

TRAINING MANUAL

INTRODUCTION TO THE JBCC 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 JBCC DOCUMENT USING MICROSOFT EXCEL

This reference guide will help you to understand the basic functions of the JBCC document that Bingelela Consulting Professionals 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 JBCC 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 JBCC document.

TABLE OF CONTENTS

1	ABOUT THE JBCC.....	6
2	INTRODUCTION TO A SPREADSHEET DOCUMENT	8
2.1.	MICROSOFT EXCEL BASICS	8
2.1.1.	SELECTING CELLS.....	9
2.2.	CREATING A NEW JBCC DOCUMENT	9
2.2.1.	OPENING WORKBOOKS	9
3	WORKING IN THE JBCC DOCUMENT	11
3.1.	USING THE GO TO SHEET.....	13
3.2.	ENTERING DATA FOR THE TENDER.....	14
3.2.1.	General Information	15
3.1.1.	Tender Data Input.....	18
3.2.2.	Returnable Documents	21
3.2.3.	Contract Data.....	24
3.1.2.	The Scope of Works.....	32
3.1.3.	Pricing Instructions.....	43
4	EXCEL ROWS AND COLUMNS	58
	ADJUSTING ROW HEIGHTS & COLUMN WIDTHS	58
5	PRINTING A WORKSHEET.....	59
5.1.	SET UP A WORKSHEET FOR PRINTING	60
5.2.	PREVIEWING THE WORKSHEET	63
5.3.	PRINTING	64
5.4.	PAGE BREAK PREVIEW.....	65
6	INDEX.....	66

ABOUT THE JBCC

JBCC stands to Joint Building Contract Committee.

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:
WIMS ##### NORTH COAST REGION: MKUZE: DEPARTMENT OF EDUCATION/HEALTH etc. PROJECT
NAME XXXXXX PROJECT DESCRIPTION e.g. 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 at 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

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

Information from DOW will confirm if 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;
- 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 Department of Works 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, Ulundi or 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 in Ulundi 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 JBCC 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 65 536 rows available for use in a worksheet and 256 columns (from A – IV).

Microsoft Excel enables you to type 32 000 characters in a cell.

You are going to use Microsoft Excel to type in the data for a JBCC document and print it. We have used Microsoft Excel macros and functions to create a JBCC 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.
SELECTING MULTIPLE SHEETS	Select the first sheet in the range and then hold down the SHIFT key and click onto the last sheet in the range. Now the sheets are grouped therefore everything you do on one sheet is done on ALL of them .

2.2. CREATING A NEW JBCC DOCUMENT

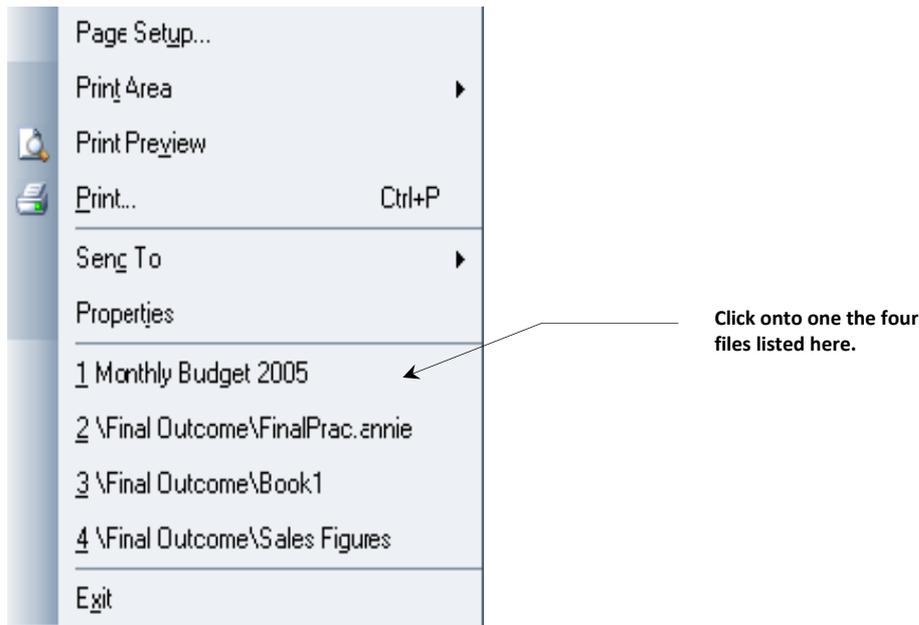
The first step to using the JBCC document is to go into Microsoft Excel and Open the JBCC file.

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 a *recently used* (one of the last four) workbook\file:

1. Click onto the **File** option on the **Menu bar**.
2. Click onto one of the four filenames listed just above the Exit command. Your workbook will automatically open.

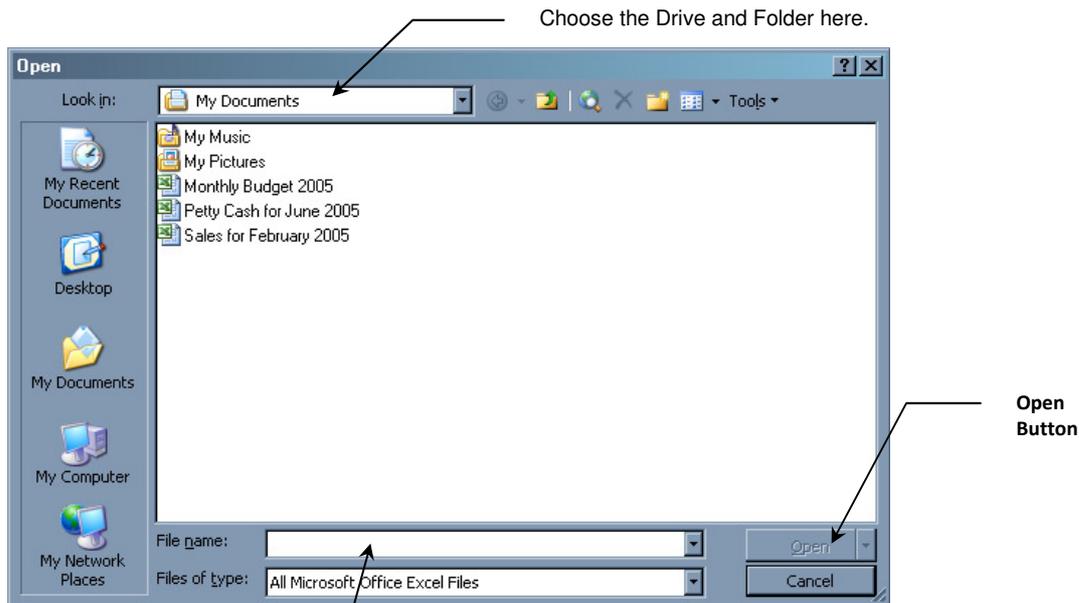


To open an existing document using the Menu:

1. Choose the **Open** command from the **File** 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 JBCC DOCUMENT

This document consist 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

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:

Department of Public Works
 (Edition 6.1) with Principal Building Agreement

Click here to Enter Bid Data

In terms of Preferential Procurement Regulation, 2011

Print :

- Click here to Print PART T1 - BID PROCEDURE
- 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

Menu | Master Data | EBWP Con&Spec | Go To | ClassList | Cover Page-Vol 1 of 2 | Cover Page 2 | Table of Contents | 1_TheTend | Her Procedure | 1_The Notice & |

Use the [Left Arrow] and [Right Arrow] 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 particular 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.

BID & FLY SHEETS

Returnable Documents Flyer	Bill of Materials	PROVINCE OF KWAZULU	Form of Offer & substitution pg	C2.1 Pricing Data	Additional Sepecification EPWP - NYS	EPWP Attendance Register (Annex 12)
The Contract Flyer	Site Information	Back to Main Menu	Contract Data	C2.2 GCC P&G	EPWP Scope	EPWP Data Collection (Annex 13)
Agreement & Contract Flyer	Pricing Data Flyer	Back to Data Entry	C1.3 Form of Guarantee		EPWP BQ	
Scope of Works Flyer	Form of Guarantee Flyer	Spell Check			EPWP Employment Contract (Annex 11)	
Form of Offer & Acceptance Flyer	Contract Data Flyer					
Tender Advertisement						

RETURNABLES

T2.16 Equipment schedules	T2.24 Proof of UIF Registration	T2.32 Required Structure of Contractor's details OHSE Plan	C3.1 Scope of Works	C4.1 Site Information	OHS Spec (Annexure 7)
T2.17 Contractors Safety, Health and Environmental Declaration	T2.25 The National Industrial Participation form	T2.33 Client's specific Requirements for the Contractor's detailed OHSE Plan	C3.2 HIV Spec		OHS BQ (Annexure 8)
T2.18 Compulsory Enterprise Questionnaire	T2.26 Certificate of Independent Bid	T2.34 Baseline Risk Assessment	C3.3 HIV Compliance		
T2.19 Tax Clearance Certificate Flyer	T2.27 Proof of Reg No. on the Prov Suppliers Database	T2.35 SBD 6.2	GENERAL		
T2.20 Proof of Good Standing with Comp. Comm.	T2.28 Certified Proof of CIDB Registration No		C5.1 List of Drawings	Map to Ladysmith	
T2.21 Form of Offer & Acceptance	T2.29 Proof of Payment of Bid deposit		Joint Venture Agreement (Annexure 5)	Map to Durban	
T2.21a Confirm Receipts of Form of Offer & Acceptance	T2.30 Contract Form Part 1		Liability Criteria	Map to Ulundi	
T2.23 Proof of Paid Rates & Taxes	T2.31 Contract		Form of Lien		

SCOPE OF WORKS

SITE INFORMATION

OHS

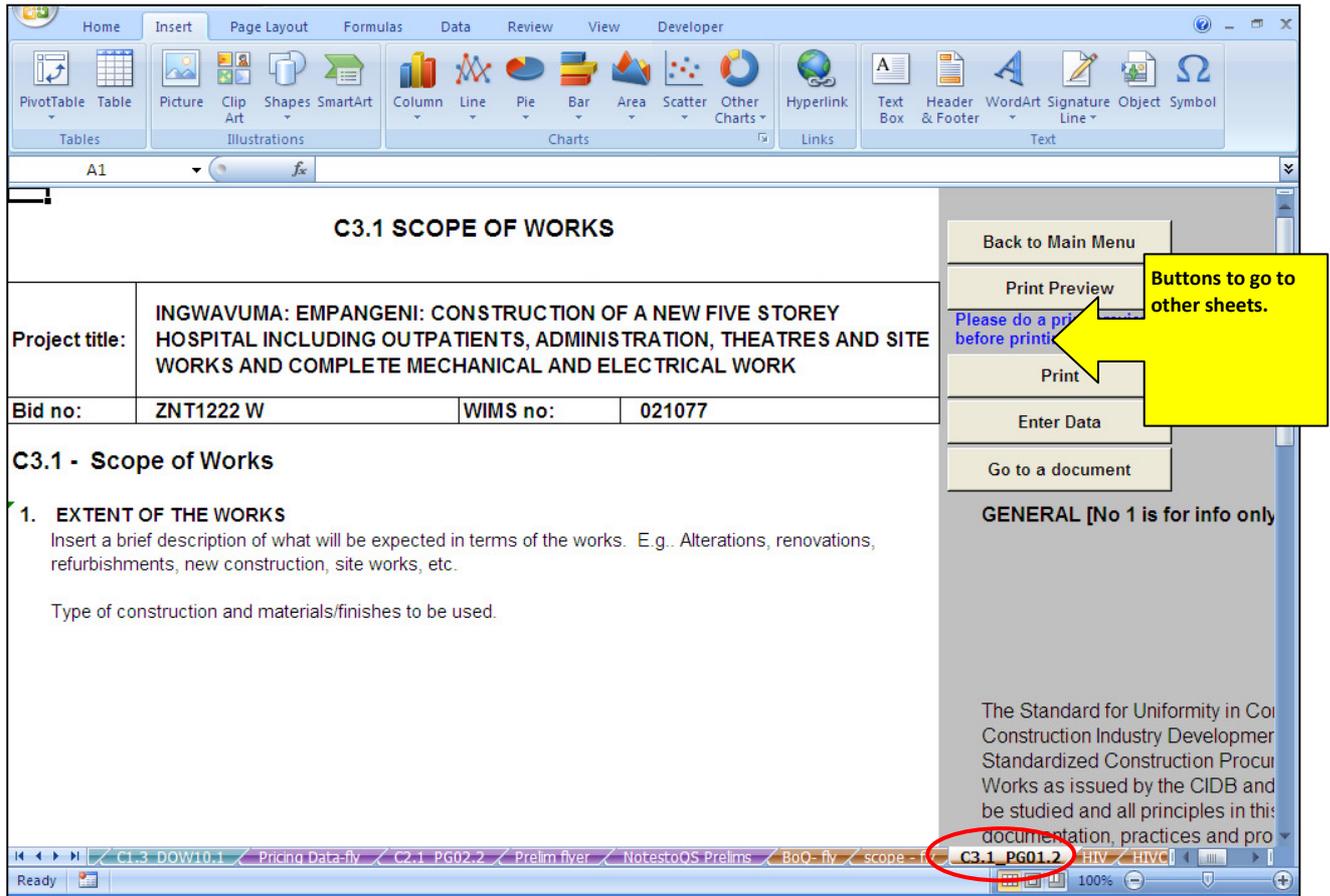
Click here to go back to the Main Menu sheet.

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

Click onto any of the buttons 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:

Provincial Administration of KwaZulu-Natal

DEPARTMENT OF PUBLIC WORKS
 JBCC (Edition 6.1) BID DATA INPUT SHEET

Please complete the areas in blue including drop downs below :
 Areas in black are calculated automatically once the areas in blue are filled in.

A. BID DATA

Client	KZN Department of Public Works		
Bid No	ZNTU ????? W	WIMS No	000000
Classes of Construction works	Select a Class		
Is this an EPWP project?	N/A	EPWP No (if Applicable)	N/A
Project Name	INGWAVUMA: DEPARTMENT OF HEALTH: MOSVOLD HOSPITAL:		
Works description	UPGRADE OF WATER SUPPLY AND WATER RETICULATION		
Estimated Including VAT	2,500,000	Grading	4GB

Note to the Document: latest PRICED BILLS amounts.

For Planning Purposes only

Submission to BSC:	09 August 2014
BSC Meeting:	16 August 2014
Advertisement:	30 August 2014
Compulsory Site Meeting Briefing:	As per Advertisement Date
Closing:	30 September 2014
Bid Adjudication:	30 September 2014 to 30 October 2014
Site Hand Over:	29 November 2014
Completion:	12 January 2016

Use this button to go back to the Main Menu.

Use this button to go to the Go To a document sheet.

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.

3.2.1. GENERAL INFORMATION

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

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

Enter the Clients name 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.

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:

Please choose a class from the list below by clicking onto the relevant option :

Civil engineering works - CE
 Electrical engineering works (Infrastructure) - EP
 Electrical engineering works (buildings) - EB
 General building works - GB
 Mechanical Engineering Works - ME
 The extension, installation, repair, maintenance or renewal, or removal, of asphalt - 5B
 The development, extension, installation, removal, and dismantling, as relevant, associated with building excavations, shaft sinking and lateral earth support - 5C
 The development, extension, installation, repair, renewal, removal, or alteration of corrosion protection systems (cathodic, anodic and electrolytic) - 5D
 Demolition of buildings and engineering infrastructure and blasting - 5E
 The development, extension, installation, renewal, removal, renovation, alteration or dismantling of fire prevention and protection infrastructure (drencher and sprinkler systems and fire installation) - 5F
 The development, extension, installation, renewal, removal, renovation, alteration or dismantling of glazing, curtain walls and shop fronts - 5G
 The development, extension, installation, maintenance, renewal, removal, alteration or dismantling, as relevant, of landscaping, irrigation and horticultural works - 5H
 The development, extension, installation, repair, maintenance, renewal, removal, renovation, alteration or, dismantling of lifts, escalators, travellers and hoisting machinery - 5I
 The development, installation, removal, or dismantling, as relevant, of piles and other specialized foundations for buildings and structures - 5J
 The installation, renewal, removal, alteration or dismantling, as relevant, road markings and signage - 5K
 The development, extension, installation, renewal, removal, renovation, alteration or dismantling of structural steelwork and scaffolding - 5L
 SM Timber buildings and structures - 5M
 The extension, installation, repair, maintenance, renewal, removal, renovation or alteration, as relevant, of the waterproofing of basements, roofs and walls using specialist systems. - 5N
 The development, extension, installation, renewal, removal, alteration or dismantling or demolition of water installations and soil and waste water drainage associated with buildings (wet services, plumbing) - 5O
 The development, extension, installation, repair, removal, alteration, dismantling or demolition of precast concrete or steel fencing - 5Q

Select a Class here.

Back to Master Data

Then click onto the Back to Master Data button.

Click onto the relevant class and click onto the **Back to Master Data** button. On completing this task the CIDB Grading field will automatically be filled in.

Select whether the project is an EPWP Project or not from the drop down list provided. If it is you'll need to complete the EPWP Number in the next field.

Select N/A or Yes from the drop down list provided.

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. If you are registered with this program you will need to add in your relevant EPWP number.

Project Name:	INGWAVUMA: DEPARTMENT OF HELATH: MOSVOLD HOSPITAL
Works Description	CONSTRUCTION OF A NEW FIVE STOREY HOSPITAL INCLUDING OUTPATIENTS, ADMINISTRATION, THEATRES AND SITE WORKS AND COMPLETE MECHANICAL AND ELECTRICAL WORK

Type in the Description of the project here.

The Project name is where the project will take place and the Works description 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
--------------------------------	------------------------

Next to it you will type in the Final BOQ Estimate amount.

CIDB Grading	4GB
---------------------	------------

After you inserted the estimated amount the CIDB Grading will be inserted automatically. It is determined by the Class of construction works you selected and the Estimated value.



The PAC forms must be updated just prior to advert so the estimate amount is based upon the latest PRICED BILL OF QUANTITIES estimate. Please note that the above figure should **NOT** allow for any Contingency amounts.

Site (Property title deed description)	Region: District Municipality: Local Municipality: Ward Nr.: Cluster Nr x:
Erf No/Township	No ?????
Local Authority	Mosvult
Street Address	N/A

Type in the Property title deed description: Regional: District Municipality: Local Municipality: Ward No.: and Cluster No.:

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

Type in the valid 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 (**a valid 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 Calendar days
-------------------------------	-------------------------

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

Tender Fee	R 300	Price Preference Ratio	90
Functionality/Quality: (Points)	70		

The Tender Fee and the Price Preference Ratio is automatically added in. The Functionality\Quality points you will need to type in.

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	

The banking details will remain the same.

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


Add in the Price and Functionality Points here.

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

3.2.2. TENDER DATA INPUT

F.2.13.1 - Bidders may offer tenders for the following:	Only the complete Service as per the Bills of Quantities <input type="button" value="v"/>
---------------------------------------------------------	-------------------------------------------------------------------------------------------

Using the drop down arrow on the drop down box, select the option needs to be used. The options available are :

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

F.2.18 - Number of Days to submit priced Bill of Quantities	14 <input type="button" value="v"/>
-------------------------------------------------------------	-------------------------------------

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

Using the Dropdown list provided select whether you require the bidder to submit a priced Bill of quantities with the bid.

Site Inspection	Compulsory <input type="button" value="v"/>
-----------------	---------------------------------------------

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

Site Inspection Time	15:35
----------------------	-------

Type in a valid Site Inspection Time.

Site Inspection Meeting location and time.	This information you change as per the advertisement.
--------------------------------------------	-------------------------------------------------------

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

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

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
- Ethekeweni 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, eThekwini Region Office, (ground floor), 455A, Jan Smuts Highway, Mayville, 4091 at the time indicated on T1.1 Notice and Invitation to Bid Department of
- 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 4	Alternative bid offer permitted	No
-----------------------	---------------------	---------------------------------	----

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

- Evaluation Method 1 - Financial offer
- Evaluation Method 2 - Financial offer and preferences

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

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

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

Type in the other specific goals here.

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.

(If specialist works were selected specify the type of works)

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. (Only applicable if Client has an Official Mentorship programme in place to assist potentially emerging enterprises).

Yes

Use the check box to select Yes or No.

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.

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 invitation, fully completed and signed in ink (All as per Standard Conditions of Bid).	<input checked="" type="checkbox"/> Yes	
Submission of applicable: Resolution by the Legal Entity, or consortium /Joint Venture, authorizing a dedicated person(s) to sign documents on behalf of the firm / consortium / Joint Venture.	<input checked="" type="checkbox"/> Yes	
Click Declaration of Interest.	<input checked="" type="checkbox"/> Yes	2 Pages
Click List of returnable documents.	<input checked="" type="checkbox"/> Yes	3 Pages
Click Site Inspection proof for attendance of compulsory site meeting. (if applicable)	<input checked="" type="checkbox"/> Yes	1 Page
Click Social and Environmental Declaration.	<input checked="" type="checkbox"/> Yes	1 Page
Click Certificate of Compliance with the Compensation Commissioner (Attach)	<input checked="" type="checkbox"/> Yes	1 Page
Click Certified Proof of Paid Municipal Rates and Taxes (F3.13.1 - Bid Data) (Attach)	<input checked="" type="checkbox"/> Yes	1 Page
Click Certified Proof of UIF Registration (F3.13.1 - Bid Data) (Attach)	<input checked="" type="checkbox"/> Yes	1 Page
Click Financial Standing and other resources of Business Declaration (If Applicable).	<input checked="" type="checkbox"/> Yes	1 Page
Click Compulsory Enterprise Questionnaire.	<input checked="" type="checkbox"/> Yes	2 Pages
Click Preference Certificate.	<input type="checkbox"/> No	

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

Click onto the blue buttons to take you to the relevant document.

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.

3.2.3. RETURNABLE DOCUMENTS

For evaluation purposes the Bidder is required to return these documents. The items listed in black are mandatory. 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 E.

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	5 Pages
Click	Declaration of Interest.	<input checked="" type="checkbox"/> Yes	2 Pages
Click	Authority to Sign Bid	<input checked="" type="checkbox"/> Yes	1 Page
Click	Authority for Consortia or Joint Venture's to Sign Bid	<input checked="" type="checkbox"/> Yes	2 Pages
Click	Special Resolution of Consortia or Joint Venture's	<input checked="" type="checkbox"/> Yes	3 Pages
Click	Joint Venture Involvement Declaration	<input checked="" type="checkbox"/> Yes	2 Pages
Click	Schedule of Contractors	<input checked="" type="checkbox"/> Yes	1 Page
Click	Capacity Statement	<input checked="" type="checkbox"/> Yes	6 Pages
Click	Financial Statement for past financial year	<input checked="" type="checkbox"/> Yes	1 Page
Click	Financial Statement of resources of Business Declaration	<input checked="" type="checkbox"/> Yes	1 Page
Click	Site Inspection Certificate as proof for attendance of compulsory	<input checked="" type="checkbox"/> Yes	1 Page
Click	Declaration of Bidders Past SCM Practices	<input checked="" type="checkbox"/> Yes	2 Pages
Click	Compulsory Enterprise Questionnaire.	<input checked="" type="checkbox"/> Yes	2 Pages
Click	Preference Certificate	<input checked="" type="checkbox"/> Yes	5 Pages
Click	Final Summary of Bill of Quantities	<input checked="" type="checkbox"/> Yes	2 Pages
Click	Certificate of Independent Bid Determination	<input checked="" type="checkbox"/> Yes	2 Pages
Click	Certified Proof of CIDB Registration Number	<input checked="" type="checkbox"/> Yes	1 Page
Click	Contract Form - Purchase of Goods/Works - Part 1	<input checked="" type="checkbox"/> Yes	1 Page
Click	Contract Form - Purchase of Goods/Works - Part 2	<input checked="" type="checkbox"/> Yes	1 Page
Click	The National Industrial Participation Programme	<input checked="" type="checkbox"/> Yes	2 Pages

Click onto the blue buttons to take you to the relevant document.

Using the check boxes, select Yes or No to stipulate whether this document needs to be returned by the bidder 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.

2. RETURNABLE SCHEDULES REQUIRED FOR BID EVALUATION PURPOSES APPLIED BY THE BIDDER			
Click	Insurance Certificate (Unless the Department of Public Works and Engineering Standing with the Compensation Commission)	<input checked="" type="checkbox"/> Yes	1 Page
Click	Certificate of Standing with the Compensation Commission	<input checked="" type="checkbox"/> Yes	1 Page
Click	Proof of payment of Bid deposit	<input checked="" type="checkbox"/> Yes	1 Page
Click	Certified Proof of Paid Municipal Rates and Taxes (F3.13.1)	<input checked="" type="checkbox"/> Yes	1 Page
Click	Certified Proof of UIF Registration (F3.13.1 - Bid Data) (Attachment)	<input checked="" type="checkbox"/> Yes	1 Page
Click	Annual Financial Statement for past financial year	<input checked="" type="checkbox"/> Yes	1 Page
Click	Entire bid document and supporting documents, scanned as PDF onto a CD, clearly marked with	<input checked="" type="checkbox"/> Yes	Pages

Click onto the blue buttons to take you to the relevant document.

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

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.

3. RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT			
Click	Record of Addenda to Bid Documents		<input checked="" type="checkbox"/> Yes 1 Page
Click	Particulars of Contractor		<input checked="" type="checkbox"/> Yes 1 Page
Click	Particulars of Mechanical / Electrical / Security Material		<input checked="" type="checkbox"/> Yes 5 Pages
Click	Particulars of Materials and Equipment		<input checked="" type="checkbox"/> Yes 1 Page
Click	Contractor's Health and Environmental Declaration.		<input checked="" type="checkbox"/> Yes 1 Page
4. OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT			
Click	Bill of Quantities		<input checked="" type="checkbox"/> Yes
Click	Declaration of Bidders Past SCM Practices		<input checked="" type="checkbox"/> Yes
Click	Form of Guarantee		<input checked="" type="checkbox"/> Yes
Click	List of Drawings/Annexure's		<input checked="" type="checkbox"/> Yes
Click	Confirm Receipt of Offer and Acceptance		<input checked="" type="checkbox"/> Yes
Click	The National Industrial Participation Programme		<input checked="" type="checkbox"/> Yes
Click	Required Structure of Contractor's detailed OHSE Plan	2	Pages <input checked="" type="checkbox"/> Yes
Click	Client's specific requirements for Contractor's detailed OHSE Plan	9	Pages <input checked="" type="checkbox"/> Yes
Click	Base line Risk Assessment	1	Page <input checked="" type="checkbox"/> Yes
		[fill in]	Pages <input type="checkbox"/> Yes

Click onto the blue buttons to take you to the relevant document.

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

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		
Financial Standing	30	Points
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
Competency, Experience and Resource Capacity	25	Points

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
Tenderer's Project Management Structure and Organogram and Experience of Resources Proposed for the Project	10	Points
Submission of a detailed organogram		2
All key project resources have more than (5) years' experience in the construction industry. All key project resources have experience in projects of a similar value and nature		1
Detailed CV. Traceable reference. Certificates of qualified professionals in their full employment to be attached.		1
Detailed CV of each team member (Category) and Traceable references to be detailed		2
All key project resources are dedicated full time for the duration of the project including proof of UIF contributions		2
Tenderer to demonstrate key/resource deployment over the various work package		2
Tenderers ability to provide a Letter of Intent for the provision of a guarantee	5	Points
Letter from a registered financial institution confirming intention to issue a provision of a guarantee		5
Methodology and Approach	20	Points
Site establishment indicating proposed layout for all prescribed facilities, hoarding, etc.		3
Resourcing strategy for the various work breakdown structures including resource deployment plan (PS)		5
Material storage, handling and distribution		1
Productivity, programming, resource investment, progress tracking, corrective action plans, etc.		3
Programme and progress reporting, including tracking of long lead procurement items		3
OHS Management, compliance and reporting		1
Site documentation control, filing and archiving		1
Queries and information required approach		1
Procurement of outsourced resources e.g. sub-contractors		2
Enterprise Development (Targeting of Youth Owned Contractors)	10	Points
Tendered CPG less than 50% pro-rata to minimum target		0 ≤ 5
Tendered CPG is 50%		5
Tendered CPG is greater than 50% pro-rata to minimum target		≥ 5 ≥ 10
The Bidder needs to score a minimum of 70 points for the functionality and quality criteria to be considered responsive for this Bid.		

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 Plan and Type of Resources Proposed for the Project	As the Functionality Criteria fields are completed in the previous section, these black areas are automatically populated.	<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. Use the check boxes to select whether the document is required or not.

3.2.4. CONTRACT DATA

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

First is the Employers detail:

Click	Use the blue button to take you to the Contract Data.	Head: Public Works (KZN Department of Public Works: Province of KwaZulu-Natal)
Physical Address		191 Prince Alfred Street
Town		PIETERMARIZBURG
Code		3200
Postal Address		Private Bag X 9041
Town		PIETERMARIZBURG
Code		3200
Fax Number (Including area code)		033 - 8971399
Telephone Number (Including area code)		033 - 8971300
Email Address		[Email Address]
Practice Registration Number:		N/A
VAT/GST		N/A
Contact Person:		[Name of Contact Person in firm]

Complete the blue areas.

Clicking onto the button will take you to C1.2 Contract Data where you can type in the details of the principal agent or other agents in the project.

	A	B	C	D	E	F	G	H	I	J	K	L
70		[type in here if answer above is yes]										
71		Postal address:										
72		P.O. Box 12345										
73		Dumper										
74		5678										
75												
76		Tel:	098 76543	Fax:	098 65435							
113	1.9	Interest of principal agent or other agents in the project:										
114	[5.5]	Details where "yes" [type in here if answer above is yes]										
115												
116												
117												
118												
119	1.10	The principal agent is uncertain of the information being provided and must be contacted should the contractor be uncertain of the information being provided. The contractor must be contacted should the contractor be uncertain of the information being provided. The contractor must be contacted should the contractor be uncertain of the information being provided.										
120	2.0	CONTRACT AND SCHEDULE OF WORKS										
121	2.1 - [1.7]	The law applicable to this agreement:							SOUTH AFRICA	(Country or State)		
122	2.2 - [1.1]	Works identification: Refer to document C3 – Scope of Work.										
123	2.3 - [1.1]	Site description: Refer to document C4 – Site Information.										
124	2.4 [15.2.1]	Possession of the site is to be given within:				10	(working days)	after complying with 15.1.1 and 15.1.2				
125	2.5 [15.3]	Period for the commencement of the works after the contractor takes possession of the site:				10	(working days)					
126	2.6 [15.4, 28.0]	Completion of the works in sections is required:				No	(Yes/No)	0	(No of sections)			
127	2.7 - [3.3, 31.16.2]	Waiver of contractor's lien or right of continuing possession is required:				Yes	(Yes/No)					
128	2.8 [16.1]	Define restrictions to the site area. Where "Yes" the specific requirements are described below or detailed in the contract documents:				No	(Yes/No)					

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

Principal Agent	[Identify many 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]
Contact Person:	[Name of Contact Person in firm]
Practice Registration Number:	12345678
VAT/GST	987654321
Contact Person:	[Name of Contact Person in firm]

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

The Agents are the consults 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 where relevant.

Law of the Country:	South Africa
Signed copies of documents held by PA or:	Employer
Number of copies issued free	3 (Three) copies

Type the in the Country that these Laws are from, who the Signed copies of the documents are held by as well as how many copies are kept in the relevant blue areas.

Select Bill of Quantity or Lump Sum from the drop down list.

Bill of Quantity/Lump Sum	Bills of Quantities
	Bills of Quantities

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 (6th Edition)
- Standard System of Measuring Building Works for Small or Simple Buildings 1999
- Civil Engineering Standard Method of Measurement South Africa
- Other (Specify)

Select a method of measurement from the list here.

Method of Measurement	Standards	Measuring Builders Work (7th Edition)
Other systems:	[Specify the other system here]	

In the next row you need to type in the name of the Other System used if applicable.

List the Contract Documents in this section and type in any notes you may have.

Contract Documents	Marked	Notes
JBCC Principal Building Agreement - Ed 6.1 (March 2014)	A	
JBCC PBA Contract Data - Ed 6.1 (March 2014)	B	
[Any documents that for part of Contract Document]	C	

Employer's Agents	
Description of interest of agents in the project other than professional services, if applicable:	[Describe interest of agents here]

Describe the interest of the agents here.

Insurance	
Public Liability Insurance by Employer	not applicable
The amount to cover Professional Fees, not included in the Contract Sum, for repairing damage and loss to be included in the insurance: (cl 8.3.3; 10)	30% of the Contract Sum
Indicated Public Liability Insured Sum	R 10,000,000.00
Lateral Support insurance	Not applicable
The Value of material, supplied by the Employer, and not included in the Contract Sum, is: (cl8.3.2;	R 10,000.00 in ZAR
Policy Deductible Amount	R 1,500.00
Other Insurances:	N/A N/A [Amount in Words]

Add in the insurance details in the above area.

Security		
The contractor shall provide a Guarantee for Construction to the employer:	Yes	Yes or No
% of the Guarantee of the Contract Sum	10	%

Type of Guarantee required by Employer
(a) the Bidder accepts that in respect of contracts up to R1 million, a payment reduction of 5% of the contact value will be applicable and will be reduced by the Employer in terms of the applicable conditions of contract.
(b) in respect of contracts above R1 million, the Bidder offers to provide security as indicated below:
(i) cash deposit of 10 % of the Contract Price
(ii) bank or insurance Performance Guarantee of 10 % of the Contract Price
(iii) payment reduction of 10% of the value certified in the payment certificate (excluding VAT)
(iv) cash deposit of 5% of the Contract Price and a payment reduction of 5% of the value certified in the payment certificate (excluding VAT)
(v) bank or insurance guarantee of 5% of the Contract Price and a payment reduction of 5% of the value certified in the payment certificate (excluding VAT)

Duties of the Parties=employer=site		
Alterations and additions to existing	Yes	Yes or No
Premises occupied - yes/no? identify area?	No	Yes or No
Relevant natural features to be retained /	N/A	
Areas the contractor may not occupy?	N/A	
Utilities connection - location	Existing to be upgraded	

Statutory and/or other notices to be complied with by the contractor before possession of site can be given
Construction permit issued by DoL

Type in who the construction permit is issued by here.

Possession of the Site	Possession of the site will be given within 10 calendar days after the contractor has fulfilled the conditions (2.1; 12.2.2-3; 12.2.5-6) and received the notification from the Employer of Site Hand Over where the contractor will receive one fully signed copy of the Form of Offer and Acceptance from the employer.
Possession of the Site - Intended date	29 November 2014

Type in when Possession of the Site will be given and the Intended date in the blue areas. Possession of the site will be given within 10 calendar days after the contractor has fulfilled the conditions and received the notification from the Employer of Site Hand Over where the contractor will receive one fully signed copy of the Form of Offer and Acceptance from the employer.

Description of free issue by employer	110mm Diameter pipes	
If insufficient space, please see annexure:	N/A	

Complete the Description of free issue by the employer here. If there is not enough space for the whole description Type in the Annexure that will be attached under it.

Delivery of Guarantee	
The time to deliver the deed of guarantee is within:	Prior to site hand over in terms of clause 12.2.3. [11.1.2 to 3; 11.1.5]

Complete the Delivery of Guarantee: Prior to site hand over in terms of clause 5.3.1 and 5.3.2.

Commencement date	
The contractor shall commence executing the Works:	within 7 calendar days from the Commencement Date.

The Commencement date is when the contractor will commence work. It is usually within 7 calendar days from the Commencement date.

Nominated subcontractors	
Specialisation:	N/A
If insufficient space, please see annexure:	N/A

Type in the nominated subcontractors in the blue areas.

Direct contractors	
Employer to define extent of work by a direct contractor [12.1.2]	
Specialisation:	N/A
Specialisation:	N/A
Specialisation:	N/A
If insufficient space, please see annexure:	N/A

Type in the Direct contractors.

Practical Completion Date	A time measured from the Commencement date.
Waiver of Lien or right of continuing possession is required	Yes <small>This is a requirement of the DOPW and must remain "Yes"</small>

The Practical Completion date is a time measured from the Commencement date.

The Waiver of Lien is a requirement of the Department of Public Works and must remain "Yes".

Inspection = working days	8	working days
----------------------------------	---	--------------

The Principal Agent states the period required to inspect the works for Practical Completion. This is listed in working days.

Estimated Date for Practical Completion (for planning purpose)	12 January 2015
-----------------------------------------------------------------------	-----------------

Please type in the ESTIMATED Practical completion Date here. This is for planning estimated commencement date and not the contractual completion date.

Penalty (R per Calendar Days) – See Contract Data for method of calculation	0.05% of the Contract Sum, rounded to the nearest R10
------------------------------------------------------------------------------------	-------------------------------------------------------

Penalty (Rand per Calendar Days) 0.05% of the Contract Price, rounded to the nearest R10.

SECTIONAL COMPLETION	
Inspection = working days	N/A working days
Penalty: Section 1(R per Calendar Days) – See Contract Data for method of calculation	0.05% of the Contract Price, rounded to the nearest R10
Estimated Date for Practical Completion (for planning purpose)	N/A
Inspection = working days	N/A working days
Penalty: Section 2(R per Calendar Days) – See Contract Data for method of calculation	0.05% of the Contract Price, rounded to the nearest R10
Estimated Date for Practical Completion (for planning purpose)	N/A

Complete the same information for the various Sectional completion.

Defects Liability Period	Shall commence on the calendar day following the date for Practical completion and end at midnight, of the period indicated below, from the date of Practical Completion.
Defects Liability Period (Electrical):	12 Months
Defects Liability Period (Building):	12 Months

The Defects Liability Period is a time measured from the date of the Certificate of Completion.

Electrical Defects Liability is usually a period of 12 Months.

The Building Defects Liability is usually a period of 12 Months.

Latent Defect Period is:	5 years after the Final Completion certificate. (clause 22)
--------------------------	-------------------------------------------------------------

The Latent Defect Period is 5 years after the Final Approval Certificate.

The time to submit the documentation required before commencement with Works execution is:	10	Working Days
--------------------------------------------------------------------------------------------	----	--------------

Time to submit documentation is the number of days you have to submit the documentation required before the commencement of work.

Submission of documents required in terms of clause 5.3.1	
The Contractor shall deliver his programme of work	The Contractor shall deliver his programme of work within 15 working days after notice from Principal Agent, prior to the Commencement Date. (cl 12.2.6)
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.
Cashflow of Project	The Contractor shall deliver his Cashflow for the Works within 10 calendar days after notice from Engineer, prior to the Commencement Date.
Other requirements	
Other requirements	
If insufficient space, please see annexure:	N/A

The Submission of documents required in terms of clause 5.3.1:

Complete the list of documentation for submission in terms of clause 5.3.1.

Items that do not have to be complete to achieve practical completion	Landscaping
If insufficient space, please see annexure:	N/A

Extend defects period: Type in the elements (Example: Electrical and Mechanical) for which to Extend the Defects Liability Period.

Criteria to achieve practical completion (the BoQ may contain a more detailed description)	Per specification
If insufficient space, please see annexure:	N/A

Currency:	South African Rand	ZAR	Select whether it is a fixed price or not from the list provided.
Issue of regular payment certificates on	26th	Date	
Materials and goods off site - paid subject to ..	Guarantee for Advance Payment provided ?		Day of the week Yes or No
Contract price adjustment provisions	Method?	Fixed Price	
Name Alternative Indices:	Not Applicable		
CPAP Base month (Type in the base month)	N/A		
If insufficient space, please see annexure:	N/A		

For the CPAP Base Month type in the base date here, otherwise N\A.

Where CPAP is applicable, the contract sum will be adjusted in accordance with the P0151 indices published by Statistics South Africa as set out in the Contract Price Adjustment Provisions (CPAP) Indices Application Manual as published by Statistics South Africa, dated 1 January 2013 and any amendments thereto:	
1) Glass etc. measured in specialist section Metals etc. shall be measured in accordance with the index for that work group unless specifically stated otherwise in the bills of quantities.	Do not enter anything into the white areas.
2) All electrical installations in buildings and power distribution systems shall be adjusted in terms of the index for Work Group 160 Electrical Installation. In case of uninterruptible power supplies, elevators, escalators and hoists, generating sets, motor-alternator sets and intercommunication systems shall be adjusted in accordance with Work Group 170.	
3) Further to clause 3.4.6 of the CPAP Indices Application Manual, the listing of additional items for exclusion by Bidder's, will not be permitted.	
Notwithstanding anything to the contrary contained in the General conditions of Contract and Preliminaries, this contract could only, when the construction period exceeds 6 months and the contract exceeds R1,000,000.00, be subject to a Contract Price Adjustment Factor.	
Alternative Dispute Resolution nominating body	Association of Arbitrators (South Africa)

Type in the Alternative Dispute Resolution nominating body.

Details of changes made to the provisions of JBCC standard documentation	
ADVERSE WEATHER CONDITIONS - in clause 23.1.1 means conditions over and above what could reasonably be expected for the specific locality where the Works are being executed and include inter alia excessive rain, heat, cold, wind and any other climatic condition that would not normally be experienced during the season that the Works are executed in that area. The South African Weather Service's (http://www.weathersa.co.za) 10 year average climatic conditions statistics would be what could be reasonably expected for the specific locality where the Works are executed.	
COMMENCEMENT DATE - means the date of possession of the site by the contractor (site handover) which shall not occur before the Bidder have fully complied with submitting documents required in terms of clause 12.2.2 to 12.2.6 and when the Bidder can receive one fully signed copy of the Offer and Acceptance in terms of the Form of Offer and Acceptance.	
CORRUPT PRACTICE - means the offer, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.	
FRAUDULENT PRACTICE - means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any Bidder and includes collusive practice among Bidders (prior to or after the Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Bidder of the benefits of free and open competition.	
INTEREST - the interest rates applicable on this contract, whether specifically indicated in the relevant clauses or not, will be in terms of the legislation of the Republic of South Africa, and in particular:	
(a)	in respect of interest owed by the Employer, the interest rate as determined by the Minister of Justice and Constitutional Development from time to time, in terms of section 1(2) of the Prescribed Rate of Interest Act, 1975 (Act No. 55 of 1975), will apply; and
(b)	in respect of interest owed to the Employer, the interest rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No. 1 of 1999), will apply.
PREFERRED PARTY - means a responsive Bidder, who scored the most preferential points and receives notification from the employer to provide the documentation as stated in the contract data, within the period stated in the contract data, prior to the site hand over and commencement of the project.	
PRINCIPAL AGENT - means the person or entity appointed by the Employer and named in the contract data. In the event of a principal agent not being appointed, then all the duties and obligations of a principal agent as detailed in the agreement shall be fulfilled by a representative of the Employer as named in the contract data.	

Clause 6.1 should be amended to include the following addition to the first sentence "except in clauses 23.7 and 23.8; 26.7 and 26.12 in terms of which the Employer has retained its authority and has not given a mandate to the principal agent and in terms of which the Employer shall make all decisions and sign all documents."
clause 10.2 and 10.10 - Replace the word "employer" with the word "contractor".
Delete clause 11.4.1 and 11.4.2
Delete clause 11.5
Delete clause 11.10
Delete clause 12.1
Add to clause 12.2.13 "The contractor shall supply, at his own cost, and keep an original of the JBCC Principal Building Agreement (Edition 6.1) and Preliminaries applicable to this contract on the site, to which the employer, principal agent and agents shall have access at all times."
Amend clause 21.6 as follows "The 90 calendar days are replaced with the period indicated in the Contract Data for building work and for electrical, mechanical and civil work." - see Practical completion / penalty for late completion above for periods.
Delete clause 25.12.3
Add the following clauses to clause 27.2;
clause 27.2.11 - "the contractor's failure or neglect to commence with the works on the dates prescribed in the contract."
clause 27.2.12 - "the contractor's failure or neglect to proceed with the works in terms of the contract."
clause 27.2.13 - "the contractor's failure or neglect for any reason to complete the works in accordance with the contract."
clause 27.2.14 - "the contractor's refusal or neglect to comply strictly with any of the conditions of contract or any contract instructions and/or orders in writing given in terms of the contract."
clause 27.2.15 - "the contractor's estate being sequestered, liquidated or surrendered in terms of the insolvency laws in force within the Republic of South Africa."
Delete clause 28.1.1
Delete clauses 29.14.1
Delete clause 29.17.6
Delete clause 29.24
Clause 21.1 and 21.6 - The "90 calendar days" are replaced with the period indicated in the Contract Data for building work and for electrical, mechanical and civil work.

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%	%

Delivered in electronic format?	no	yes / no
Alternative offer considered?	no	yes / no
Only if original tender submitted	no	yes / no
Email address:	N/A	

3.2.5. THE SCOPE OF WORKS

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 <u>measured in locations</u> .
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.

In the Employers objective field, describe the employers objectives for the delivered end product or the project.

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

Provide a short description of the works, the purpose of the works, etc. including all necessary temporary works in addition to those designed by the employer in the Overview of Works field.

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

The Extent of work is where you need to provide brief outline of the scope of work. Example: The works include:

- a) The construction of....
- b) The supply and installation of.....
- c) The erection of
- d) The demolition of

1.4 LOCATION OF THE WORKS
The site is situated within the premises of the Mosvold Hospital on the fringe of the town of Ingwavuma.

In the Location of Works, state the place where the works are to be provided and provide numbers of drawings that describe the location of the works.

1.5 TEMPORARY WORKS
All temporary work to comply with the Occupational Health and safety Act (Act 85 of 1993)

In the Temporary works field, briefly describe the temporary works, as relevant, i.e. what they are and where they are located, and how they are to be dealt with upon completion. If nothing just state "Not Applicable".

2.1 EMPLOYER'S DESIGN
Not applicable

See SANS 1921 page 20 for an explanation on the Employers Design.

2.2 DESIGN BRIEF
Not applicable

See SANS 1921 page 20 for an explanation on the Design Brief.

2.3 DRAWINGS
See list of drawings/Annexure's attached to this document.

See list of drawings / annexures.

2.4 DESIGN PROCEDURES
Not applicable

See SANS 1921 page 20 for an explanation.

3.1 PREFERENTIAL PROCUREMENT PROCEDURES
This bid will be subject to the implementation of the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act, Act Number 5 of 2000 and the relevant Supply Chain Management Legislation and the KwaZulu-Natal Supply Chain Management Policy Framework published by the KwaZulu-Natal Provincial Treasury. Bidders are referred to www.kzntreasury.gov.za for access to the relevant documents. Bidders are advised to familiarize themselves with the contents of the KwaZulu-Natal Supply Chain Management Policy Framework regarding Preference Point Systems, evaluation of bids appeals and other matters.

Preferential Procurement Procedures. This bid will be subject to the implementation of the Pref. Procurement Reg., 2011 pertaining to the Pref. Procurement Policy Framework Act, Act no. 5 or 2000 and the relevant SCM Legislation and the KZN SCM Policy Framework published by the Treasury.

3.2 RESOURCE STANDARD PERTAINING TO TARGETED PROCUREMENT
NOTE : This project will be adjudicated as exceeding R 1,000 000,00

The Resource standard pertaining to targeted procurement will be automatically calculated by Excel.

3.3 SCOPE OF MANDATORY SUBCONTRACT WORK
Not applicable
3.4 PREFERRED SUBCONTRACTORS/SUPPLIERS
Not applicable
3.5 SUBCONTRACTING PROCEDURES
Not applicable

Complete the Scope of mandatory subcontract work, Preferred subcontractors/suppliers and Subcontracting procedures where applicable.

<p>4.1 APPLICABLE SANS 2001 STANDARDS FOR CONSTRUCTION WORKS</p> <p>The Contractor is referred to the "Model Preambles to Trades - 2008", any "Supplementary Preambles", the Electrical Specifications and Mechanical Specification for full descriptions of materials and methods referred to in these Bills of Quantities/Lump Sum documents, insofar as they apply. The Contractor is advised to study the "Standard Preambles to all Trades", any "Supplementary Preambles", the Electrical Specifications and Mechanical Specification, before pricing Bills of Quantities/Lump Sum documents.</p> <p>Where the description in the Bills of Quantities/Lump Sum documents differ from those in the Standard Electrical Specifications, the descriptions in the Bills of Quantities/Lump Sum documents are to apply. No claim whatsoever will be allowed in respect of errors in pricing due to brevity of description of items in the Bills of Quantities/Lump Sum documents which are fully described when read in conjunction with the relevant Preambles and/or Specifications. Suppliers of materials and the like, whose quality systems apply with one or more of the SABS/SANS ISO 9000 Series should be used whenever possible in the absence of a particular SABS/SANS Specification Standard Mark.</p> <p>Wherever the words "shall be deemed to be included in the description", "shall be stated" or other words having the same effect, appear in the Standard System, it shall be deemed that all descriptions in these Bills of Quantities/Lump Sum documents incorporated such inclusions and statements whether specifically stated or not.</p> <p>The Contractor is hereby informed that where SABS/SANS Specifications are referred to in these Bills of Quantities/Lump Sums documents and Specifications thereto, then ONLY the Specification of Work Clauses will apply. The method of measurement and payment clauses will NOT apply to this Contract.</p> <p>The Contractor is hereby informed that risk of collapse and keeping excavations free from water (excluding subterranean water) generally are deemed to be included in the descriptions unless accommodated in the system of measurement. Please refer to the Geotechnical Investigation report when included at the end of these bid documents. Whenever reference is made to "Sub-Contractor", "Nominated Sub-Contractor" or the like in the specifications included or referred to in these Bills of Quantities/Lump Sums documents, it shall be deemed to mean "Contractor" as defined.</p>
<p>4.2 APPLICABLE NATIONAL AND INTERNATIONAL STANDARDS</p> <p>See above 4.1</p>

<p>4.3 PARTICULAR / GENERIC SPECIFICATIONS</p> <p>The Contractor is referred to the following documents whether attached to this document or not:</p>		<p>Compiler to note that if it is a Department of Health project, to select DOH Preambles from the menu. Just make sure that this is still the latests DOH Preambles. See - http://www.kznhealth.gov.za/facilities/trades09.pdf</p>
Specification for HIV/AIDS Awareness (CIDB)	HIV1 TO HIV3	
Specific Construction, Safety, Health and Environmental Plan		
Standard Preambles for all Trades (Rev 3) - DOH 2009	1 to 95	
General Electrical Specification	E/1 to E/20	
Lightning Protection Installation	LP/1 to LP/6	
<p>4.4 CERTIFICATION BY RECOGNIZED BODIES</p> <p>Only contractors registered with the Electrical Contracting Board of South Africa in accordance with the Regulations of the Occupational Health and Safety Act will be accepted and permitted to do work under this contract.</p>		
<p>4.5 AGRÉMENT CERTIFICATES</p> <p>Not applicable</p>		
<p>4.6 PLANT AND MATERIAL PROVIDED BY THE EMPLOYER</p> <p>Not applicable</p>		

4.7 SERVICES AND FACILITIES PROVIDED BY THE EMPLOYER
Not applicable
4.8 OTHER SERVICES AND FACILITIES
The Contractor shall provide any artificial lighting which may be necessary or required for the proper execution of the works, and provide electric power and water required by all Sub-Contractors, Nominated Sub-Contractors and Sub-Contractors appointed directly by the Administration. The Contractor shall give all notices and pay all fees in connection with temporary electrical and water connections and shall connect temporary Electrical and Water meters for and pay for all current and water consumed. The Contractor is advised that the permanent light fittings and water points of any kind installed in the Works are not to be used to provide temporary lighting and supplement water requirements for construction purposes.
5.1 APPLICABLE SANS 1921 STANDARDS
Bidders are referred to SECTION 2 : SPECIFICATION DATA ASSOCIATED WITH SANS 1921-1:2004 IN THIS DOCUMENT
5.2 RECORDING OF WEATHER
The Contractor shall keep record of abnormal climatic conditions to facilitate the adjudication of claims for extension of the contract period.
5.3 MANAGEMENT MEETINGS
In order to facilitate the smooth functioning of the Works and to ensure the closest co-operation between all the parties concerned, the Employer will call for regular meetings to be held on the site, at which a senior member of the Contracting firm and the General Foreman of the Works will always be required to be present. In addition to the above, other persons will be required to attend these meetings as and when their presence is necessary, e.g., Consultants in all disciplines, representatives of the various Sub-Contractors, etc. Proper minutes of these meetings will be kept by the Employer/Principal Agent and copies will be circulated to all persons attending the meetings and to others who need to be kept informed.

Management Meetings: The employer will call for regular meetings to be held on the site, at which a senior member of the Contracting firm and General Foreman of the Works will always be required to be present. In addition to the above, other persons will have to attend.

5.4 FORMS FOR CONTRACT ADMINISTRATION
The Employer shall provide all necessary forms.
5.5 ELECTRONIC PAYMENTS
The Contractor shall provide all required information to the Employer to facilitate electronic payments upon request.
5.6 DAILY RECORDS
The Contractor shall keep daily records of people and equipment employed as well as a site diary in respect of work performed on the site. At the end of each week the Contractor shall provide the principal agent with a written record, in schedule form, reflecting the number and description of tradesmen and labourers employed by him and all sub-contractors on the works each day. At the end of each week the Contractor shall provide the principal agent with a written record, in schedule form, reflecting the number, type and capacity of all plant, excluding hand tools, currently used on the works.
5.7 BONDS AND GUARANTEES
The Contractor shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data.

5.8 PAYMENT CERTIFICATES
Requirements will be in accordance with the employers prescriptions.
5.9 PERMITS
<p>The Contractor is advised that, in the case of an existing building or institution, all security measures in force will remain in operation and he must acquaint himself and his Employees with them as he and his Employees will at all times be subject to these measures.</p> <p>The Contractor will on no account extend his operations beyond the confines of the building site as indicated by the Employer and must ensure that all his Employees are made aware of these limits. Any Employee disregarding this instruction and found outside the limit of the building site without authority, shall be redeployed immediately and shall not again be employed on this Contract.</p> <p>The Contractor will be responsible for ensuring that this instruction is strictly enforced and must provide and remove upon completion or when directed, such other necessary temporary barriers, fences, etc., as may be required and is to allow opposite this item for any charges he may wish to make in this connection.</p> <p>The Employer will accept no responsibility whatsoever for damage to or the loss of plant, materials, etc., from the site.</p>
5.10 PROOF OF COMPLIANCE WITH THE LAW
<p>The following certificates must be provided before first delivery is taken:</p> <ul style="list-style-type: none"> - HIV/STI Report (Bound into this document) - Electrical Compliance Certificate - Plumbing Compliance Certificate - Lightning Certificate - Soil Protection Certificate - Concrete test and cube certificates - waterproofing guarantee certificates - TR1 and TR2 prefabricated roof truss certificates - Soil compaction certificates - Electrical and Mechanical test certificates - Plumbing and drainage pressure test certificates - Fire Compliance Certificate - Entomology Certificate - SANS 10400-A:2010 compliance certificates - Latest National Building Regulation

The above certificates must be provided before first delivery can be taken.

5.11 INSURANCE PROVIDED BY THE EMPLOYER
Not Applicable
The requirements for drawings, information and calculations for which the Contractor is responsible are:
Prefabricated roof trusses design must be submitted for approval 30 days prior to erections.
The responsibility strategy assigned to the Contractor for the works is:
Strategy A
The structural engineer is:
ABC Engineers
Drawings & other info are to be submitted in accordance with the contractors programme
N/A

The planning, programme and method statement are to comply with the following:
N/A
Samples of materials
The work is to be executed with materials of the best specified and in the most substantial and workmanlike manner under the inspection of the Employer and to his satisfaction. The Contractor shall furnish, without delay, such samples as called for or may be called for by the Employer, who may reject all materials or workmanship not corresponding with the approved sample. The samples of materials, workmanship and finishes that the Contractor is to provide and deliver to the employer are:
<ul style="list-style-type: none"> - Tile sample. - Brick sample. - Light fitting sample. - Screed panel 2m x 2m impact test. - Tested trial mix to be approved by the Engineer.
Fabrication drawings that the contractor is to provide to the employer are:
None

Office accommodation, equipment, accommodation for site meetings and other facilities for use by the employer and his agents are:
OFFICE FOR FOREMAN
Provide, erect, maintain and remove at completion a suitable temporary office for the Contractor or his Foreman, perfectly secured, lighted and ventilated and having a desk with drawers.
TELEPHONE
The Contractor shall provide a telephone on the site for the use of the Contractor and all Sub-Contractors for the duration of the Contract, and must make the necessary application for connection, give all notices and pay all fees, rentals and charges for the service and also for all calls.
OFFICE FOR INSPECTOR OF WORKS
Provide, erect, maintain and remove at completion a well constructed temporary office for the Inspector of Works not less than 4 x 3 m on plan and 3 m high to eaves to the approval of the Employer. The office shall be constructed of wood framing covered externally with corrugated iron or corrugated asbestos and with a lean-to roof covered with the same material as the external wall covering. The office shall be lined internally with soft board or other approved material and a ceiling shall be provided of the same material as the internal lining. A suspended wood floor shall be provided and is to finish not less than 300 mm above the ground level. A lockable door and a window, which provides adequate light and ventilation, shall be fitted. An office constructed of 115 mm thick brick-work and provided with a screeded concrete floor and roofed and ceiled as above described may be accepted as an alternative but prior permission of the Employer will be necessary before construction of such an office is commenced and his requirements shall be stated and fulfilled by the Contractor. The office shall be fitted in an approved manner with a sloping topped desk of height and length suitable for the laying out and studying of drawings, a desk or table with not less than two lock-up drawers, shelves, seating and wash-stand, and the Contractor shall provide all necessary attendance.

TELEPHONE IN OFFICE FOR INSPECTOR OF WORKS
The Contractor shall arrange for the installation of a lockable telephone in the Office for the Inspector of Works for the duration of the Contract. The Contractor will be required to make the necessary application for connection and give all notices on behalf of the Employer. The Employer will, however, be responsible for the direct payment of all fees, rentals and other charges by Telkom for the service for the Inspector of Works and for all calls made from this telephone.
SHED
Provide, erect, maintain and remove at completion, ample temporary sheds for the proper storage of materials and for the use of the workmen, and remove when no longer required.

Requirement for the termination, diversion or maintenance of existing services:
Should the Contractor come in contact with any underground cables or pipes during excavations, immediate notification must be made to the Employer and all work in the vicinity of such cables, pipes, etc., shall cease until authority to proceed has been obtained from the Employer. Should the Contractor damage underground cables or pipes resulting in a disruption of services to an existing institution such damage shall be repaired immediately.
Services which are known to exist on the site:
Investigate and provide detail drawings.
Requirement for detection apparatus
None

ADDITIONAL HEALTH AND SAFETY REQUIREMENTS ARE:
By the submission of a bid, any Bidder will, if awarded the contract to which this bid document relates, be deemed to be the mandatory as envisaged by Section 37 (2) of the Act. As a mandatory the successful Bidder will be deemed to be the "principal contractor" and an employer in his/her/their own right with duties as prescribed in the Act and accordingly will be deemed to have agreed to be solely responsible for ensuring that in connection with the service to which this bid document relates, all work will be performed and machinery and plant used in accordance with the Act. Should the Contractor, for whatever reason be unable to perform as required by the Act, the Contractor undertakes to inform the Employer accordingly. Bidders are advised that it is a Condition of this Bid that a 'Construction Phase Safety, Health and Environmental Plan' specifically relates to the project for which bids are being submitted and must be prepared by the Bidder and submitted with the other bid documents at the time of bid. Failure to do so will invalidate the bid.
Bidders are therefore advised to study the 'Construction Safety, Health and Environmental Specification' which is issued as part of this bid document, the Model Preambles to Trades - 2008, any project Specification included in this bid document and any and all drawings which are referred to and issued as part of this bid document before preparing their own project specific 'Construction Phase Safety, Health and Environmental Plan'. Bidders are also advised that such a plan which is submitted with a bid but is incomplete or considered inadequate by the Employer or his Representative will invalidate the bid. The Contractor will be deemed to have satisfied himself with his obligations in terms of the Act and to have allowed for all costs arising from compliance with the Act as no claim for extra costs arising from compliance with, and obligations in terms of the Act will be entertained.

WORK BY NOMINATED AND SELECTED SUBCONTRACTORS COMPRISE:

[Provide list of applicable contractors]

Provide a list of applicable contractors here.

3.2.5.1 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.

4. Tasks established by the contractor must be such that:	
a)	the average worker completes 5 tasks per week in 40 hours or less; and
b)	the weakest worker completes 5 tasks per week in 55 hours or less.

5. Training of targeted labour
The contractor shall provide all the necessary on-the-job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract in a manner that does not compromise worker health and safety.
The cost of the formal training of targeted labour, will be funded by the local office of the Department of Labour. This training will take place as close to the project site as practically possible. The contractor must access this training by informing the relevant regional office of the Department of Labour in writing, within 14 days of being awarded the contract, of the likely number of persons that will undergo training and when such training is required. The Employer and the Department of Public Works (Fax: 012 3258625/ EPWP Unit, Private Bag X85, Pretoria 0001) must be furnished with a copy of this request.
The contractor shall do nothing to dissuade targeted labour from participating in training programmes and shall take all reasonable steps to ensure that each beneficiary is provided with <u>two days</u> of formal training for every <u>22 days</u> worked.
An allowance equal to 100% of the task rate or daily rate shall be paid by the contractor to workers who attend formal training, in terms of the above.
Proof of compliance with the above requirements must be provided by the Contractor to the Employer prior to submission of the final payment certificate.

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;	life skills training is	50	Youths
	technical training is	50	Youths
Penalties for not meeting target per Youth Worker	R 2,000.00	per Youth worker	
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	per hour	New Office Block
Duration of employment of youth workers:	6	months	
Employment of youth workers	30	Number	Location: New Office Block
Employment of youth workers	40	Number	Location: Parking garage
Employment of youth workers	30	Number	Location: Conference Centre & Canteen
Statutory labour rates of:	R 110.00		Parking garage
Duration of employment of youth workers:	12	months	
Statutory labour rates of:	R 120.00		Conference Centre & Canteen
Duration of employment of youth workers:	12	months	
Supply EPWP designed overalls to:	100	Youths	
Supply of small tools to:	100	Youths	

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%

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 in sourcing labour from local resources, as required by the 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 areas of potential conflict and/or threats to the project or to stakeholders in the Project and recommend appropriate action to the Contractor.
	4. Establishing and ensuring that efficient and open communication channels between the Contractor and the workforce are maintained.
	5. Assisting the Contractor and stakeholders in the Project in the resolution of any conflict which may arise.
	6. Establishing and ensuring that sufficient and open communication channels between the Contractor and the community are maintained.
	7. Identifying and reporting to the Contractor regarding issues where communication between stakeholders is necessary, recommend courses of action and facilitate such communications.
	8. Assisting the Contractor and the work force in the establishment of grievance procedures and make recommendations to the Contractor regarding the grievances and solutions thereto.
	9. Attending site metings and project implementation meetings as required by the Contractor and prepare periodic reports as may be required by the Contractor from time to time.
	10. Attending to such other duties which are consistent with the functions of a CLO, as may be required by the Contractor from time to time.
	Tenderers are to price against this item for any and all costs arising out of compliance with the foregoing and in the event of a Tenderer failing to price against this item or making inadequate financial provision against this item for compliance as aforesaid, then no claim for costs or additional costs incurred will be entertained by the Head: Works.

3.2.5.2 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

Use this buttons to go to the Site Information document.

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, improvement on the site, adjacent buildings, environmental issue, etc. must be described in detail herein. In the project is phased, indicate the passed work procedure with a colour coded site plan or graphical key.

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

3.2.6. PRICING INSTRUCTIONS

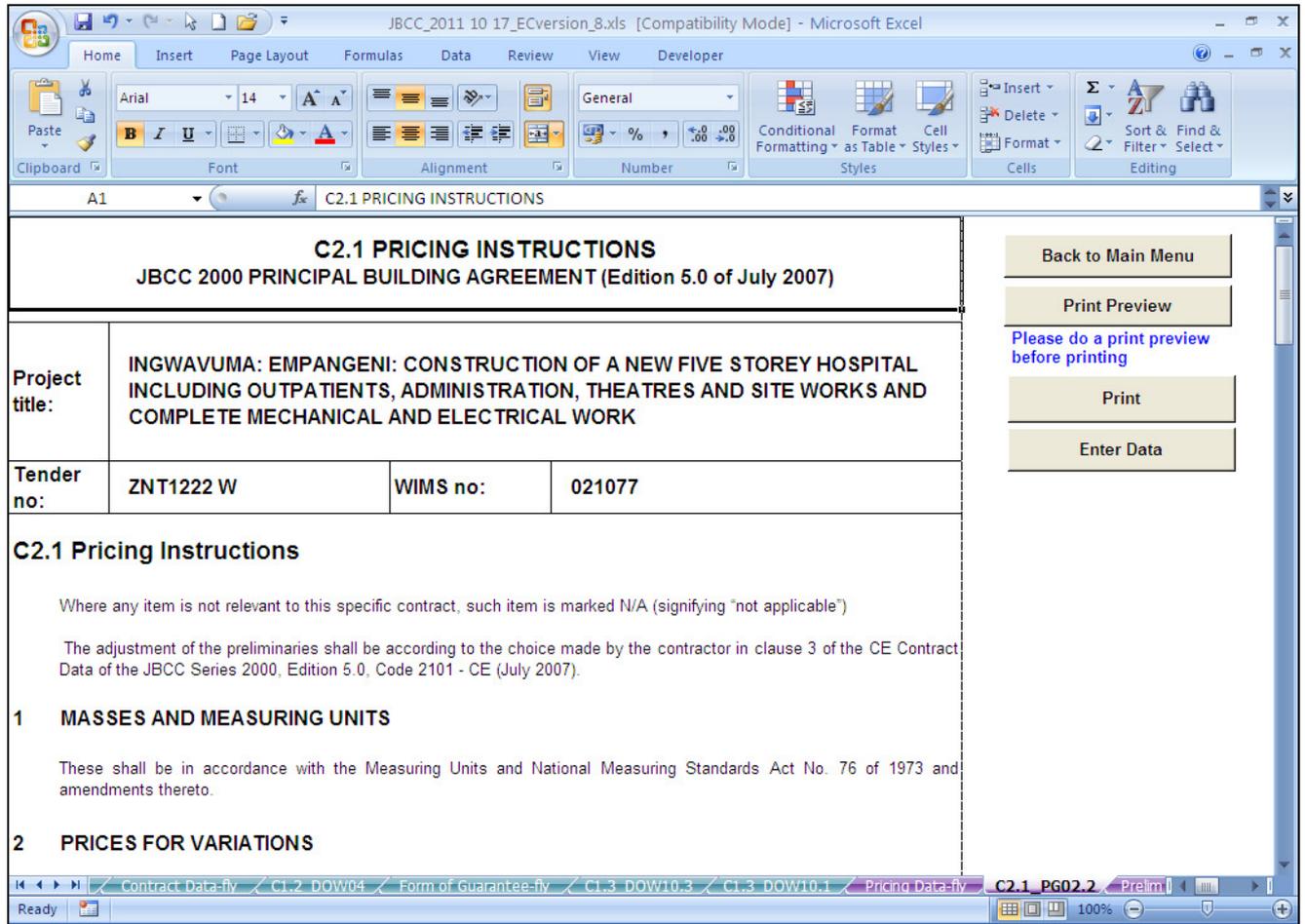
These pricing instructions you need to complete.

Click here to go to the Pricing Instructions document.



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.	

<p><u>BILLS OF QUANTITIES</u></p> <p>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.</p>
<p><u>VALUE ADDED TAX</u></p> <p>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.</p>
<p><u>FIXED PRICE</u></p> <p>Should the Bills of Quantities/Lump Sum Document be a fixed price contract, the following clause must be inserted in the Pricing Instructions:</p> <p>Bidders are to take note that the contract price adjustments are not applicable to this contract. Bidders should therefore make provision in the Contract Sum, schedule of rates, etc. for possible price increases during the contract period, as no claims in this regard shall be entertained.</p>



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.

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

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		
12	R 1 024 000 000.00			

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

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

Type in the number of rain days allowed per month as well as the Rainfall exceeds (mm/day). Then select the Estimated commencement month from the drop down list provided.

Click	Drawings Numbers	Description of drawing	Date	Revision
	2015/010/001	Site Layout	12/04/2015	Rev 0
	5222222	Ground floor	12/04/2015	Rev 0
	??????			

Use this button to go to the list of drawings document.



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

C5.1 DRAWINGS/ANNEXURES																							
INGWAVUMA: EMPANGENI: CONSTRUCTION OF A NEW FIVE STOREY HOSPITAL INCLUDING OUTPATIENTS, ADMINISTRATION, THEATRES AND SITE WORKS AND COMPLETE MECHANICAL AND ELECTRICAL WORK																							
Tender no.:	ZNT1222 W	WIMS no.:	021077																				
<p>The following relevant drawings / annexures shall be inserted for tender purposes to form part of the tender documentation. Where applicable, drawings / annexures could be re-issued to the Contractor at commencement of the construction phase.</p> <table border="1"> <thead> <tr> <th>DRAWING NO</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>Drawing 1</td> <td>Description of drawing</td> </tr> <tr> <td>Drawing 2</td> <td>ZXCZXCZXC</td> </tr> <tr> <td>fg</td> <td>ghjghj</td> </tr> <tr> <td>df</td> <td>hghjghj</td> </tr> <tr> <td>fg</td> <td>ghjghjg</td> </tr> <tr> <td>sdf</td> <td>hghjghj</td> </tr> <tr> <td>dfsd</td> <td>hghjghj</td> </tr> <tr> <td>sdf</td> <td>ghjghjgh</td> </tr> <tr> <td>d</td> <td>off</td> </tr> </tbody> </table>				DRAWING NO	DESCRIPTION	Drawing 1	Description of drawing	Drawing 2	ZXCZXCZXC	fg	ghjghj	df	hghjghj	fg	ghjghjg	sdf	hghjghj	dfsd	hghjghj	sdf	ghjghjgh	d	off
DRAWING NO	DESCRIPTION																						
Drawing 1	Description of drawing																						
Drawing 2	ZXCZXCZXC																						
fg	ghjghj																						
df	hghjghj																						
fg	ghjghjg																						
sdf	hghjghj																						
dfsd	hghjghj																						
sdf	ghjghjgh																						
d	off																						

Back to Main Menu

Print Preview

Please do a print preview before printing

Print

Enter Data

Data linked to Master Data sheet.

C4.2 ListofDrawings

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	
Standard Preambles for all Trades (Rev 3) - DOH 2009	Annexure 1
General Electrical Specifications	Annexure 2
Lightning Protection Specifications	Annexure 3
Map of Bid submission location	Annexure 4
Joint Venture Agreement	Annexure 5
Preference Certificate Functionality Criteria	Annexure 6
Health and Safety Specification	Annexure 7
Health and Safety Bill of Quantities	Annexure 8
Builders Lien Agreement	Annexure 9
Geotechnical Investigation Report (If applicable)	Annexure 10

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

Click onto the button to go to the Preliminary and General document.

Specific OHS Specification NOTICE

In terms of Section 5(1)(b) of the CONSTRUCTION REGULATIONS 2014 as promulgated on the 7th of February 2014 in the Government Gazette No. 37305, a site specific health & safety specification is to be developed for the intended construction. This then prohibits the use of GENERIC HEALTH & SAFETY SPECIFICATIONS. The new regulations calls for inclusion of an OHS Agent during planning stages of the project so as to enable the development of the document mentioned above for it to be considered during design stage and finally incorporated into the tender document as stated under Sections 5(1)(d) & (f) of the Construction Regulations 2014.

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 2,500,000.00	
Amount in words:	Two million five hundred thousand	
CIDB grading:	4	

There should not be a figure in the bid document field.

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, lighting or any adverse weather condition appropriate safety measures have to be taken.

<p>Extreme weather conditions</p>	<p>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.</p>
<p>Change to scope of work</p>	<p>1) Should there be changes to the original scope of work, the Principal Agent must inform appointed Construction Health and Safety Agent to effect changes to the OHSE Specification.</p>
<p>Safety Plan Submission</p>	<p>1) The successful Tenderer must submit a copy of the detailed OHSE Plan for approval and keep the original for onsite use during construction. The principal Contractor will not be allowed to start site establishment before his/her SHE Plan has been approved in writing.</p>
<p>Bylaws</p>	<p>1) The Principal Contractor must incorporate any aspects of the Local Municipal bylaws which affect the, Safety and Environmental wellbeing of the employees and the public into his/her OHSE Plan and ensure compliance to such bylaws.</p>

<p>Risk assessment for construction work</p>	<p>1) To comply with CR(9) and to also address environmental issues</p>
	<p>2) Risk Assessment must be done if and when required.</p>
	<p>3) DSTI's must be performed on a daily basis be of an acceptable standard and need to be signed off prior to work starting and at the end of each shift.</p>
	<p>4) No work may be performed without an approved DSTI.</p>
	<p>See the attached baseline risk assessment to be considered by both the designer and the principal contractor.</p>
<p>Fall protection</p>	<p>1) To comply with CR (10),</p>
	<p>2) Edge protection and protection of floor openings need to be of such a manner as to properly protect employees from falling off elevated positions or falling into floor openings</p>

Structures	1) To comply with CR (11)
Temporary work	1) To comply with CR (12)
Excavations	1) To comply with CR(13) and the following;
	2) If the risk exists of a person in an excavation being enclosed in an event of a collapse the following will apply; shoring sufficient to prevent enclosure, any excavated material must be placed at least 1metre from the edge and at the maximum angle of repose to the horizontal.
	3) No excavation may affect the stability of any adjoining structure or road unless steps have been taken as identified by an Engineer or a Technologist.
	4) Adequate provisions must be made to ensure that water is drained from excavations where water may enter such excavations as a result of seepage or rain
	5) All excavations made by the Principal or Sub Contractors must be barricaded by means of solid barricading and barricading tape may only be used to make such barricading more visible
	6) If more than one excavation is present on site all excavations must be numbered to ensure effective inspection and control

Demolition work	1) To comply with CR (14) and the following;
	2) Demolition work may only start upon approval of the Demolition Plan by the Client or its duly appointed Agent
	3) In the event that a structure identified for demolition incorporates substances such as, lead or asbestos it must be performed within the requirements of the applicable legislative requirements
Scaffolding	1) To comply with CR(16) and the following;
	2) Scaffolding Inspectors and Scaffolding Erectors must be different individuals.
	3) Scaffold Harness must be used on Scaffolding, normal Harnesses may not be used on scaffolding
	4) Sufficient Scaffolding material e.g., tags, trapdoors etc. need to be on site as determined by the activities on site
	5) Scaffold bases may not be supported by materials such as bricks and chipboard. Suitable material needs to be used as per SANS 10085

Construction vehicles and mobile plant	1) To comply with CR (23) and the following;
Electrical installations and machinery on construction sites	1) To comply with CR (24)
Use and temporary storage of flammable liquids on construction sites	1) To comply with CR (25)
Water environments	1) To comply with CR (26)
Housekeeping and general safeguarding on construction sites	1) To comply with CR (27) and the following;
	2) Contractor to designate areas for placing refuse and rubble prior to being removed from site
	3) Contractor must implement a daily task site clean-up for all activities these should cover work areas, stairways, walkways etc. to free of any construction debris obstruction.
	4) Refuse to be separated for recycling purposes
	5) Hazardous materials such as asbestos may not be included in general rubble and need to be disposed of as per applicable legislative requirements
Stacking and storage on construction sites	1) To comply with CR (28)

Fire precautions on construction sites	1) To comply with CR (29) and the following;
	2) No smoking may be permitted on site except in designated smoking areas
Construction employees' facilities	1) To comply with CR (30) and the following;
	2) Gender signs to be placed at appropriate locations
	3) All welfare facilities to be kept in a hygienic condition at all times
	4) Employees to be trained in good hygiene practices
	5) Toilets to be fitted with doors which can be locked from the inside
	6) Toilets to be sufficiently ventilated
	7) Contractors or contractors employees are not permitted to any other facilities except those provided by the contractor.

Public Safety & Signage	1) The Principal Contractor engaged in construction work must ensure that each person working on or visiting a site, and the general public in the vicinity of the construction site, shall be made aware of the dangers likely to arise from onsite activities and the precautions to be observed to avoid or minimise those dangers.
	2) Appropriate signage shall be posted at conspicuous points within and around the perimeter of the site. The steps to comply with this requirement must be outlined in the OHSE Plan.
	3) The public or visitors may only be permitted on site if they go through an appropriate health and safety induction detailing hazards and risks they may be exposed to and what measures are in place to control these hazards and risks
	4) The entire project site must be secured against unauthorized access and provided with appropriate warning signage. Where roadways or walkways must be encroached or closed due to work, adequate barriers shall be installed to safely redirect the flow of vehicles and pedestrians and protect them from construction activities.
	5) Whenever it is necessary to maintain public use of work areas (such as sidewalks, ramps, entrances to buildings, corridors, or stairways), the public shall be protected with appropriate guardrails, barricades, temporary fences, overhead protection, or temporary partitions and hoarding. The public must also be adequately protected from any work created hazards, such as excavations. Appropriate warnings, signs, warning lights and instructional safety signs shall be conspicuously posted and placed where necessary.

On Site Health and Safety Training & Induction	1) The Principal Contractor shall ensure that all site personnel and visitors undergo a risk-specific health & safety induction training session before starting work or being permitted to enter the site. A record of attendance shall be kept in the health & safety file.
	2) The Principal Contractor shall ensure that, on site periodic toolbox talks take place at least once per week. These talks should deal with risks relevant to the construction work at hand. A record of attendance shall be kept in the health & safety file. The above should also cover all sub-contractors that are onsite.
	3) All Contractors have to comply with this minimum requirement. Environmental issues to be included in toolbox talks where required.
General Record Keeping	1) The Principal Contractor and all Sub Contractors must keep and maintain Health and Safety records to demonstrate compliance with this Specification, The OHS Act 85/1993; and with the Construction Regulations of 2014. The Principal Contractor shall ensure that all records of incidents/accidents, training, inspections; audits, etc. are kept in a health & safety file held in the site office, which must be present on site at all times. The Principal Contractor must ensure that every Sub Contractor opens its own health & safety file, maintains the file and makes it available on request.

<p>Health & Safety Audits, Monitoring and reporting</p>	<p>1) The Client or its duly appointed Agent shall conduct monthly health & safety audits. The Principal Contractor is obligated to conduct similar audits on all Sub Contractors appointed by them at least once a month. Detailed audit reports must be presented and discussed at all levels of project management meetings and a copy of such audit will be provided to the Client or its duly appointed Agent within 7 working days of such audit. Copies of the Client's audit reports shall be kept in the Principal Contractors Health & Safety File.</p>
<p>Emergency Procedures</p>	<p>1) The Principal Contractor shall submit a detailed Emergency Plan for approval by the Client prior to commencement on site. The plan shall detail the response procedure including the following key elements:</p> <p>a. List of key competent personnel;</p> <p>b. Details of emergency services;</p> <p>c. Actions or steps to be taken in the event of the specific types of emergencies;</p> <p>d. Information on hazardous material/situations.</p>
<p>First Aid Boxes and First Aid Equipment</p>	<p>1) The appointed First Aider(s) to be in possession of a valid first aid training certificate Level 2. Valid certificates are to be kept in the Site Safety File. All Sub Contractors with more than 5 employees shall supply their own first aid box, except if otherwise agreed upon between Principal and Sub-Contractor in writing.</p>
<p>Accident / Incident Reporting and Investigation</p>	<p>1) Injuries are to be categorised into Near miss, first aid, LTI, fatal etc. Fatal accidents to be reported in addition to applicable legislative requirements to the Client or its duly appointed Agent with immediate effect. The Principal Contractor must stipulate in its construction phase OHSE Plan how it will handle each of these categories. When reporting injuries to the Client, these categories shall be used. The Principal Contractor shall investigate all injuries, with a report being forwarded to the Client immediately. All Sub-Contractors have to report on the abovementioned categories of injuries to the Principal Contractor at least monthly. All categories of</p>

Hazards and Potential Situations	1) The Principal Contractor shall immediately notify other Sub Contractors as well as the Client of any hazardous or potentially hazardous situations that may arise during performance of construction activities.
	2) Should a hazardous situation require work stoppages, the work must be stopped and corrective steps taken such as the issue of Written Safe Work Procedures and the issue of Personal Protective Equipment.
Personal Protective Equipment (PPE) and Clothing	1) The Principal Contractor must ensure that all workers are issued with the required PPE as required by the risks associated with the activities they perform. The minimum PPE to be worn on site will be Safety Shoes/Boots, Hard Hats, Overalls. No Visitors may enter the site without Safety Shoes/Boots and Hard hats. The Principal Contractor and all Sub Contractors shall make provision and keep adequate quantities of SABS approved PPE on site at all times. All employees issued with PPE to be trained in correct use, records of training and issue to be kept in the Site SHE File. Procedure to be in place to deal with:
	a Lost or stolen PPE;
	b Worn out or damaged PPE replacement.
	c Employees not utilising PPE as required
	2) The above procedure applies to Principal Contractors and their appointed Sub- Contractors, as they are all employers in their own right.
Permits	1) The Principal Contractor shall prepare and issue the required written permits relating to but not limited to the following:
	a Hot Work
	b Roof Work; and
	c Electrical work (both temporary and permanent)

Speed Restrictions and Protections	Unless otherwise stipulated, the maximum speed limit on sites must be limited to 10 km/h.
	1) Vehicle movement routes on site must be clearly indicated where applicable.
	2) Signage to ensure the safe movement of vehicles on site, as well as to ensure the health and safety of all employees and visitors on site, must be displayed in strategic locations.
Hazardous Chemical Substances (HCS)	1) To comply with Hazardous Chemical Substances Regulations as published in Government Notice No. R. 1179 dated 25 August 1995.
	2) In addition to the abovementioned, Material Safety Data Sheets must be kept on site for all materials, which may contain hazardous chemical substances

Asbestos	1) To comply with Asbestos Regulations as published in Government Notice No. R. 155 dated 10 February 2002.
	2) Removal to be done by an accredited asbestos contractor
	3) Proof of accreditation to be kept on site.
	4) Proof of safe systems of work
	5) Disposal certificate.
	6) Under no circumstances may asbestos be handed over to the community irrespective of shape or condition.

<p>Fire Extinguishers and Fire Fighting Equipment</p>	<p>1) The Principal Contractor and Sub-Contractors must allow for and provide adequate provision of regularly serviced temporary fire fighting equipment located at strategic points on site, specific for the classes of fire likely to occur.</p> <p>2) The appropriate notices and signs must be allowed for and be erected as required</p> <p>3) Contractors may not utilize fire protection equipment belonging to the Client without prior consent</p>
<p>Ladders and Ladder Work</p>	<p>1) The Principal Contractor must allow for and ensure that all ladders are inspected at least monthly, are in a good safe working order, are the correct height for the task, extend at least 1m above the landing, are fastened and secured and are placed at a safe angle.</p> <p>2) Records of inspections must be kept in a register on site</p> <p>3) All ladders found to be unsafe must be removed from site immediately and not be permitted back onto site until it has been certified as being safe by the Safety Officer or Construction Supervisor.</p>
<p>General Machinery</p>	<p>1) To comply with Driven Machinery Regulations as published in Government Notice No. R. 1010 dated 18 July 2003</p>

<p>Portable Electrical Tools and Hand Tools</p>	<p>2) The Principal Contractor shall ensure that all portable electrical Equipment, is clearly numbered, inspected by a Competent appointed person and records of such inspections to be kept on record in an appropriate register on the site SHE file</p> <p>3) The Principal Contractor shall allow for and ensure the following in relation to hand Tools:</p> <p>a That a "Competent Person" undertakes routine inspections and records are kept on site.</p> <p>b That only authorized trained persons use the tools.</p> <p>c That safe working procedures apply.</p> <p>d That PPE is provided and used.</p> <p>4) All unsafe hand tools and portable electrical equipment found on site need to be removed from site with immediate effect, tagged as unsafe for use and only be permitted back on site after being certified as safe for use by the Safety Officer or the construction Supervisor.</p>
<p>High Voltage Electrical Equipment Installations and Equipment</p>	<p>1) All Employees must be made aware of the presence and location of High Voltage Equipment such as underground cables and overhead lines, and ensure that the necessary precautionary steps are taken where work has to be executed in the vicinity of such equipment.</p> <p>2) Precautionary measures such as Isolation and Lock-Out of electrical systems or the use of electrically isolated tools must be used.</p>
<p>Adequate Lighting</p>	<p>1) All Contractors must allow for and ensure that adequate lighting is provided to allow for work to be carried out safely.</p>

Transportation of Workers	1) In addition to CR 23 the following will apply. The Principal Contractor and Sub-Contractors shall not:
	a. Transport persons together with goods or tools unless there is an appropriate area or section of the vehicle in which to store such goods.
	b. Transport persons on the back of trucks except if a proper canopy (properly covering the sides and top) has been provided with suitable seating areas.
	c. Permit workers to stand or sit on the edge of the transporting vehicle.
	d. Transport workers in LDVs unless they are closed/covered and have the correct number of seats for the passengers
	e. No driver may transport more than six people on the back of a 1 Ton LDV and more than four passengers on the back of a ½ Ton LDV.
	2) The driver of any LDV may not permit more than two passengers to occupy the cab of any LDV.
	3) Drivers of such vehicles must have a valid driver's license for the code of vehicle being driven by them.
	4) No servicing of vehicles will be permitted on a Construction Site. No Vehicles or machinery leaking oil will be permitted on site due to the risk posed to the environment.
5) Any oil or diesel spilled on site must be cleaned up as per accepted environmental practice	
In the event that Earth Moving Machinery is present on site the following must be adhered to:	

Occupational Hygiene	1) Occupational exposure is a major problem and all Contractors must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards.
	2) All Contractors must prevent inhalation, ingestion and absorption of any harmful chemical or biological agents
	3) Water to be utilized for drinking purposes may only be drawn from taps designated for drinking water purposes. Fire hydrants and fire hose reels may not be utilized for drinking water purposes.
Environmental Management	1) The Principal Contractor and Sub-Contractors must comply with the requirements of NEMA Act.
	2) The Principal Contractor must develop a waste management plan, implement and maintained it onsite
	3) Cement mixing to be done at a predetermined location on site which must include a solid, slab, and bunded edges to prevent runoff
	4) Contaminated run off water from the site must be treated such as to ensure that it does not pose a risk to the environment
	5) Any material which may have a harmful effect when disposed of by normal means must be disposed of in an appropriate manner to eliminate its harmful effect on the environment after disposal.

Alcohol and other Drugs	1) No alcohol and other drugs will be allowed on site without the express permission of the Principal Contractor
	2) No person may be under the influence of alcohol or any other drugs while on the construction site.
	3) Any person on the construction site who is on prescription drugs must inform his/her Employer accordingly and the Employer shall in turn report this to the Principal Contractor immediately.
	4) Any person on the construction site who is suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to his/her Employer, who in turn must report this to the Principal Contractor forthwith.
	5) Any person on the construction site who is suspected of being under the influence of alcohol or other drugs must be removed from site immediately and be instructed to report back the next day for a preliminary inquiry. A full disciplinary procedure must be followed by the Contractor concerned and a copy of the disciplinary action must be forwarded to the Principal Contractor for his records.

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
Activity	Grinding
Safety	Electrocution, entanglement, tripping hazards, struck by flying materials etc
Health	Noise induced hearing loss, cuts, loss of limbs, electrocution
Environmental	none
Public Safety	Noise, dust etc
Control Measures	Safe systems of work, Wet cutting, barricading, temporary guarding, signage

HEALTH AND SAFETY IMPLEMENTATION COSTING					Only a guide to be priced by contractor	
to Bidder what they need to provide for Health and Safety costs on this sheet.					Rates	
	DESCRIPTION	UNIT	Applicable (A)/ Not Applicable(N/A)			
			(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					
1.5	Routine medical as per requirement of job activities					
1.6	Re-medicals - yearly	Nr.				
1.7	Exit medicals	Nr.				
	TOTAL					

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	QUANTITY	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				

3.2.7. EQUIPMENT SCHEDULE

The Equipment schedule needs to be completed next.

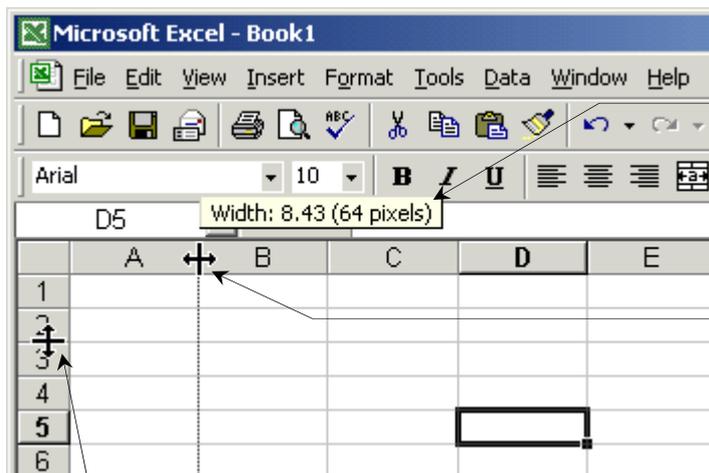
TECHNICAL DATA:	STANDBY GENERATOR
Manufacturer:	
Model number:	
Serial number:	
Voltage	
KVA	
Frequency	
RPM	
Cylinder/stroke	
Fuel capacity and consumption	
Sound pressure level	
Condenser air flow rate	
Attenuation type	
Battery Type	
AMF Change Over Panel Type	
Starter Motor Type and Voltage	
Standard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

Complete all the Technical data for each piece of equipment listed.

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.



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.

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

1	A	B	C	D	E	F	G	H	I	
	T2.1 LIST OF RETURNABLE DOCUMENTS									
3	Project title:	INGWAVUMA: EMPANGENI: CONSTRUCTION OF A NEW FIVE STOREY HOSPITAL INCLUDING OUTPATIENTS, ADMINISTRATION, THEATRES AND SITE WORKS AND COMPLETE MECHANICAL AND ELECTRICAL WORK							<input type="button" value="Print Preview"/>	
4	Project Manager:	Architects Inc.	Tender no:	ZNT1222 W	<input type="button" value="Print"/>					
5										
6	1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES									
7	<i>(Tenderer to Insert a tick (✓) in the "Returnable document" column to check which documents he/she returned with the tender)</i>									
8	Tender document name			Number of pages	Returnable document		<i>(Insert a tick in the "Returnable document" column)</i>			
9	Declaration of Interest			3 Pages	Yes					
10	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.

Please do a print preview before printing



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

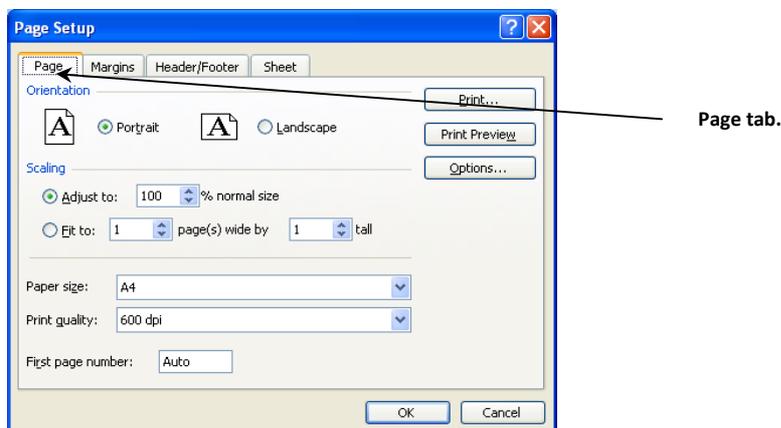
Before you print a worksheet, make sure your page setup conditions are correct. Once you have done this, Microsoft Excel saves the setup with the **worksheet** so that you don't have to specify the setup every time you print it.

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

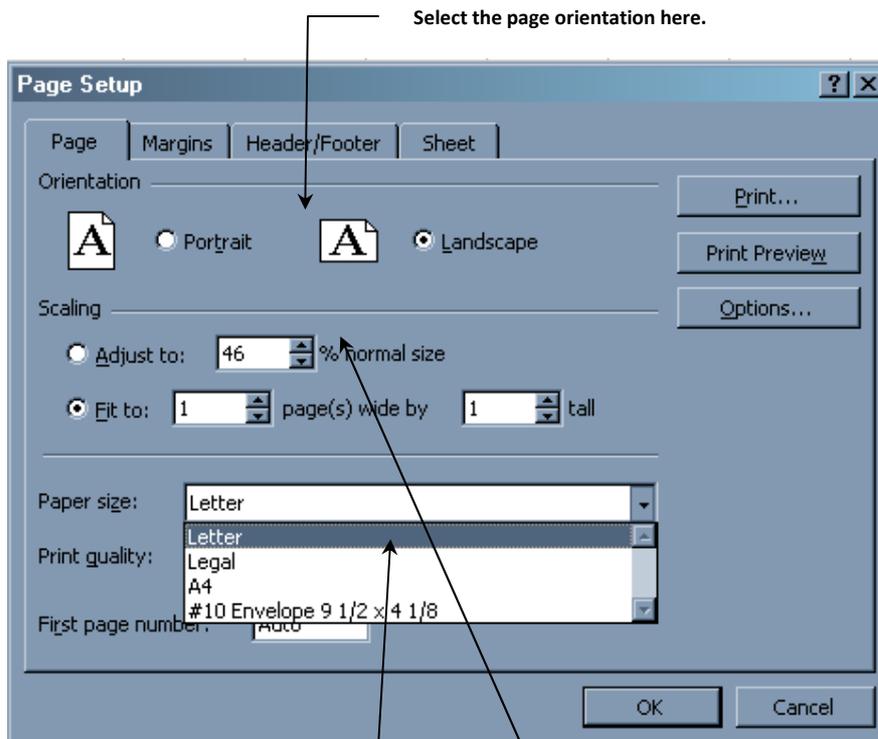
To set up a worksheet for printing:

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.

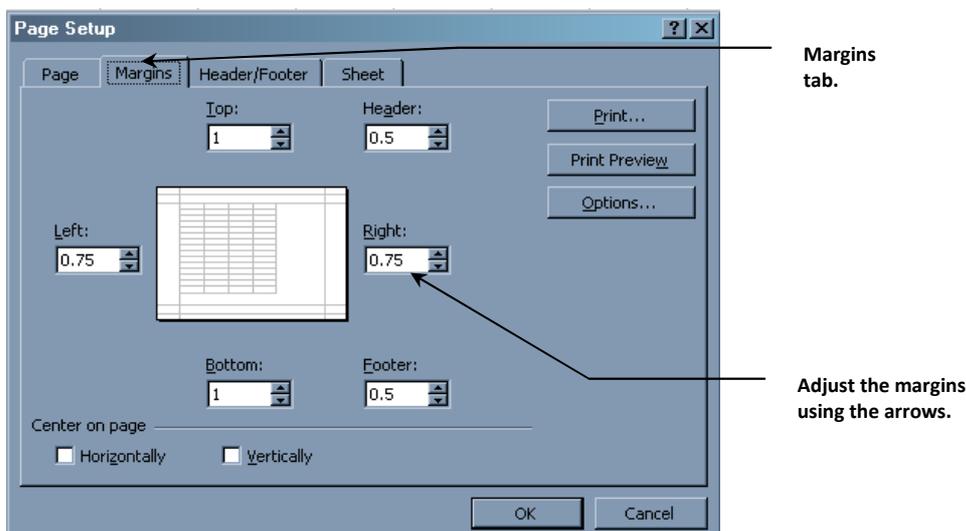
4. Select whether you want Microsoft Excel to **fit** the worksheet to one page by x pages tall.



Select the paper size here.

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

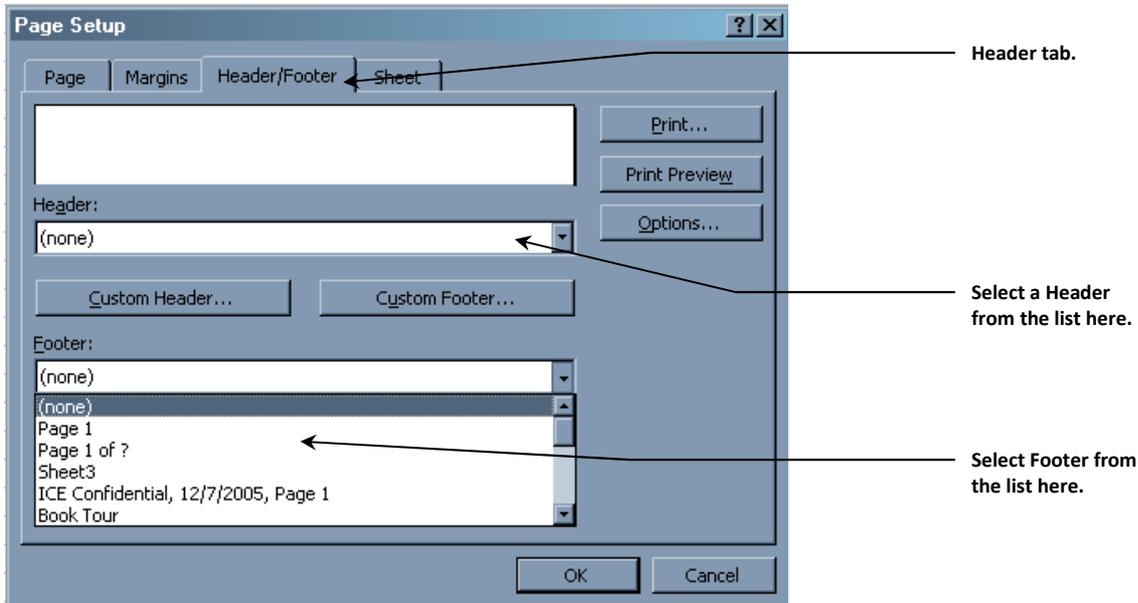
5. If the Paper size is not A4, then select A4 from the **Paper Size** dialogue box.
 1. Select the **Margins** tab.
 2. Adjust the **top, bottom, left & right margins** here. You can also adjust the margins for the Header and Footer area.
 3. Select whether you want to **Centre** the worksheet **Horizontally** or **Vertically** on the page.



Margins tab.

Adjust the margins using the arrows.

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.

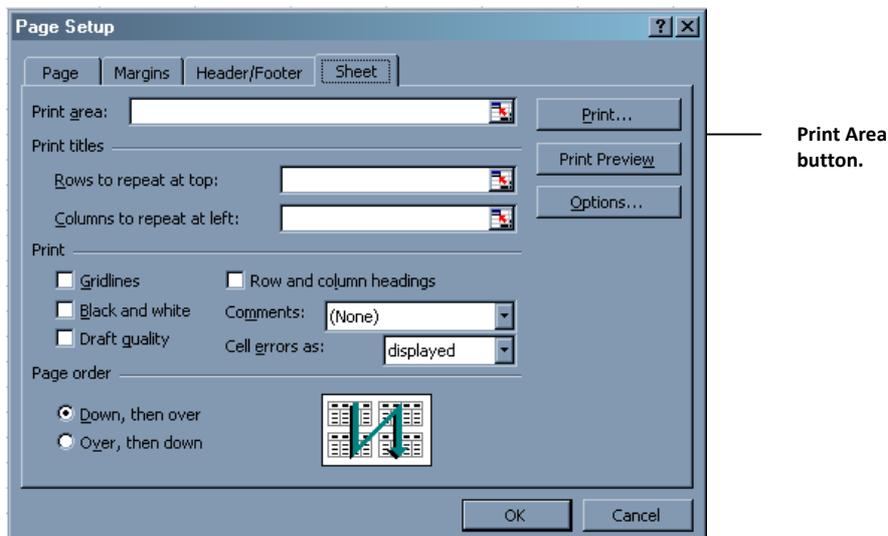


6. Select the **Sheet tab**.
7. Here you can select a Print Area in the **Print Area box**.

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**.

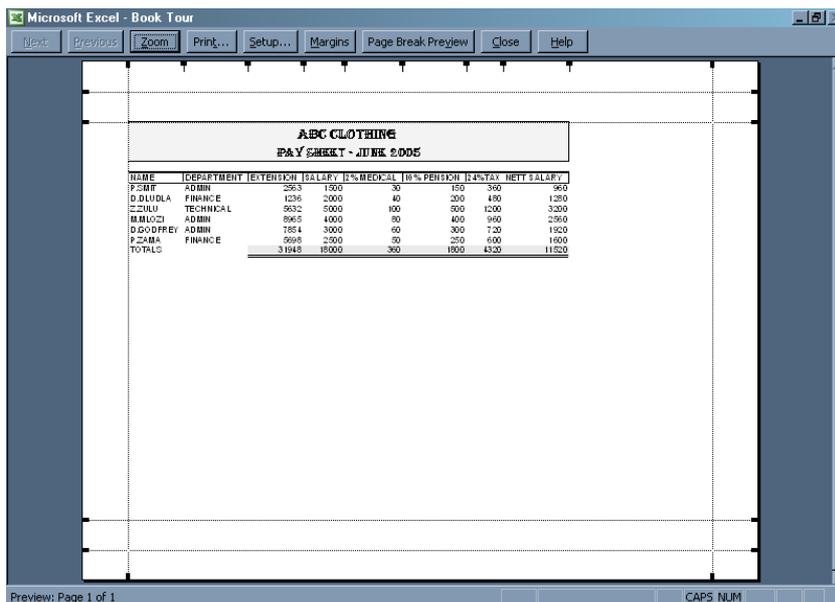
5.2. PREVIEWING THE WORKSHEET

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.

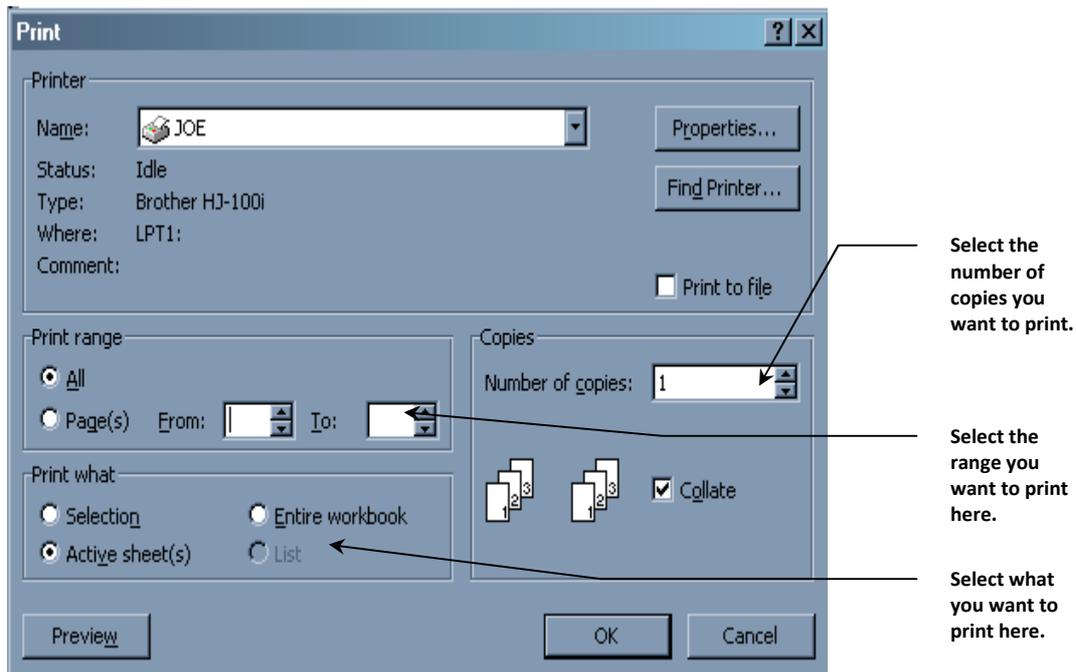


5.3. PRINTING

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**.

INDEX

A

advertisement, 7
Agent, 25

B

Bill of Quantity, 26
borders, 63

C

calculations, 8
CIDB Grading, 17
closing date, 17
column widths, 56
contractor, 7

D

DOW301, 7

E

Enter Data, 14
EPWP, 6, 16
Estimate, 6, 7, 17
Evaluation Method, 19
Expanded Public Works Program, 16

F

Find, 10
formulas, 8

G

Go To worksheet, 13

H

header, 56

J

Joint Building Contract Committee, 6

L

letter of appointment, 6
location for collection, 19

M

Main menu, 14
Master Data, 11, 12, 14, 15, 20, 57
Method of Measurement, 26

N

number of days, 17, 18

P

PAC/JOPAC, 6
Page Break Preview, 14, 63
Principal Agent, 25

R

Returnable Documents, 21
Risk Assessment Report, 7

S

Scope of works, 13
sheets, 8
Site Inspection, 18
site meeting, 7

T

Tender number, 15
the row height, 56

W

WIMS, 6

workbook, 10
Workbook, 8
worksheet, 8, 56, 63
worksheets, 8

Z

ZNT, 15