice and Invitation to Bid
- KZN Department of Public Works, 1st Floor, Northern Region Office, Legislative Assembly & Administration Building, King Dinuzulu highway, ULUNDI at the time indicated on T1.1 Notice and Invitation to Bid
- KZN Department of Public Works, Southern Region Office, 10 Prince Alfred Street, Pietermaritzburg, 3200 at the time indicated on T1.1 Notice and Invitation to Bid

| | |
|-----------------------|-----------------------|
| Bid Evaluation Method | Evaluation Method 2 ▼ |
|-----------------------|-----------------------|

Using the drop down box, select the Evaluation Method to be used. The options are:

- Evaluation Method 1 - Price and Preference
- Evaluation Method 2 - Functionality, Price and Preference

See Conditions to Bid for more explanation of the various methods.

| | |
|---------------------------------|------|
| Alternative bid offer permitted | No ▼ |
|---------------------------------|------|

Using the drop down box, select whether an alternative tender offer is permitted. The options available are Yes or No.

Type in any Other Specific goals there may be.

| | | |
|------------------------------|---|---|
| Other Specific goals (PA-16) | Contract participation goal by awarding contracts to targeted enterprises | 0 |
| | [insert specific goal] | 0 |
| | [insert specific goal] | 0 |
| | [insert specific goal] | 0 |

| | |
|--------------------------------|---|
| Standard Procurement Procedure | PP2 - Competitive Selection Procedure ▼ |
| Type of Procedures | PP2B-Open Procedure ▼ |
| Type of Procurement | Design by Employer ▼ |

Now select the Standard Procurement Procedure from the drop down list and the Type of Procurement to be used.

See Conditions to Bid for more explanation of the various methods.

If specialist works were selected, you need to specify the type of works in this section as well as how many pages that document is comprised of.

The documents that are selected as yes below are the standard documents required by the Department of Works.

When completing the Print Preview of the document you will ascertain how many pages are in the document and can then complete the number of pages cell next to each relevant document.



Remember that you only complete the blue shaded areas on the Master Data sheet.

| | |
|---|------------------------------|
| <i>(If specialist works were selected specify the type of works)</i> | |
| It is estimated that Potentially Emerging enterprises should have a CIDB contractor grading of (N/A) and satisfy the criteria stated in the Bid Data. (<i>Only applicable if Client has an Official Mentorship programme in place to assist potentially emerging enterprises</i>). | <input type="checkbox"/> Yes |

This option should not be ticked. It's only "Yes" when the Mentorship Programme is used.

Bidders who are responsive to the following responsiveness criteria are eligible to submit bids.

| | | |
|---|---|---------|
| <i>(If specialist works were selected specify the type of works)</i> | | |
| It is estimated that Potentially Emerging enterprises should have a CIDB contractor grading of (N/A) and satisfy the criteria stated in the Bid Data. (<i>Only applicable if Client has an Official Mentorship programme in place to assist potentially emerging enterprises</i>). | <input type="checkbox"/> Yes | |
| Only Bidders who are responsive to the following responsiveness criteria are eligible to submit bids. | | |
| Bid offer must be properly received on the bid closing date and time specified on the bid form, fully completed and signed in ink (All as per Standard Conditions of Bid). | <input checked="" type="checkbox"/> Yes | |
| Assignment of applicable: Resolution by the Legal Entity, or consortium / Joint Venture, or a dedicated person(s) to sign documents on behalf of the firm / consortium / Joint Venture. | <input checked="" type="checkbox"/> Yes | |
| Declaration of Interest. | <input checked="" type="checkbox"/> Yes | 2 Pages |
| List of returnable documents. | <input checked="" type="checkbox"/> Yes | Pages |
| Site Inspection Certificate as proof for attendance of compulsory site meeting. | <input checked="" type="checkbox"/> Yes | Pages |
| Contractor's Safety, Health and Environmental Declaration. | <input checked="" type="checkbox"/> Yes | Pages |
| Proof of good standing with the Compensation Commissioner. | <input checked="" type="checkbox"/> Yes | Pages |
| Proof of Paid Municipal Rates and Taxes (F3.13.1 - Bid Data) (Attach) | <input checked="" type="checkbox"/> Yes | Pages |
| Proof of UIF Registration (F3.13.1 - Bid Data) (Attach) | <input checked="" type="checkbox"/> Yes | 1 Page |

Use these buttons to go to the document.

Remember to type in how many pages are in that document in the document here.

Name of Document.

Click the checkbox to say yes or no.

Use the check boxes next to each document name to select Yes or No.

3.2.2. RETURNABLE DOCUMENTS

For evaluation purposes the tenderer is required to return these documents. Use the Check boxes to select Yes or No (whether they need to return this document or not) and then stipulate how many pages this document is made up of in column G.

| 1. RETURNABLE SCHEDULES REQUIRED FOR BID EVALUATION PURPOSES | | | |
|--|--|---|---------|
| Click | Form of Offer and Acceptance (Bound into Section 1 of 2) | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Declaration of Interest | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Authority to Sign Bid | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Authority for Consortia or Joint Venture's to Sign Bid | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Special Resolution of Consortia or Joint Venture's | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Joint Venture Involvement Declaration | <input checked="" type="checkbox"/> Yes | Pages |
| Click | List of Proposed Sub-Contractors | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Copy of Bidder | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Latest annual financial statements | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Financial Standing & Other Resources of Business Declaration | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Site Inspection Meeting Certificate (if applicable) | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Declaration of Bidders Past SCM Practices | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Compulsory Enterprise Questionnaire | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Preference Certificate | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Final Summary of Bill of Quantities - "Not inserted" | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Certificate of Independent Bid Determination | <input checked="" type="checkbox"/> Yes | 2 Pages |
| Click | Certified Proof of CIDB Registration | <input checked="" type="checkbox"/> Yes | 1 Page |

Use these buttons to go to the document.

Using the check boxes, select Yes or No to stipulate whether this document needs to be returned by the tenderer for evaluation purposes.

The names of these documents can be changed, but keep in mind that whatever you type in here will be displayed on the T2.1. List of Returnable Documents, as well as the page numbers and the word "page" or "pages" you type in the next column.

Use these buttons to go to the document.

| 2. RETURNABLE SCHEDULES REQUIRED FOR BID EVALUATION PURPOSES TO BE SUPPLIED BY THE BIDDER | | | |
|---|--|---|--------|
| Click | Original, valid Tax Clearance Certificate (Unless the Bidder is a Public Entity) | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Certified Proof of Good Standing with the Companies and Intellectual Property Commission | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Proof of payment of Bid deposit | <input checked="" type="checkbox"/> Yes | 1 Page |
| Click | Proof of Paid Municipal Rates and Taxes (F3.13.1) | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Proof of UIF Registration (F3.13.1 - Bid Data) (Attach) | <input checked="" type="checkbox"/> Yes | Pages |
| Click | Annual Financial Statement for past financial year | <input checked="" type="checkbox"/> Yes | 1 Page |
| Click | insert document name | <input type="checkbox"/> Yes | Pages |

Using the check boxes, select Yes or No to stipulate whether this document needs to be returned by the tenderer for evaluation purposes that are to be supplied by the Tenderer.

The first 5 documents are usually standard, but you can add in your own documents in the cells where it says "insert document name". The names of these documents can be changed, but keep in mind that whatever you type in here will be displayed on the T2.1. List of Returnable Documents, as well as the page you type in.

Using the check boxes, select Yes or No to stipulate whether this document will be incorporated into the contract.

| 3. RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT | | | |
|---|---|--|--|
| Click | Record of Addenda to Bid Documents | | <input checked="" type="checkbox"/> Yes Page |
| Click | Particulars of Electrical Contractor | | <input checked="" type="checkbox"/> Yes Page |
| Click | Equipment Schedules-Mechanical / Electrical / Security Material | | <input checked="" type="checkbox"/> Yes Page |
| Click | Schedule of Imported Materials and Equipment | | <input checked="" type="checkbox"/> Yes Page |
| Click | Contractor's Safety, Health and Environmental Declaration | | <input checked="" type="checkbox"/> Yes Page |

The first 5 documents are usually standard, but you can add in your own documents in the cells where it says "insert document name". The names of these documents can be changed, but keep in mind that whatever you type in here will be displayed on the T2.1. List of Returnable Documents, as well as the page numbers and the word "page" or "pages" you type in.

| 4. OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT | | | |
|--|--|---|---|
| Click | Bill of Materials | | <input checked="" type="checkbox"/> Yes Pages |
| Click | Declaration of Bidders Past SCM Practices - SBD 8 | | <input checked="" type="checkbox"/> Yes |
| Click | Letter of Guarantee | | <input checked="" type="checkbox"/> Yes Pages |
| Click | List of Drawings/Annexure's | | <input checked="" type="checkbox"/> Yes Pages |
| Click | Confirm Receipt of Offer and Acceptance | 1 | Page <input checked="" type="checkbox"/> Yes |
| Click | The National Industrial Participation Programme | 2 | Pages <input checked="" type="checkbox"/> Yes |
| Click | Required Strategic Contractor's detailed OHSE Plan | 2 | Pages <input checked="" type="checkbox"/> Yes |
| | Contractor's detailed OHSE | 8 | Pages <input checked="" type="checkbox"/> Yes |
| | Contractor's detailed OHSE | 1 | Page <input checked="" type="checkbox"/> Yes |
| | Contractor's detailed OHSE | 4 | Pages <input checked="" type="checkbox"/> Yes |

Use these buttons to go to the document.

Using the check boxes, select Yes or No to stipulate other documents that will be incorporated into the contract.

The first 5 documents are usually standard, but you can add in your own documents in the cells where it says "insert document name". The names of these documents can be changed, but keep in mind that whatever you type in here will be displayed on the T2.1. List of Returnable Documents, as well as the page numbers and the word "page" or "pages" you type in.

The Functionality Criteria needs to be obtained from the Department of Works for the following section to be completed.

| FUNCTIONALITY CRITERIA | | | Deliverables |
|------------------------|--|----|---|
| 1 | Financial Standing | 30 | The submission of all financial requirements stipulated in the tender |
| | Proof of working capital of at least 25% of project value | 10 | |
| | Letters of credit reference from suppliers and credit limits to be stipulated with supporting documents | 10 | |
| | Annual/Audited Financial Statement/Management Account/income and Expenditure Statements | 10 | |
| | | | |
| 2 | Competency, Experience and Resource Capacity | 25 | Tenderer to demonstrate their technical competency, human resource capacity and relevant project experience |
| | Detailed schedule of resources at all levels | 5 | |
| | Schedule of years of experience on similar projects | 5 | |
| | Schedule of experience on projects of similar value and duration (Past 3 years) – letters of award to be attached and practical completion certificate for all work completed in the preceding 3 years | 5 | |
| | Demonstrated ability to work on an accelerated programme | 5 | |
| | Experience in projects that have operational challenges i.e. public interface | 5 | |

Documents required for the evaluation of Functionality is the next thing you have to complete.

The evaluation of bids must be conducted in the following two stages;

1. The assessment of functionality must be done in terms of the evaluation criteria and the following minimum threshold ;
 - 1.1. Whether the bid will be evaluated on functionality;
 - 1.2. The evaluation criteria for measuring functionality;
 - 1.3. The weight of each criteria; and
 - 1.4. The applicable values as well as the minimum threshold for functionality
2. Only qualifying bids are evaluated in terms of the 80/20 or 90/10 preference points system.
(Instruction note issued by National Treasury, point 3, 3 September 2010)

| 5. DOCUMENTS REQUIRED FOR THE EVALUATION OF FUNCTIONALITY | |
|--|---|
| Proof of working capital of at least 25% of project value | <input checked="" type="checkbox"/> Yes |
| Letters of credit reference from suppliers and credit limits to be stipulated with supporting documents | <input checked="" type="checkbox"/> Yes |
| Annual/Audited Financial Statement/Management Account/income and Expenditure Statements | <input checked="" type="checkbox"/> Yes |
| Detailed schedule of resources at all levels | <input checked="" type="checkbox"/> Yes |
| Schedule of years of experience on similar projects | <input checked="" type="checkbox"/> Yes |
| Schedule of experience on projects of similar value and duration (Past 3 years) – letters of award to be attached and practical completion certificate for all work completed in the preceding 3 years | <input checked="" type="checkbox"/> Yes |
| Demonstrated ability to work on an accelerated programme | <input checked="" type="checkbox"/> Yes |
| Experience in projects that have operational challenges i.e. public interface | <input checked="" type="checkbox"/> Yes |
| Tenderer's Project Management Structure and Experience of Resources Proposed for the Project | <input checked="" type="checkbox"/> Yes |
| Submission of a detailed | <input checked="" type="checkbox"/> Yes |
| All key project resources have more than (5) years' experience in the construction industry. | <input checked="" type="checkbox"/> Yes |
| All key project resources have experience in projects of a similar value and nature | <input checked="" type="checkbox"/> Yes |
| Detailed CV. Traceable reference. Certificates of qualified professionals in their full employment to be attached. | <input checked="" type="checkbox"/> Yes |

As the Functionality Criteria fields are completed in the previous section, these black areas are automatically populated.

As the Functionality Criteria fields are completed in the previous section, these black areas are automatically populated. Use the check boxes to select whether the document is required or not.

3.2.3. CONTRACT DATA

The information typed in this section appears on C1.4 Contract Data of the tender document.

First is the Employers detail:

| | |
|--|--|
| Employer | Head: Public Works (KZN Department of Public Works: Province of KwaZulu-Natal) |
| Physical Address | 191 Prince Alfred Street |
| Town | PIETERMARITZBURG |
| Postal Code | 3200 |
| Private Address | Private Bag X 9041 |
| | PIETERMARITZBURG |
| | 3200 |
| Telephone Number (Including area code) | 033 - 8971300 |
| Fax Number (Including area code) | 033 - 8971399 |

Click

Use this button to go to the Contract Data document.

Because this is a DOPW procurement document, this information should remain as above. The compiler can however amend the above information when compiling the document.

Complete the Principal Agent details using the drop down list to select the Capacity of the Agent. The options for this box are:

- Principal Agent, or
- Project Leader

Type in the details of the Principal agent in the blue shaded areas.

| | |
|--------------------------|--|
| Engineer/Principal Agent | [Identify the Company or person] |
| Capacity | Project Manager |
| Postal Address | [P.O.Box number] |
| Town | [Name of town] |
| City | [Name of City] |
| Postal Code | [Code] |
| Physical Address | ABC Street |
| Town | [Name of town] |
| Code | [Code] |
| Telephone number | [Telephone Number including Area Code] |
| Cell No. | N/A |
| Fax number | [Fax Number including Area Code] |
| Email Address | [Email Address] |

Select the Capacity of the Agent here.

Note that you do not need to complete the Clients details as they have already been added above.

The Agents are the consultants that will be working on the projects as Architect, Quantity Surveyor, Civil Engineer, Mechanical Engineer, Etc.

Complete the blue shaded areas for each Agent 1 to Agent 8.

Complete all Agents details from Agent 1 through 8 where relevant.

| | |
|----------------------------------|---|
| Practical Completion Date | A time measured from the Commencement date. |
|----------------------------------|---|

The Practical Completion Date is measured from the Commencement date. The Commencement date means the date of Site Hand over that should not occur prior to the Bidder receiving one fully signed copy of the Offer and Acceptance in terms of the Format of Offer and Acceptance.

The Agreement comes into effect on the date when;

The tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

| | |
|--|--|
| Commencement date | |
| The contractor shall commence executing the Works: | within 7 calendar days from the Commencement Date. |
| Programme | |
| The Contractor shall deliver his programme of work | The Contractor shall deliver his programme of work within 10 calendar days after notice from Engineer, prior to the Commencement Date. |
| Insurance | |
| The Value of material, supplied by the Employer, and not included in the Contract Price, is: (cl | R 0.00 |
| The amount to cover Professional Fees, not included in the Contract Price, for repairing damage and loss to be included in the insurance: (cl 8.6.1.1.3) | 30% of the Contract Price |
| The limit for indemnity for liable insurance is: | Unlimited |

| | |
|---|--------|
| Valuations of variations | |
| The percentage allowance to cover overhead charges for contractor and subcontractors, is: | 33.30% |

| | |
|--|------------------|
| The time to submit the documentation required before commencement with Works execution is: | 14 Calendar Days |
|--|------------------|

| | |
|--|--|
| Submission of documents required in terms of clause 5.3.1 | |
| Health and Safety Plan | The Contractor shall deliver his Health and Safety Plan of the Works within 10 calendar days after notice from Engineer, prior to the Commencement Date. |
| Guarantee chosen by the Contractor | The Contractor shall deliver his chosen Guarantee (security) for this Works within 10 calendar days after notice from Engineer, prior to the Commencement Date. |
| Insurances | The Contractor shall deliver his insurance for the Works within 10 calendar days after notice from Engineer, prior to the Commencement Date. |
| Priced Bill of Quantity | The Contractor shall deliver his Priced Bill of Quantity within 10 calendar days after notice from Engineer, prior to the Commencement Date. |
| Cash flow of Project | The Contractor shall deliver his Cash flow for the Works within 10 calendar days after notice from Engineer, prior to the Commencement Date. |
| Programme | The Contractor is required to submit his Programme of Works in terms of Clause 5.6.1 and 5.3.1 and the Principal Agent is required to approve this within 7 days in terms of Clause 5.6.3 |
| Other requirements | |

Add any Other requirements under these.

General or Preliminary and General items

Fill in the number of working days that the bidder would have to submit their break down of their General Items.

If the bidder fails to provide the breakdown within this period then the contract would default to the percentage breakdown that the Compiler determined as can be seen below.

| | | |
|--|---------------|--------------|
| Breakdown of contractor's General Items/preliminaries needs to be submitted within; | 10 | Working days |
| Percentage of Fixed General Items/preliminaries charges: | 10% | % |
| Percentage of Variable General Items/preliminaries with Value charges: | 15% | % |
| Percentage of Variable with Time General Items/preliminaries charges: | 75% | % |
| The preliminaries amounts shall be paid in terms of: | Alternative A | |
| Alternative A - Assessed by the Engineer/principal agent as an amount prorated to the value of the work duly executed in the same ratio as the preliminaries bears to the contract price excluding VAT, Preliminary amount, contingencies and any CPAP. | | |
| Alternative B - Calculated from the priced Bill of Quantity/lump sum document. The contractor and the engineer/principal agent shall agree on a division of the priced preliminaries items into: initial establishment charge, monthly charge and final disestablishment charge. | | |

The method for the payment of the General Items should be chosen by the Compiler.

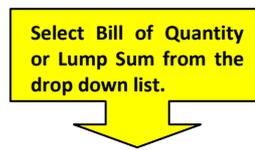
Alternative A - Assessed by the Engineer/principal agent as an amount prorated to the value of the work duly executed in the same ratio as the preliminaries bears to the contract price excluding VAT, Preliminary amount, contingencies and any CPAP.

Alternative B - Calculated from the priced Bill of Quantity/lump sum document. The contractor and the engineer/principal agent shall agree on a division of the priced preliminaries items into: initial establishment charge, monthly charge and final dis-establishment charge.

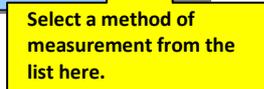
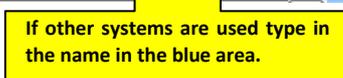
The DOPW prefer Alternative A (seen in the above diagram).

Bill of Quantities

You will select Bill of Quantity or Lump Sum from the drop down list.



| | |
|----------------------------------|--|
| Bill of Quantity/Lump Sum | Bills of Quantities |
| Method of Measurement | Civil Engineering Standard Method of Measurement Southern Africa |
| Other systems: | N/A |



The DATA CAPTURER are reminded that for Department Of Health (DOH) projects ALL SPECIFICATIONS AND BILLS OF QUANTITIES MUST BE ALIGNED TO THE MOST CURRENT DEPARTMENT OF HEALTH POLICY DOCUMENTS THAT ARE AVAILABLE OFF THEIR WEBSITE.

To access all DOH updated specifications and Policy Documents for all building, electrical and mechanical services access their website at www.kznhealth.gov.za under "Internal departments/Infrastructure Development" or www.iussonline.co.za.

Quantity Surveyors are referred to Government Notice No R.116, dated 17 February 2014 that require that all DOH projects are measured in locations.

Method of Measurement

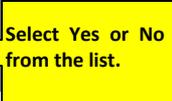
Select the Method of Measurement that was used from the drop down list provided.

The options on the list are:

- Standard System of Measuring Builders Work (7th Edition)
- Standard System of Measuring Builders Work (6th Edition)
- Standard System of Measuring Building Works for Small or Simple Buildings 1999
- Civil Engineering Standard Method of Measurement Southern African (Edition 3)
- Other (Specify)

Contract Price Adjustment

If a project is more than R1,000,000 and longer than 6 months there is a good possibility that the project could be subject to Contract Price Adjustment Provisions (CPAP) or otherwise known as escalation. Confirm with DOPW. Select Yes or No from the drop down list provided for the CPAP.

| | | |
|--|-----|---|
| CPAP (See P&G – E16) | No |  |
| CPAP Base month (Type in the base month) | N/A | |

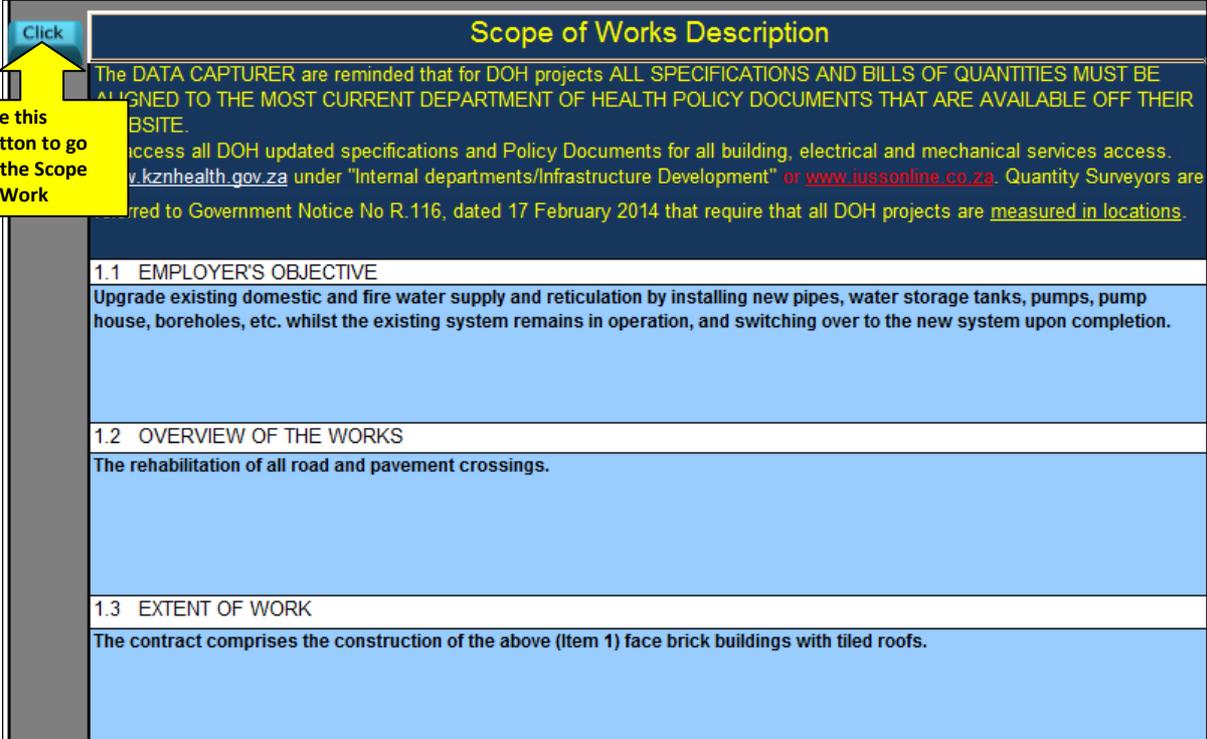
Enter the CPAP Base month just under that in the blue area.

3.1.1.1 SCOPE OF WORKS DESCRIPTION

In the section below you enter the Extent of Work, the Order of Work and the Building Occupied information once you have it. Remember to add in the number of pages.

The Order of Work is any procedure affecting the sequence of construction or other activities must be described. Contract details for the works in sections, if applicable, must be inserted in clause 42.2.8 of form DOW-04 (KZN): Contract Data.

Complete the Employers Objective, the Overview of the Works, Extent of Work, Location of the Works and Temporary work that complies with the Occupational Health and Safety Act in the blue areas.



Click

Use this button to go to the Scope of Work

Scope of Works Description

The DATA CAPTURER are reminded that for DOH projects ALL SPECIFICATIONS AND BILLS OF QUANTITIES MUST BE ALIGNED TO THE MOST CURRENT DEPARTMENT OF HEALTH POLICY DOCUMENTS THAT ARE AVAILABLE OFF THEIR WEBSITE.
 To access all DOH updated specifications and Policy Documents for all building, electrical and mechanical services access www.kznhealth.gov.za under "Internal departments/Infrastructure Development" or www.iussonline.co.za. Quantity Surveyors are referred to Government Notice No R.116, dated 17 February 2014 that require that all DOH projects are measured in locations.

1.1 EMPLOYER'S OBJECTIVE
 Upgrade existing domestic and fire water supply and reticulation by installing new pipes, water storage tanks, pumps, pump house, boreholes, etc. whilst the existing system remains in operation, and switching over to the new system upon completion.

1.2 OVERVIEW OF THE WORKS
 The rehabilitation of all road and pavement crossings.

1.3 EXTENT OF WORK
 The contract comprises the construction of the above (Item 1) face brick buildings with tiled roofs.

Complete the entire Scope or Work in the same way noting the comments in each cell.

3.1.1.2 EPWP SCOPE OF WORKS (IF APPLICABLE)

If applicable you need to complete the EPWP Scope of works.

Each description needs to be entered in the blue areas.

| EPWP Scope of Works (If Applicable) | |
|--|--|
| DESCRIPTION OF THE WORKS | |
| 1. Employer's objectives | |
| The employer's objectives are to deliver public infrastructure using labour-intensive methods in accordance with EPWP Guidelines. | |
| 2. Labour-intensive works | |
| Labour-intensive works comprise the activities described in the Labour-Intensive Specification. Labour-intensive works shall be constructed/maintained using local workers who are temporarily employed in terms of the scope of work. | |
| 3. Labour-intensive competencies of supervisory and management staff | |
| Contractors shall only engage supervisory and management staff in labour-intensive works that have completed the skills programme including Foremen/ Supervisors at NQF level 4 "National Certificate: Supervision of Civil Engineering Construction Processes" and Site Agent/ Manager at NQF level 5 "Manage Labour-Intensive Construction Processes" or equivalent QCTO qualifications (See Appendix C). at NQF outlined in Table 1. (See GUIDELINES FOR THE IMPLEMENTATION OF LABOUR-INTENSIVE INFRASTRUCTURE PROJECTS UNDER THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) -THIRD EDITION 2015) | |
| Emerging contractors shall have personally completed, or be registered on a skills programme for the NQF level 2 unit standard. All other site supervisory staff in the employ of emerging contractors must have completed, or be registered on a skills programme for the NQF level 2 unit standards or NQF level 4 unit standards. Table 1: Skills programme for supervisory and management staff. | |

Complete the entire EPWP Scope of Works, if applicable, in the same way.

| EMPLOYMENT AND TRAINING OF LABOUR ON THE EPWP-NYS INFRASTRUCTURE PROJECTS | | | |
|---|------------|--------------------------------|----|
| | BILL NO: | 2 | |
| Payment for training of youth workers : Target: | 50 | (number of workers) | |
| The number of youth workers specified for this contract that will receive; | | <i>life skills training is</i> | 50 |
| | | <i>technical training is</i> | 50 |
| Penalties for not meeting target per Youth Worker | R 2,000.00 | <i>per Youth worker</i> | |
| Skills development and Technical training for youth workers for an average of : | 10 | days | |
| The above item is only applicable if DoL does not fund the Technical Training PRIOR to site handover. | | | |
| Life skills training for [number of day] | 26 | days | |
| Travelling based on [number of km/Youth worker] | 50 | km/Youth worker | |

| Employment of Youth Workers | | |
|---|---|------------|
| Statutory labour rates of: | R | 100.00 |
| Duration of employment of youth workers: | | 6 months |
| Employment of youth workers | | 30 Number |
| Employment of youth workers | | 40 Number |
| Employment of youth workers | | 30 Number |
| Statutory labour rates of: | R | 110.00 |
| Duration of employment of youth workers: | | 12 months |
| Statutory labour rates of: | R | 120.00 |
| Duration of employment of youth workers: | | 12 months |
| Supply EPWP designed overalls to: | | 100 Youths |
| Supply of small tools to: | | 100 Youths |
| Liason with Service Provider (ref. SL 11.08) | | 30 hours |
| Target of unskilled labour to woman: | | 60% |
| Target of unskilled labour to youth (18 - 35): | | 20% |
| Target of unskilled labour to disabled people: | | 2% |
| Target for unskilled labour to be utilised that must reside within the boundries of the Municipality where this contract is executed: | | 100% |

| | |
|-----------------------------|-----------------------------|
| New Office Block | |
| Location: | New Office Block |
| Location: | Parking garage |
| Location: | Conference Centre & Canteen |
| Parking garage | |
| Conference Centre & Canteen | |

| E20 | UTILISATION OF A COMMUNITY LIASON OFFICER |
|-----|--|
| | In addition to the requirements of Clause E9 "LOCAL LABOUR" on page 8 of Bill No. 1: Preliminaries, contained in this tender document, the Contractor shall allow for and pay any and all costs necessary for the engagement of the services of a Community Liason Officer (CLO) for the full duration of this contract. |
| | In the interests of providing a sound service to both the community and the Contractor, a CLO may only manage one project at any given time. |
| | A CLO will be identified by the local community of the surrounding areas and be approved by the Councillors(s) of the local Municipality, in order to assist the Contractor in the procurement of any local labour, etc. required for this project and the Contractor is to liase with the CLO and afford him any assistance needed in ensuring harmonious working relations with the local community. |
| | Key Responsibilities of the CLO are envisaged to include and not necessarily be limited to: |
| | 1.Assisting local leadership in conducting skills and resources audit which facilitates sourcing labour from within the ward or targeted areas for employment, as required by contractor |
| | 2. Assisting in sourcing labour-only domestic sub-contractors and the procurement of materials from local resources, as required by the Contractor. |
| | 3. Assisting the Contractor by identifying potential conflict and/or threats to the project or to stakeholders in the area of the Contractor. |
| | 4.Establishing and maintaining communication channels between the Contractor and the workforce are maintained. |

Complete all the Items from 1 to 10 in this section using the blue areas as well as E21.

3.1.1.3 SITE INFORMATION

If you have the Site Description, complete this information in the blue areas.

Click **Site Information (PG-03.2)**

General Information
 Describe nature of ground, surface conditions, water table as visible in test holes, and other indisputable facts that may affect construction. Provide available data and information.

Specific requirements must be described.

Any additional site information such as location, improvements on site, adjacent buildings, environmental issues, etc. must be described in detail herein. **If project is phased, indicate the phased work procedure with a colour coded site plan or graphical key or sorts.**

Geotechnical report
 Not applicable

Describe the nature of the ground, surface conditions, water table as visible in test holes, and other indisputable facts that may affect construction. Provide available data and information. Add specific requirements and any additional site information such as location, improvements on the site, adjacent buildings, environmental issues, etc. must be described in detail herein. In the project is phased, indicate the phased work procedure with a colour coded site plan or graphical key or sons.

You don't have to complete anything here, as the Geotechnical report is usually an annexure.

| | |
|---|---|
| Geotechnical Investigation Report (PG-03.2) | Refer to Geotechnical Investigation Report attached to this document for any reference to the subsoil conditions. |
|---|---|

3.2.4. PRICING INSTRUCTIONS

These pricing instructions you need to complete.

Click **Pricing Instructions**

FOR ALL DEPARTMENT OF HEALTH PROJECTS
 All Quantity Surveyors and Electrical and Mechanical Engineers are reminded that the IT (INFORMATION TECHNOLOGY) Specifications and measured quantities should be fully described and measured as per DOH IT and SITA standards and requirements.
 The consultants to ensure that prior to preparing the documentation the "Prerequisites for IT Consultants" are fully complied with and that the document bills and specifications **MUST** be approved by DOH IT section.
Any omission to comply with DOH policies and specifications will be for the Consultants account.

BILLS OF QUANTITIES
 The Bills of Quantities document forms part of and must be read and priced in conjunction with all the other documents forming part of the contract documents, the Standard Conditions of Bid, Conditions of Contract, Standard Preambles to all Trades, Specifications, Drawings and all other relevant documentation.

VALUE ADDED TAX
 The bid price must include for Value Added Tax (VAT). All rates, provisional sums, etc. in the Bills of Quantities must however be net (exclusive of VAT) with VAT calculated and added to the Total Value thereof in the Final Summary.

Go To PG02 2

Click onto this button to go to the Pricing Instructions Document.

Bill of Quantities: The Bills of Quantities document forms part of and must be read and priced in conjunction with all the other documents forming part of the contract documents, the Standard Conditions of Bid, Conditions of Contract, Standard Preambles to all Trades, Specifications, Drawings and all other relevant documentation.

Value added Tax: The bid price must include Value Added Tax (Vat). All rates, provisional sums, etc. in the Bills of Quantities must however be net (exclusive of VAT) with VAT calculated and added to the Total Value thereof in the Final Summary.

Fixed Price: Should the Bills of Quantities\Lump Sum Document be a fixed price contract, the following clause must be inserted in the Pricing Instructions: Bidders are to take note that the Contract Sum, schedule of rates, etc. for possible price increases during the contract period, as no claims in this regard shall be entertained.

C2.1 PRICING INSTRUCTIONS
 GCC FOR CONSTRUCTION WORKS (Edition 1 of 2004)

Project title: **INGWAVUMA: DEPARTMENT OF HEALTH: MOSVOLD HOSPITAL : UPGRADE OF WATER SUPPLY AND WATER RETICULATION**

Bid no: **ZNTU ???? W** WIMS no: **000000**

C2.1 Pricing Instructions

| | |
|---|---|
| 1 | <p>Where any item is not relevant to this specific contract, such item is marked N/A (signifying "not applicable")</p> <p>The adjustment of the preliminaries each item priced is to be allocated to one or more of the categories by insertion of "F", "V", "T" as the case may be against the price in the "rate" column immediately preceding the "amount" column, where "F" denotes a fixed amount, "V" denotes an amount variable in proportion to value and "T" denotes an amount variable in proportion to time.</p> <p>MASSES AND MEASURING UNITS</p> <p>These shall be in accordance with the Measuring Units and National Measuring Standards Act No. 76 of 1973 and amendments thereto.</p> |
|---|---|

Use these buttons to go Back to the Main Menu, Print Preview, Print or go back to the Data Entry worksheet.

Allowance for rain

The Compiler must insert the number of rain days that would be allowed per month and for which the bidder must provide in their programme and cost.

| The Contractor shall allow for the following days per month for rain: | | | |
|--|---------------------|----------------|----------------|
| | Current Year | Year +1 | Year +2 |
| January | 3 | 3 | 3 |
| February | 3 | 3 | 3 |
| March | 3 | 3 | 3 |
| April | 3 | 3 | 3 |
| May | 3 | 3 | 3 |
| June | 3 | 3 | 3 |
| July | 3 | 3 | 3 |
| August | 3 | 3 | 3 |
| September | 3 | 3 | 3 |
| October | 3 | 3 | 3 |
| November | 3 | 3 | 3 |
| December | 3 | 3 | 3 |

| | | |
|-------------------------------|----------|--------------------------------------|
| Rain days allowed per month: | 3 | 29 November 2014 29 November 2014 |
| Rainfall exceeds(mm/day): | 10 | |
| Estimated commencement month: | November | |

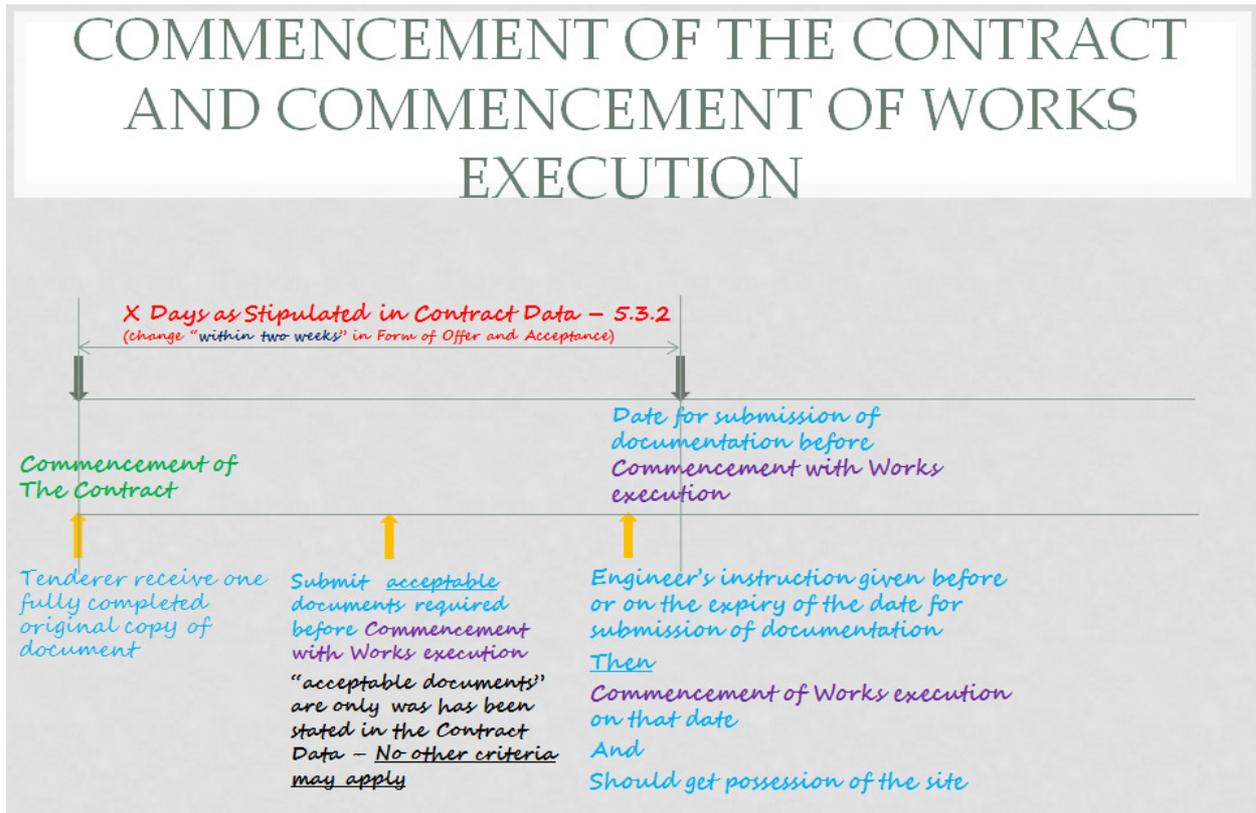
Select the Estimated commencement month from the drop down list provided.

| | | |
|--|---|----------------------|
| Payments for material & goods | Yes | 19 Calendar Months ← |
| Dispute resolution by litigation | No | |
| The whole of the Works shall be completed in: | | |
| Estimated Date for Practical Completion (for planning purpose) | To be determined | |
| Date for Practical Completion | To be determined after Commencement | |
| Penalty (R per Calendar Days) | 0.04% of the Contract Price, rounded to the nearest R10 | |
| Extend Defects Liability Period for following elements: | Electrical, Mechanical and Civil work | |

CONTRACT PERIODS FOR CONTRACT VALUES AT 2010 PLUS 45 DAYS STARTUP

| No | Contract Value (R) | Duration (Months) | | |
|----|--------------------|-------------------|---------|-----------|
| | | Easier | Average | Difficult |
| 1 | R 500 000.00 | 6.5 | 6.5 | 7.2 |
| 2 | R 1 000 000.00 | 7 | 7.4 | 9.2 |
| 3 | R 2 000 000.00 | 7.2 | 9.2 | 10.4 |
| 4 | R 4 000 000.00 | 9.1 | 10.8 | 12.4 |
| 5 | R 8 000 000.00 | 10.8 | 12.6 | 15.2 |
| 6 | R 16 000 000.00 | 12.8 | 14.6 | 18.4 |
| 7 | R 32 000 000.00 | 15.2 | 17.2 | 21.2 |
| 8 | R 64 000 000.00 | 18.8 | 21.2 | 26.4 |
| 9 | R 128 000 000.00 | 21.2 | 26.6 | 32.4 |
| 10 | R 256 000 000.00 | 26.8 | 31.2 | 39.4 |
| 11 | R 512 000 000.00 | 31.2 | 38.2 | 47.4 |
| 12 | R 1 024 000 000.00 | 38.2 | 46.4 | 58.2 |

This table is a guide for the compilers of the project in determining contract period for the project.



Complete the rest of the data using the drop down lists and cells respectively.

If the project is going to be completed in Sections, you will then complete the data for each section.

| SECTIONAL COMPLETION | |
|--|---|
| Date for Section 1 Practical Completion | 3 Calendar Months |
| Penalty: Section 1(R per Calendar Days) – See Preliminary & General A30 for method of calculation | 0.05% of the Contract Price, rounded to the nearest R10 |

| SECTIONAL COMPLETION | |
|--|---|
| Date for Section 1 Practical Completion | 3 Calendar Months |
| Penalty: Section 1(R per Calendar Days) | 0.04% of the Contract Price, rounded to the nearest R10 |

We have made provision for 5 Practical completion dates.

| | |
|--|---|
| The percentage advance on materials not yet built into the Permanent Works is: | 80.00% |
| Percentage retention on amounts due to contractor is: | The Percentage retention is nil. The only security required by the Employer will be such as selected by the Contractor on the Form of Offer and Acceptance and Part 2: CONTRACT DATA PROVIDED BY THE CONTRACTOR, point 2 - Documents, of the Contract Data. |
| Maximum retention is: | 0.00% |
| Latent Defect Period is: | 5 years after the Final Approval Certificate |
| Defects Liability Period | A time measured from the date of the Certificate of Completion. |
| Defects Liability Period (Electrical): | 12 Months |
| Defects Liability Period (Building): | 12 Months |
| The determinations of disputes shall be by: | Adjudication |
| The number of Adjudication Board Members is: | One |

In the blue areas type in the answer to the questions.

| | |
|----------------------------------|-----------------------------|
| Insurance by Contractor | minimum value of contract s |
| Indicated Insured Sum | R 0.00 |
| Amount in Words | [Amount in Words] |
| Supplementary Insurance Required | No |

Type the sum in figures and words here.

| | | | |
|----------------------------------|---|-------------------|--------|
| Insurance by Contractor | Aggregate value of insured sum as Cl. 8.6.1.1 | | |
| Indicated Insured Sum | N/A | Indicated Amount: | R 0.00 |
| Amount in Words | [Amount in Words] | | |
| Supplementary Insurance Required | No | | |

| | |
|--|-------------------|
| Public Liability Insurance by Contractor | Sum of R5 million |
| Indicated Public Liability Insured Sum | R 0.00 |
| Amount in Words | [Amount in Words] |

| | |
|--|-------------------|
| Lateral Support insurance | No |
| Support Insurance by contractor (Amount) | R 3 000.00 |
| Support Insurance By contractor (Amount in Words) | [Amount in Words] |
| Support Insurance by contractor (Deductible Amount) | R 0.00 |
| Support Insurance by contractor (Deductible Amount in Words) | [Amount in Words] |

Note: All amounts must have the amount in words in brackets

Explanation of the following insurances:

1. **Insurance by contractor** is the contractor's all risk insurance for the project.
2. **Public liability insurance** covers you and your business against damages that you are liable to pay following an incident which occurred during the course of, or in connection with, your business.
3. **Support Insurance or lateral support insurance** is cover for the liability of removal of support from adjoining property and is a special insurance that the Employer should indicate if required.
4. **Supplementary insurance** would be any other insurance necessary (like SASRIA for example) and must be indicated by the employer.

The list of drawings that you complete below is automatically taken over to the List of Drawings Annexure. Where drawings/Annexure's are issued, document compilers must insert only relevant drawings that are necessary for the pricing of the tender for example the site plan, any schematics and drawings referred to in the bill of Quantities.

Click here to go to the List of Drawings

| Drawings Number | Description of drawing | Date | Revision |
|-----------------|------------------------|------------|----------|
| ???????? | Site Layout | 12/04/2015 | Rev 0 |
| ???????? | etc. | 12/04/2015 | Rev 0 |
| ???????? | etc. | 12/04/2015 | Rev 0 |
| ???????? | ect. | 12/04/2015 | Rev 0 |
| ???????? | ect. | 12/04/2015 | Rev 0 |
| ???????? | ect. | 12/04/2015 | Rev 0 |

Note that the data typed into these fields currently is fictitious, you need to replace it with your own data.

C5.1 - LIST OF DRAWINGS/ANNEXURES

Please do a print preview before printing.

INGWAVUMA: DEPARTMENT OF HEALTH: MOSVOLD HOSPITAL : UPGRADE OF WATER SUPPLY AND WATER RETICULATION

| | | | |
|----------|-------------|-----------|--------|
| Bid No.: | ZNTU ???? W | WIMS No.: | 000000 |
|----------|-------------|-----------|--------|

(Where drawings/annexure's are issued, document compilers must insert the following paragraph and list the applicable drawings/annexure's below.)

The following drawings/annexure's shall be issued during the bid period to form part of the bid documentation. Where applicable, drawings/annexure's could be re-issued to the Contractor at commencement of the construction phase.

| DRAWING NO | DESCRIPTION |
|------------|-------------|
| ???????? | Site Layout |
| ???????? | etc. |
| ???????? | ect. |

Data linked to Master Data sheet.

Describe any Documents that might be beneficial to the Tenderer in pricing this document here. This information is linked to the Annexure's here. This forms the second page of the document mentioned above. (C5.1. DRAWINGS\ANNEXURES)

| Annexure's | |
|------------|--|
| None | |
| | |
| | |
| | |
| | |

Remember to type in how many pages the Drawings and Annexure's take up.

Click onto this button to go to the Preliminary and General page.

Click PRELIMINARY AND GENERAL

PLEASE CHOOSE *Item* OR *N/A* IN THE P&G'S NEXT TO EACH ITEM WICHEVER IS APPLICABLE - AS A DEFAULT WILL BE ITEM

Back to the Top

Click onto this button to go to the top of the Data Input Worksheet.

The Preliminary and General page is where you need to choose *Item* or *N/A* next to each item whichever is applicable.

| BILL NO. 1 C2 .2 PRELIMINARY AND GENERAL | | UNIT | QUANTITY | RATE | AMOUNT |
|---|--|------|----------|------|--------|
| October 2010 | | | | | |
| NOTES | | | | | |
| i) | The agreement is to be the General Conditions of Contract for Works of Civil Engineering Construction (2010) (Second Edition) , published by the S. A. Institution Of Civil Engineering. | | | | |
| ii) | The Preliminaries are to be the Construction and management requirements for works contracts - Part 1: General engineering and construction works (SANS 1921-1: 2004 Edition 1) prepared by Standards South Africa and shall be deemed to be incorporated herein. | | | | |
| iii) | Tenderers are referred to the abovementioned documents for the full intent and meaning of each clause thereof (hereinafter referred to by heading and clause number only) for which such allowance must be made as may be considered necessary. | | | | |
| iv) | Where standard clauses or alternatives are not entit contract such modifications, corrections or supplement given under each relevant clause heading. | | | | |
| v) | Where any item is not relevant to this specific contract N/A (signifying "not applicable"). | | | | |
| vi) | Adjustment of the preliminaries: each item priced, is to be allocated to one or more of the three categories, where "F" denotes a fixed amount (amount not to be varied), "V" denotes an amount variable in proportion to value and "T" denotes an amount in proportion to time. | | | | |

Enter Item or N/A in the Unit column next to each item – whichever is applicable.

Please note that the DOPW safety officer will prepare the OHS specification for the tender BUT REQUIRE ADEQUATE NOTICE.
 Compilers of this Data Input must liaise with DOPW to obtain the specification timeously. Document compilers to involve DOPW Safety officers from the outset of documentation stage. If DOPW indicate that they have no capacity, written approval must be obtained from the Project Leader to appoint an additional OHS consultant.

| | | |
|---|------------------|---|
| Construction work will exceed | 180 | days |
| Will involve more than | 1800 | person days of construction work |
| The works contract is of the value equal to or exceeding: | R 140,000,000.00 | Don't put an amount in here are tender stage. |
| Amount in words: | | |
| CIDB grading: | 8 | |

Health and Safety Information:

| | |
|-------------------------------|---|
| Health and Safety Agent Name: | Ms L. Ntuli (Head Office) |
| District Office: | Ladysmith |
| Ward No: | ?? |
| Items | Client Specific Requirements |
| Site Office location | 1) The location of the site office should be in an area that will not require visitors to pass through or enter area where construction work is active and will not require the re-location of the office as the project progresses. |
| Public Safety | 1) When working in a occupied facility the contractors risk assessment and subsequent safe work method statement must take into consideration the negative effect the Contractors activities may have on the health and safety of the occupants of the facility and make provisions for the implementation of all reasonably practicable measures to ensure the health and safety of members of the public. |
| Extreme weather conditions | 1) If the weather condition poses a threat to the health & safety of employees be it extreme heat, cold, lightning or any adverse weather condition appropriate safety measures have to be taken. |

Complete the Health and safety information in the blue areas.

This is just included as an example of the way the risk assessment should look that the bidder submits.

| EXAMPLE OF A BASE LINE RISK ASSESSMENT - FOR REFERENCE PURPOSES | |
|---|--|
| Activity | Drilling |
| Risk to Safety | Entanglement, struck by flying objects, electricity, hazardous substance dust, noise |
| Risk to Health | Electrocution, dust inhalation, noise induced hearing loss, muscle strain, foreign objects in eyes |
| Risk to Environmental | Contamination of natural resources (spillages) |
| Risk to Public Safety | dust, noise |
| Control Measures | Safe systems of work, Training, PPE, barricading, Supervision etc. |
| Activity | Sanding |
| Safety | Grazing, wrist strain, bumping |
| Health | Dust inhalation, dust in eyes, minor abrasions |
| Environmental | none |
| Public Safety | dust nuisance |
| Control Measures | Safe systems of work, PPE, Housekeeping, barricading, Supervision etc. |
| Activity | Painting |
| Safety | Bumping against, wrist strain |
| Health | Inhalation of vapours, paint in eyes, minor abrasions |
| Environmental | Contamination of natural resources (spillages) |
| Public Safety | None |
| Control Measures | Safe systems of work, PPE, ventilation of area, good housekeeping |

Use this button to go back to the top of the worksheet.

| HEALTH AND SAFETY IMPLEMENTATION COSTING | | | | Only a guide to be priced by contractor | |
|---|--|------|--|---|--|
| Indicate to Bidder what they need to provide for Health and Safety costs on this sheet. | | | | | |
| ITEM | DESCRIPTION | UNIT | Applicable (A)/ Not Applicable(N/A) | Rates | |
| | | | (a) | Don't enter any rates at tender stage. | |
| 1 | MEDICALS | | | | |
| 1.1 | Pre-employment medical | Nr. | | | |
| 1.2 | Psychological medical for working at heights | Nr. | | | |
| 1.3 | Psychological medical for working motorized equipment & construction machinery | Nr. | | | |
| 1.4 | Medical for working asbestos | Nr. | | | |
| 1.5 | Routine medical as per requirement of job activities | | | | |
| 1.6 | Re-medicals - yearly | | | | |
| 1.7 | Exit medicals | Nr. | | | |
| | TOTAL | | | | |

Don't fill in anything at tender stage

The information entered in this column is automatically taken through to the Costing sheet to assist you after the successful tenderer was appointed.

The document that goes into the bid document must be blank as below.

| Annexure 7 | | | | | |
|--|--|------|-----------|-------------------|------|
| HEALTH AND SAFETY IMPLEMENTATION COSTING | | | | | |
| Contractor to give a breakdown of his Health and Safety costs on this sheet. | | | | | |
| This is not an exhaustive list. Any additional items must be included. | | | | | |
| ITEM | DESCRIPTION | UNIT | QUAN-TITY | MONTHS (Indicativ | RATE |
| | | | (a) | | (b) |
| 1 | MEDICALS | | | | |
| 1.1 | Pre-employment medical | Nr. | | | |
| 1.2 | Psychological medical for working at heights | Nr. | | | |
| 1.3 | Psychological medical for working motorized equipment & construction machinery | Nr. | | | |
| 1.4 | Medical for working asbestos | Nr. | | | |
| 1.5 | Routine medical as per requirement of job activities | Nr. | | | |
| 1.6 | Re-medicals - yearly | Nr. | | | |
| 1.7 | Exit medicals | Nr. | | | |
| | TOTAL | | | | |

State whether these items are Applicable or Not Applicable in the blue areas.

| EQUIPMENT SCHEDULE | |
|--------------------------------|-------------------|
| TECHNICAL DATA: | STANDBY GENERATOR |
| Manufacturer: | |
| Model number: | |
| Serial number: | |
| Voltage | |
| KVA | |
| Frequency | |
| RPM | |
| Cylinder/stroke | |
| Fuel capacity and consumption | |
| Sound pressure level | |
| Condenser air flow rate | |
| Attenuation type | |
| Battery Type | |
| AMF Change Over Panel Type | |
| Starter Motor Type and Voltage | |
| Standard Compliance | |

Complete the technical data for each item in the Equipment schedule.

EXCEL ROWS AND COLUMNS

4.1.1. ADJUSTING ROW HEIGHTS & COLUMN WIDTHS

Microsoft Excel provides us with an easy way to adjust the row height as well as the column widths in a worksheet. Adjust the width and height of rows and columns by dragging or double-clicking the line to the right of the column letter or below the row number in the header.

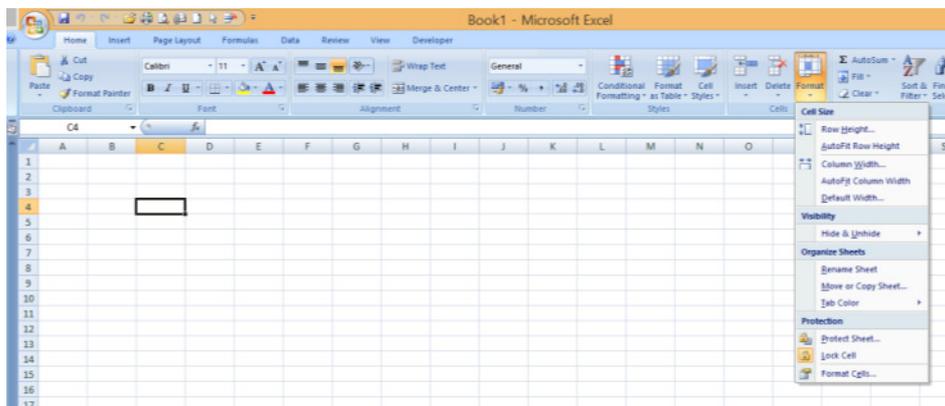
1. Select the row or column you want to resize by clicking onto the column letter or row number in the headers

Note that as you drag Excel gives you the dimension of the column.

Drag the border of the column to readjust the width.

Drag the border of the row to readjust the row height.

2. Choose **Format**, and then choose **Column OR Row** and click onto the **Column Width OR Row Height** option .



3. Type in the number of characters you want to fit in the column and click onto **OK**.



Quickly adjust the column width by double-clicking on the column header.

PRINTING A WORKSHEET

Once you have drawn up a worksheet and done all the necessary formatting, you will need to print it. Microsoft Excel can print an entire workbook, the currently selected worksheet, or a particular range of selected cells.

If a worksheet is too large to fit on one page or appear when printed, Microsoft Excel splits the worksheet between pages. You can, however, choose to let Microsoft Excel reduce the size so that the worksheet fits on one page, change the font size manually, or resize the margins to make it fit. There are two things you always do before printing a worksheet. The first is to setup the page for printing and the next is to do a Print Preview.

In the GCC Document that we have put together for you, you will find the following buttons on each document sheet to get Back to the Main Menu, Master Data sheet, to enter data, Print the document or do a Print Preview:

| T2.1 LIST OF RETURNABLE DOCUMENT | | | |
|---|---|---------------------|-----------|
| Project title: | INGWAVUMA: EMPANGENI: CONSTRUCTION OF STOREY HOSPITAL INCLUDING OUTPATIENTS ADMINISTRATION, THEATRES AND SITE WORKS AND COMPLETE MECHANICAL AND ELECTRICAL WORK | | |
| Project Manager: | Architects Inc. | Tender no: | ZNT1222 W |
| 1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES | | | |
| <i>(Tenderer to Insert a tick (✓) in the "Returnable document" column to check which documents he/she returned with the tender)</i> | | | |
| Tender document name | Number of pages | Returnable document | |
| Declaration of Interest | 3 Pages | Yes | |
| Authority to Sign Tender | 1 Page | Yes | |

Once the data has been typed in you can use these buttons to go to the Main Menu, Print Preview, Print the worksheet or back to the Enter Data worksheet.

Print preview

Print

Enter Data



It is very important to check the row heights of each row in the document and to complete a print preview before printing to avoid unnecessary outcomes.

5.1. SET UP A WORKSHEET FOR PRINTING

Before you print a worksheet, make sure your page setup conditions are correct. Once you have done this, Microsoft Excel saves the setup with the **worksheet** so that you don't have to specify the setup every time you print it.

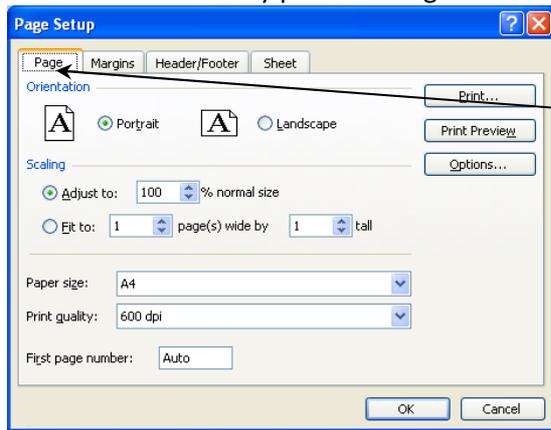
The page setup option enables you to set the:

- Page Orientation
- Scaling
- Paper Size
- Margins
- Alignment for the worksheet when it's printed
- Headers & Footers
- Print grid lines as well as Row \ Column headings
- Print Area
- Titles (Rows to repeat at the top of each page)
- Page Order when printer

To set up a worksheet for printing:

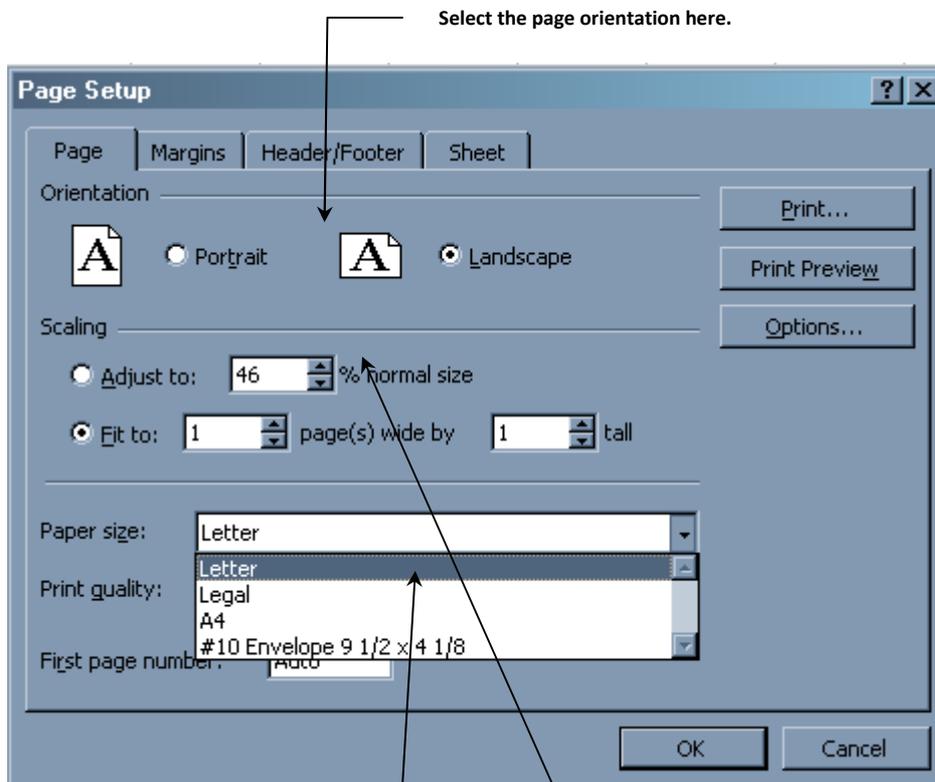
1. Go to the worksheet \ document you want to print.
2. Select the **File, Page Setup** command from the **Menu bar**.
3. On the **Page tab**, select the Orientation (either portrait or landscape) for the worksheet that you want to use.

A worksheet is usually printed using a Landscape orientation, due to it being so wide.



Page tab.

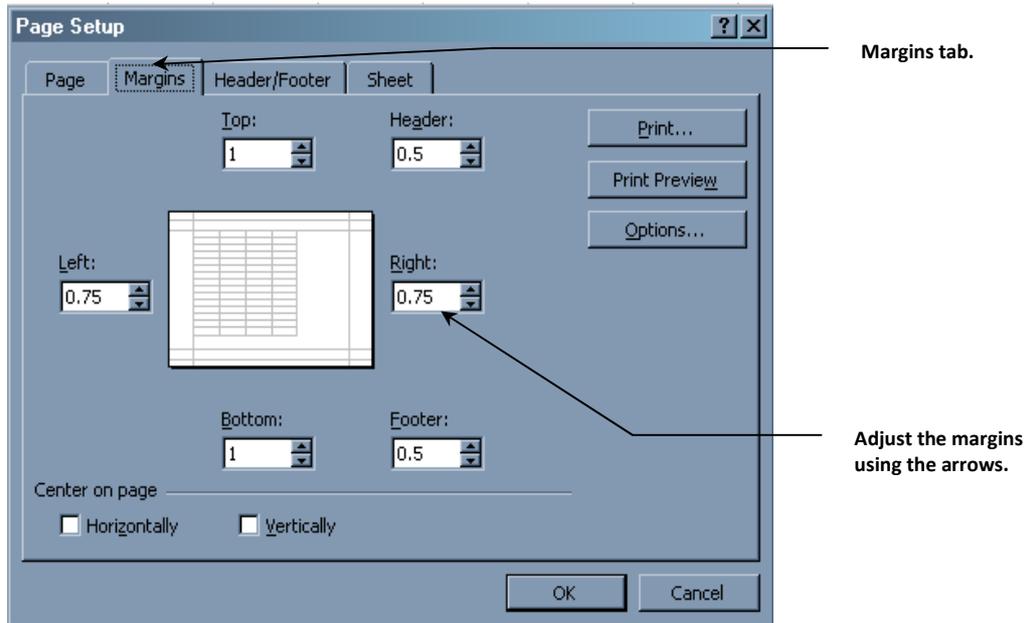
4. Select whether you want Microsoft Excel to **fit** the worksheet to one page by x pages tall.
5. If the Paper size is not A4, then select A4 from the **Paper Size** dialogue box.



Select the paper size here.

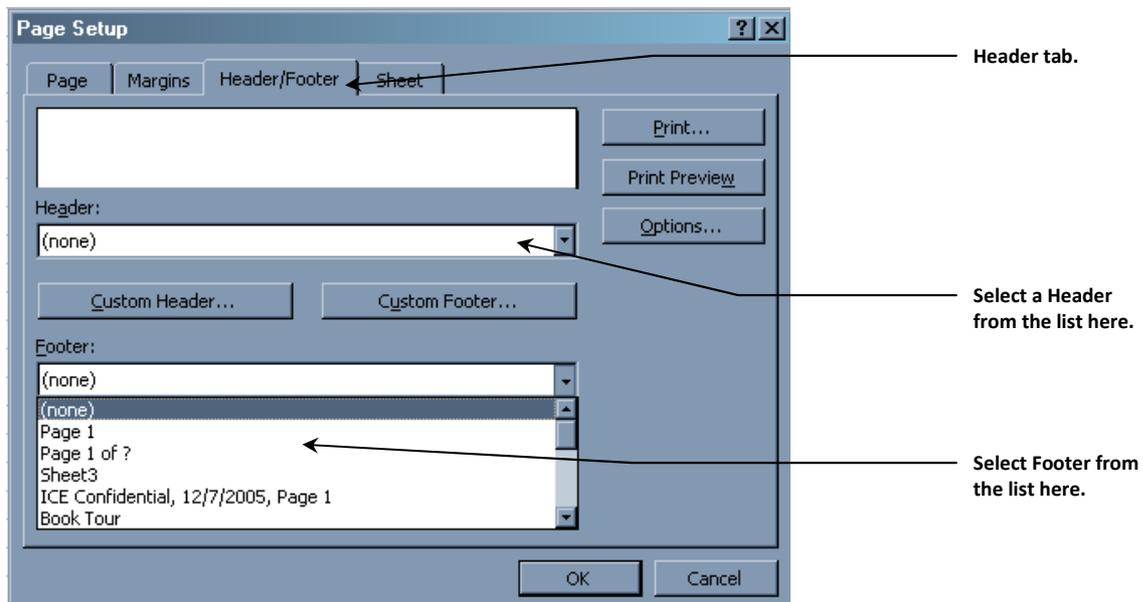
Select the relevant scaling option here. (This is a Zoom for printing purposes).

1. Select the **Margins** tab.
2. Adjust the **top, bottom, left & right margins** here. You can also adjust the margins for the Header and Footer area.
3. Select whether you want to **Centre** the worksheet **Horizontally** or **Vertically** on the page.



4. Select the **Header\Footer** tab.

5. Microsoft Excel has a lot of predefined headers and footers that you can choose from. Either select one from the **Header** or **Footer** box or Click the **Custom Header** or **Custom footer** button to type in your own.



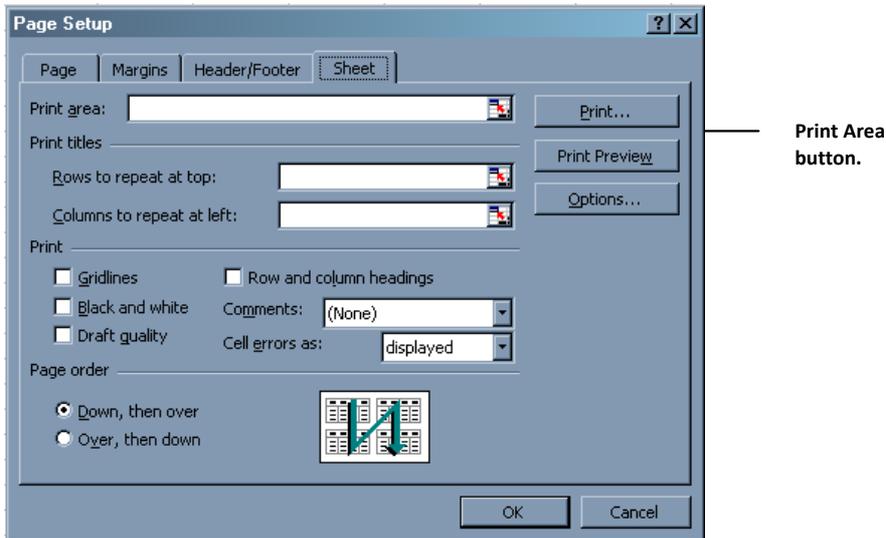
6. Select the **Sheet** tab.

7. Here you can select a Print Area in the **Print Area** box.

This option is used when you only want to print a particular section of the worksheet and not the entire worksheet.

To select a Print area:

- a. Click to **Print Area button** (red arrow).



- b. Drag you mouse to select the area of the worksheet you want to print.
- c. Click onto the **Collapse Dialogue** button to go back to the Page setup dialogue box. Microsoft Excel will automatically insert the print area for you.



- 8. You can also select Titles in this section. **Titles** are the rows you want Microsoft Excel to repeat at the top of each page. These are usually the column headings.
- 9. Select the other print options in the **Print section**.
- 10. Click onto **OK**.

5.2. PREVIEWING THE WORKSHEET

Once the Page Setup has been completed, you'll need to see what it's going to look like when it's printed. To do this you need to do a print preview.

To preview the document:

1. Go to the sheet\document that you want to print.
2. Select the **File, Print Preview** option from the **Menu bar**.

The print preview window appears where you can adjust margins, columns widths and zoom in an out of the documents.

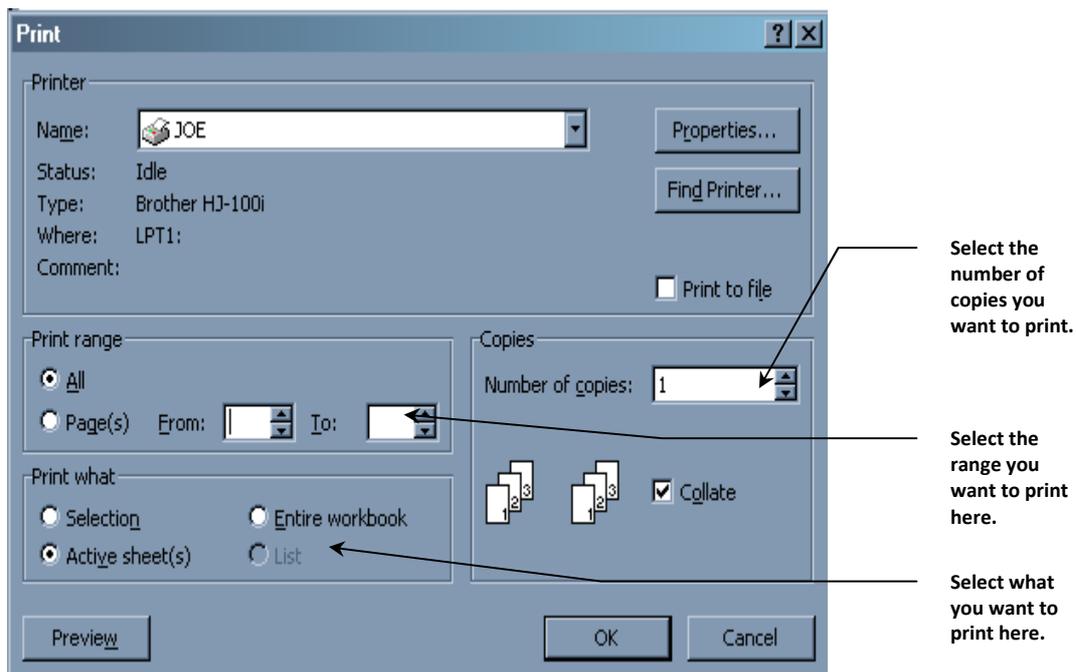
| NAME | DEPARTMENT | EXTENSION | SALARY | B% MEDICAL | B% PENSION | C% RETI | NETT SALARY |
|------------|------------|-----------|--------|------------|------------|---------|-------------|
| P. ZIBE | ADMIN | 2563 | 1500 | 30 | 150 | 360 | 960 |
| D. DLUDLA | FINANCE | 1236 | 2000 | 40 | 200 | 480 | 1280 |
| M. ZWU | TECHNICAL | 5632 | 5000 | 100 | 500 | 1200 | 3200 |
| M. MLOZI | ADMIN | 8965 | 4000 | 60 | 400 | 960 | 2960 |
| D. GODFREY | ADMIN | 7854 | 3000 | 60 | 300 | 720 | 1920 |
| P. ZIBA | FINANCE | 9568 | 2500 | 50 | 250 | 600 | 1650 |
| TOTALS | | 31648 | 18000 | 360 | 1800 | 4320 | 11520 |

5.3. PRINTING

Once the Page Setup and Print Preview have been completed, you are ready to the print.

To print the worksheet:

1. Select the **File, Print** command from the **Menu bar**.
2. Select the Print you want to print to in the Printer box.
3. Select the number of copies you want to print in the **Number of Copies** box.
4. In the **Print Range** section, select the pages you want to print.
5. In the **Print What** section, select whether you want to print the current worksheet, a print range (this must have been set up in the Page Setup options) or the Entire Workbook.



5.4. PAGE BREAK PREVIEW

Before printing a worksheet in Excel you always need to do a Print Preview and change the Page Setup. Microsoft Excel 2003 now allows you to print specific cell ranges, which can include charts and other graphic objects, in various locations. The **Page Break Preview** command helps you visualize and adjust the big printing picture and the Page Breaks.

In page break preview, each page is indicated by large gray letters in the background, and print areas are white with heavy black borders.

Heavy lines within the print area indicate Page breaks:

- *Automatic page breaks* are indicated by dashed lines
- *Manual page breaks* are indicated by solid lines

You can adjust page breaks and print areas by dragging these lines. You can enter and edit data and adjust the size and position of charts and other objects in page break preview.

To go to Page Break Preview:

1. Choose **View, Page Break Preview**, from the **Menu bar**.

Microsoft Excel takes you to the Preview where you can drag the page break lines to where you want them to be. To go back to normal view, choose View

To go back to your worksheet choose **View, Normal** from the **Menu bar**.

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