City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall
65 Ntemi Piliso Street
Newtown
Johannesburg

Johannesburg Water
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a world class African city

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF JOHANNESBURG WATER	
DESCRIPTION: Repair of Ffennell Road Round Building (including Telemetry Wing) Roof	
RFQ NUMBER:RFQJW055NS26-27	
ADVERT DATE:21 October 2026	
CLOSING DATE: 05 November 2026	
CLOSING TIME: 16H00	
RFQ VALIDITY PERIOD: 60 Days **TOTAL QUOTATION VALUE MUST BE INCLUSIVE OF ALL APPLICABLE TAXES. NB: FAILURE TO INCLUDE ALL APPLICABLE TAXES ON QUOTATION WILL LEAD TO DISQUALIFICATION.**	
SUBMISSION OF QUOTATIONS: SUBMISSIONS MUST BE MADE ON THE E-TENDER PORTAL (https://www.etenders.gov.za/)	
COMPOLSORY BRIEFING SESSION – **VENUE: Ffennell Road Depot, 82-Ir, corner Rosettenville Road and Ffennell Road,, ROUND BUILDING** **DATE: 29 October 2026** **TIME: 09H00**	
CONTACT PERSON **SUPPLY CHAIN MANAGEMENT** Name: Nompumezo Sobhekwa Tel: 011 688 1656 Email: Nompumezo.mramba@jwater.co.za	**CONTACT PERSON** **END USER DEPARTMENT** Name: Gumede Manqoba Tel: 011 689 9178 Email: manqoba.gumede@jwater.co.za
Name of Bidder: …… **Total Amount excl. VAT:** …… **VAT Amount:** …… **Total Amount Incl. VAT:** ……	

Directors:
Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,

Ms Kethabile Mabe (Company Secretary),
Johannesburg Water SOC Ltd
Registration umber: 2000/029271/30

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THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 22, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR SPECIFIC GOALS AS PER PPPFA 2022

ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD)

1. **QUOTATIONS MUST BE ON COMPANY LETTERHEADS.**
2. **QUOTATIONS RECEIVED AFTER CLOSING DATE AND TIME WILL NOT BE ACCEPTED.**
3. **QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED**
4. **TOTAL QUOTATION VALUE TO INCLUDE ALL APPLICABLE TAXES.**
5. **SUBMIT A COPY OF A VALID BBBEE CERTIFICATE OR SWORN AFFIDAVIT.**
6. **ENSURE THAT ALL ATTACHED MBD'S ARE DULY COMPLETED AND SIGNED**
7. **SUBMIT A COPY OF VALID LEASE AGREEMENT OR MUNICIPAL ACCOUNT STATEMENT NOT OLDER THAN 3 MONTHS AND NOT IN AREAS FOR MORE THAN 90 DAYS.**
8. **ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY.**

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Guide: How to submit a response on the E-tender Portal

Submit on E tender portal, following the below:

1. (https://www.etenders.gov.za/)
2. Search/Click Browse Opportunities by organ of state (Johannesburg Water)/search by RFQ reference number.
3. Click the **+ sign** to expand the tender/ RFQ information.
4. start the e submission process.
5. Supplier login
6. Use your CSD Credentials to Login. Contact CSD on (csd@treasury.gov.za) in case you forgot your login credentials. “My profile should show if you have logged in successfully”.
7. select supplier.
8. check the submission checklist and attached the compulsory documents.
9. confirm and proceed.

If the application is not going through on the E-tender portal Contact:

eTenders Contact Centre
+27(0)12 406 9222 / 012 406-9229 / 012 312-5000
etenders@treasury.gov.za https://etenders.treasury.gov

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TECHNICAL SPECIFICATION

Project: Ffennell Rd Round Building (Including Telemetry Wing) Waterproofing

Roof Construction Type: Flat Concrete Roof and Parapet Wall Waterproofing Works

Objective

To supply and install a durable roof waterproofing system achieving a minimum 10-year manufacturer's warranty on materials, in full compliance with SANS 10400-L (Roofs) and recognised South African best practice. The works include the removal and replacement of the existing waterproofing system, which has reached the end of its useful service life.

SPECIAL NOTES

MANDATORY REQUIREMENTS

- A contactable reference letter of similar work completed shall be attached with submission.
- Location of dumping site must be confirmed in writing.
- The **material datasheets of product(s)** proposed shall be supplied for evaluation purposes.
- The CIDB requirements of 1SN apply to the scope of work (project).
- OHS Act safety file shall be quoted for and shall be supplied and needs to be approved before work commences.
- Work breakdown stages (Item Numbers) shall be outlined clearly as per the BoQ for example:

  Section A – Preliminaries & General
  - *A1. Site establishment, supervision and protection of works (sum)*
  - *A2. Health and Safety compliance and documentation (sum)*

  Section B – Removal and Preparation
  - *B1. Removal of existing waterproofing membranes to concrete substrate (m²)*
  - *B2. Removal, transport and legal disposal of all waterproofing waste and rubble at a licensed landfill approved to accept construction and bituminous waste (sum)*
  - *B3. ……*
- The workmanship and product warrantee shall be clearly specified in the quotation.
- Full completion of the Bill of Quantities (BOQ) i.e. scope of work is required otherwise bidder will be disqualified.
- Attendance of compulsory site briefing and signing of the attendance register.
- No RFQ will be considered from persons in the service of the State.
- No Bidder who is blacklisted by National Treasury or any National Authority due to non-performance will be considered.
- All Quotes shall be on a Company Letterhead and in PDF format (MS WORD, MS EXCEL, PICTURES ARE NOT ALLOWED).
- Submission of a Joint Venture Agreement, where applicable, which has been properly signed by all parties

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General

- All drawings are issued for indicative purposes only and are not to scale. This principle applies throughout the Technical Specification and Bill of Quantities.
- All dimensions, quantities and extents of waterproofing are indicative and shall be verified by the Contractor.
- It is the sole responsibility of the Contractor to inspect the site, calculate quantities and familiarise themselves with the scope of work.
- Prices shall include for all labour, materials, safety (PPE), plant, protection, testing, waste disposal and compliance requirements.
- No claims will be entertained arising from assumptions, incorrect measurements or failure to attend the compulsory site briefing.
- Alternate systems must meet or exceed all stated performance and warranty requirements.

1. Scope of Work

- Removal of existing waterproofing membranes down to sound concrete substrate.
- Legal disposal of all removed waterproofing materials and associated rubble at a licensed landfill approved to accept construction and bituminous waste.
- Repair of concrete substrate, joints, cracks and surface defects.
- Installation of waterproof screed to restore falls where required.
- Supply and installation of a torch-on waterproofing system to all roof areas, parapets and upstands.
- Waterproof detailing at outlets, edges, corners and penetrations.
- Provision of walk-on protection to defined access routes where roof access is required for telemetry equipment.
- Application of UV protection where required.
- Testing, quality control, inspections and certification.
- Provision of warranties and close-out documentation.

The final roof areas and number of drainage details shall be confirmed during the compulsory site briefing and recorded in the meeting minutes.

2. Acceptable Waterproofing Systems

The Contractor shall propose one of the primary systems or may propose an alternate system, provided all minimum requirements below are met.

2.1 Approved System Types (Primary)

- APP (Atactic Polypropylene) modified bitumen torch-on membrane, or
- SBS (Styrene-Butadiene-Styrene) modified bitumen torch-on membrane

2.2 **Alternate Systems**

Alternate waterproofing systems may be proposed subject to:

- Written confirmation of a minimum 10-year manufacturer's material warranty.
- Compliance with SANS 10400-L durability and weather-resistance requirements.
- Submission of full technical data sheets, installation method statements and reference projects.

- Written approval by the Employer, Johannesburg Water (JW), or Employer's Representative prior to contract award.

3. Materials Requirements

3.1 Membrane Thickness
- Minimum 4 mm reinforced membrane, or thicker where required by the manufacturer to validate the warranty.

3.2 Reinforcement
- Polyester reinforcement (preferred), or
- Fibreglass reinforcement.

Polyester-reinforced membranes are preferred where thermal movement or vibration may occur.

3.3 Surface Finish
- Mineral-chip APP membrane for exposed roof areas, or
- Plain-finish membrane with UV-resistant aluminium or acrylic reflective topcoat.

UV protection is mandatory to comply with durability requirements.

3.4 Primer
- A compatible bitumen-based solvent primer shall be applied to all concrete and masonry substrates where required by the waterproofing manufacturer to validate the warranty.
- Primer application shall strictly follow manufacturer recommendations and only be applied if required by the manufacturer.

4. Installation Requirements

4.1 Substrate Preparation
- Complete removal of existing bituminous waterproofing systems.
- Thorough cleaning of surfaces to remove dust, laitance, oil and loose materials.
- Repair of cracks, voids, honeycombing and defective concrete.
- Installation of waterproof screed to ensure positive drainage and prevent ponding.

4.2 Parapet and Edge Detailing
- Installation of 45° sand-cement or proprietary waterproof fillets at all parapet bases.
- Rounded internal corners with a minimum 75 mm radius.
- Waterproofing membrane turned up parapets a minimum of 250–300 mm.
- Termination beneath metal flashings and sealed with approved polyurethane sealant.

4.3 Torch-On Application
- Primer to be fully cured prior to membrane installation.
- Side laps: minimum 75 mm.
- End laps: minimum 100 mm.
- Continuous visible bitumen bleed at all seams.
- Additional reinforcement to all corners, outlets, penetrations and terminations.

4.4 Outlet and Drain Details
- Cleaning of outlets, downpipes and sumps prior to waterproofing.

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- Membrane fully dressed into drain bowls.
- Reinforced collars installed beneath clamping rings.

4.5 Walk-On and UV Protection

- Mineral-chip membranes may remain exposed.
- Where access is required for maintenance of telemetry equipment, provide:
  - Mineral-chip membranes, or
  - Approved protection layers or walk pads at access routes
- Plain-finish membranes shall receive two coats of UV-stable reflective topcoat applied at manufacturer-specified intervals.

5. Quality Assurance and Testing

5.1 Photographic Records and Hold Points

The Contractor shall provide dated and time-stamped photographic records of all stages of the works including:

- Removal of existing waterproofing
- Concrete repair works
- Screed installation
- Membrane installation
- Final UV or protective finishes

These records shall act as formal inspection hold points. Written approval by the Employer or Employer's Representative shall be obtained before proceeding to the next stage of work.

5.2 Flood Testing

- A minimum 24-hour flood test shall be conducted prior to practical completion.
- Any leaks detected shall be repaired and the test repeated until successful.

5.3 General Workmanship

- No wrinkles, fish-mouths, bridging or air pockets permitted.
- Membrane to be fully bonded throughout.
- Completed roof areas must exhibit positive drainage with no standing water.

5.4 Fire and Safety Controls

- All torch-on works shall comply with site fire-safety requirements.
- Adequate fire-fighting equipment shall be kept on the roof during torching operations.

6. Warranty Requirements

6.1 Manufacturer's Warranty

- A minimum 10-year material warranty, issued directly by the waterproofing manufacturer.

6.2 Contractor's Warranty

- A minimum 5-year workmanship warranty covering installation defects.

All warranties and supporting documentation shall be submitted at handover together with as-built drawings and product data sheets.

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BILL OF QUANTITIES (PRICING SCHEDULE)

Final square metre areas and the number of drainage details shall be confirmed during the compulsory site briefing and recorded in the official meeting minutes. These confirmed quantities will be issued to all contractors who signed the attendance register. Tendered prices shall be evaluated based on these issued quantities.

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	SECTION A : Preliminaries & General				
A1	Site establishment	Sum	1		
A2	Health and safety compliance and Documentation	Sum	1		
	Total Section A				
	CIDB GRADING:2 GB				
ITEM NO	**DESCRIPTION**	**UNIT**	**QTY**	**RATE**	**AMOUNT**
	SECTION B : Removal and Preparation				
B1	Removal of existing waterproofing membranes to concrete substrate	m²	703		
B2	Removal, transport and legal disposal of all Waterproofing waste and rubble at a licensed Landfill approved to accept construction and Bituminous waste	Sum	1		
B3	Cleaning and surface preparation of concrete Roof surfaces	m²	703		
B4	Concrete repairs, crack sealing and patching provision	Sum			
B5	Waterproof screed to restore falls	m²	230		
	Total Section B				
	SECTION C: Primer				
C1	Supply and application of compatible Bitumen primer in accordance with Manufacturer requirements	m²	703		
	Total Section C				
	SECTION D: Waterproofing Membrane (Primary System)				
D1	Reinforced torch-on membrane	m²	703		
D2	Waterproofing to parapets/upstands	m²	280		
D3	Waterproof fillets & Apply UV silicone at edges, joints and penetrations	sum			
D4	Outlet reinforcement, corners and penetrations	sum			
	Total Section D				
	SECTION E: Drainage Details				
E1	Roof outlet waterproofing (including collars and clamping rings)	Each	703		
	Total Section E				
	SECTION F: UV and Walk-On Protection				
F1	UV Coating (protective finishes; including walk pads where required)	m²	703		
	Total Section F				

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	SECTION G : Testing and Close-Out				
G1	Flood testing & Inspections	Sum			
G2	Photographic QA documentation and As-built	Sum			
G3	Warranty certificates	Each			
	Total Section G				
	SECTION H - ALTERNATE SYSTEM (IF PROPOSED)				
H1	Full system description that addresses all items listed above in order to be accurately evaluated by the Employer (JW). Failure to comply will result in the proposed alternate system not being considered.	Sum			
H2	Separate pricing per item must occur to align with the BoQ for price comparison purposes.				
H3	Warranty confirmation and technical data must be included with the submission	Sum			
	Total Section H				
	SUMMARY				
	SECTION A : Preliminaries & General				
	SECTION B : Removal and Preparation				
	SECTION C: Primer				
	SECTION D: Waterproofing Membrane (Primary System)				
	SECTION E: Drainage Details				
	SECTION F: UV and Walk-On Protection				
	SECTION G : Testing and Close-Out				
	SECTION H - ALTERNATE SYSTEM (IF PROPOSED)				
	SUB-TOTAL				
	VAT				
	TOTAL				

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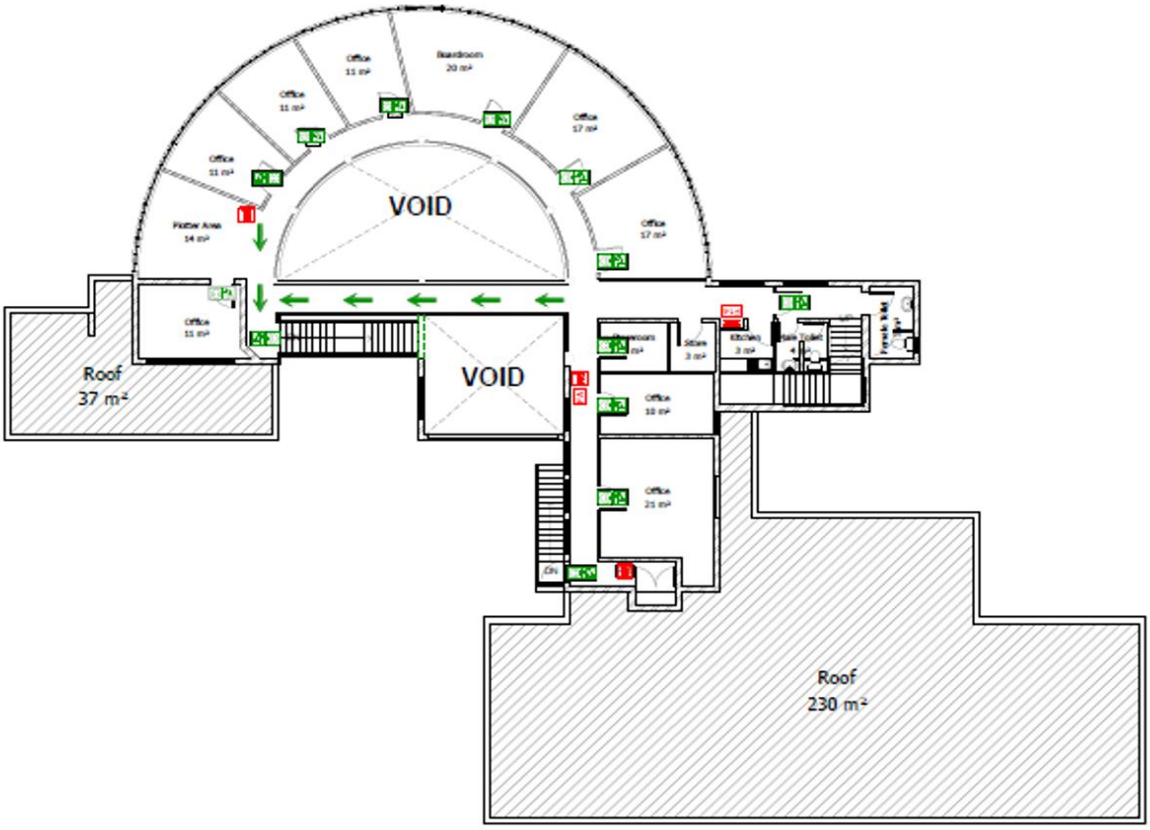
1st Floor building plan to provide a typical schematic of Roof layout



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POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

In terms of the Protection of Personal Information Act 213 (Act 4 of 2013), also called the POPI Act or POPIA, Johannesburg Water SOC Limited, undertakes all reasonable measures to protect personal information and to keep it private and confidential.

1. Privacy Notice applies to:

Suppliers, vendors, contractors, service providers, etc whether appointed or prospective.

2. Definitions of personal information

According to the Act "personal information" means information relating to an identifiable living, natural person, and where it is applicable, an identifiable, existing juristic person. All addresses including residential, postal and email addresses.

3. About the Public Entity

Johannesburg Water (SOC) Limited, registration number 2000/029271/30

3.1 The information we collect

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

3.2 How Johannesburg Water use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. For example: to gather contact information, to confirm and verify your identity, for the evaluation and adjudication of bids and quotations for tenders, request for quotations, and other personal information for the procurement of goods and services by the Entity.

3.3 Disclosure of information

We may disclose your personal information to our Shareholder, the City of Johannesburg, and other Government agencies such as National Treasury, and the Auditor-General of South Africa. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

Directors:

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We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law.
- Where we believe it is necessary to protect our rights.

3.4 Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for is kept secure. We will ensure that anyone with whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

3.5 Your rights: Access to Information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at informationofficer@jwater.co.za, and specify what information you require.

3.6 Correction of your personal information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your identification document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate and up to date.

3.7 How to contact us

If you have any queries about this document; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers listed on our website or send an email to informationofficer@jwater.co.za.

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Registration Number: 2000/029271/30

CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF 2013 (POPIA)

The purpose of the Protection of Personal Information Act, no. 4 of 2013 (POPIA), is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution. By signing this form, you consent to lawful collection, processing, storage and, where necessary, sharing your personal information by Johannesburg Water SOC Ltd. and consent is effective immediately and will remain effective until such consent is withdrawn in terms of POPIA.

1. I …….…… a natural person "herein referred to as the Data Subject" with ID Number.....hereby give my consent to Johannesburg Water SOC Ltd. "herein referred to as the Responsible Party" to collect, process and distribute my personal information where Johannesburg Water SOC Ltd. is legally required to do so.

2. I understand my right to privacy and the right to have my personal information processed in accordance with the conditions for the lawful processing of personal information.

3. I understand the purposes for which my personal information is required and for which it will be used and consent to third parties accessing my personal information and to Johannesburg Water SOC Ltd. sharing my personal information strictly for reporting purposes.

4. I understand that, should I refuse to provide Johannesburg Water SOC Ltd. with the required consent and/or information, Johannesburg Water SOC Ltd. will be unable to assist me.

5. I declare that all my personal information supplied to Johannesburg Water SOC Ltd. is accurate, up to date, not misleading and that it is complete in all respects and that I will notify Johannesburg Water SOC Ltd. of any changes to my Personal Information should any of these details change.

6. I also understand that I have the right to request that my personal information be corrected or deleted, if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully or that the personal information or record be destroyed or deleted if the Responsible Party is no longer authorised to retain it.

Signed at ..... this ..... day of .....20……

….....
Signature of data subject/designated person

……	……	……
Full Name/Dept of Responsible Party	Signature	Date

JOHANNESBURG WATER

DATA SUBJECT CONSENT WITHDRAWAL FORM
IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF 2013 (POPIA)

CONSENT

I .....a natural person "herein referred to as the "Data Subject" with identification number …….. hereby withdraw my consent to process my personal information by Johannesburg Water SOC Ltd (Responsible Party). Therefore, Johannesburg Water SOC Ltd. no longer has my consent to process my personal information for the intended purpose
……
……
……..
which was previously granted using the DATA SUBJECT CONSENT FORM.

The withdrawal of consent does not affect the lawfulness of the processing activities up to the date on this form.

Details of Data Subject

Name and surname:	……..
Identification number:	……..
Date of Birth:	……..
Residential address:	……..
	……..
	……..
Contact number(s):	……..
E-mail address:	……..
Relationship to Responsible Party:	……..

Signed at _____on this _____day of _____20 ___

_____
Signature of Data Subject

_____
Information Officer/Deputy
Johannesburg Water SOC Ltd.

JOHANNESBURG WATER

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ADMINISTRATIVE REQUIREMENTS

PLEASE SUPPLY THE FOLLOWING DOCUMENTS TO ENABLE US TO EVALUATE YOUR SUBMISSION:

Returnable Documents	Description	Yes/No
1	Original Valid Tax Clearance Certificate /valid SARS PIN	**COMPULSORY**
2	A, certified /original/valid, BBBEE certificate /affidavit (Please note that the Sworn Affidavit must be compliant as per B- BBEE Practice Guide 01 of 2018 , NON-COMPLIANT AFFIDAVIT WILL BE SCORED ZERO)	**COMPULSORY**
3	Municipal rates and taxes (Must not be older than 90 days in arrears in line with regulation 38.	**COMPULSORY**
4	Signed Declaration of Interest form (MBD 4)	**COMPULSORY**
5	Declaration of Bidders past supply chain management practices (MBD 8)	**COMPULSORY**
6	Certificate of Independent Proposal Determination (MBD 9)	**COMPULSORY**
7	Proof of CSD registration /MAAA Supplier Number	**COMPULSORY**
8	Preference points claim form in terms of the preferential procurement regulations 2022 (MBD 6.1)	**COMPULSORY**
9	Company registration documents with ID copies of directors / shareholders.	**COMPULSORY**

Directors:

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Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
Mr Molate Mashifane, Ms Pamela Mabece, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela, Mr Kefiloe Mokoena

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Registration Number: 2000/029271/30

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MBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder…… Bid Number……

Closing Time ……. ….. Closing Date…….

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY (QTY)	DESCRIPTION	UNIT PRICE (P)	TOTAL PRICE (QTY*P)
		SUB-TOTAL		R
		VAT AT 15%		R
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)				R

I (full name) _____, in my capacity as _____, the duly authorized representative of _____(company name) hereby declares that the offer is in

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accordance with the attached specification, notes to suppliers & accepts all conditions/ clauses contained in the said documents.	
Signature of duly authorized representative	**Date:**

- Required by: …….
- At: …….

  ……
- Brand and Model …….
- Country of Origin

  …….
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) …….
- Period required for delivery …….

  *Delivery: Firm/Not firm
- Delivery basis …….

Note: All delivery costs must be included in the bid price for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

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MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

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

3.2 Identity Number:.....

3.3 Position occupied in the Company (director, trustee, hareholder[2]): .....

3.4 Company RegistrationNumber: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars.....
.....

[1]MSCM Regulations: "in the service of the state" means to be –
(a) a member of –
(i) any municipal council.
(ii) any provincial legislature; or
(iii) the national Assembly or the national Council of provinces.

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(b) a member of the board of directors of any municipal entity.

(c) an official of any municipality or municipal entity.

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.....

.....

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

3.11.1 If yes, furnish particulars.....

.....

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

3.12.1 If yes, furnish particulars.....

.....

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

3.13.1 If yes, furnish particulars.....

.....

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

3.14.1 If yes, furnish particulars: .....

.....

Directors:

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4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

…….. ……..

Signature **Date**

……. …….

Capacity **Name of Bidder**

Directors:

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MBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

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

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

(a) Price; and

(b) Specific Goals.

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1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS:	20
Total points for Price and SPECIFIC GOALS	**100**

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

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"Rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

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(e) **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

ECIFIC GOALS

4. POINTS AWARDED FOR SP

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

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system

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will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Proof of documents as per spec
SMME (An EME or QSE) **51% or more black owned by Black People**	80		• Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI /CIPC BBBEE Certificate for Exempted Micro Enterprises or Qualifying Small Enterprise or Affidavit sworn under oath.

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(c) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.

(d) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.

(e) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(f) forward the matter for criminal prosecution, if deemed necessary.

……
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….
DATE: ……

ADDRESS: ……

……

……

……

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MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system.
b. been convicted for fraud or corruption during the past five years.
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

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4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

Directors:
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4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS

DECLARATION FORM TRUE AND CORRECT.

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

……... ……..

Signature **Date**

……. ……..

Position **Name of Bidder**

Directors:

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Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd
Registration Number: 2000/029271/30

City of Johannesburg

Johannesburg Water SOC Ltd

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MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

[1] Includes price quotations, advertised competitive bids, limited bids and proposals.

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

Directors:

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MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:_____that:

(Name of Bidder)

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

   (a) has been requested to submit a bid in response to this bid invitation.
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

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

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

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

……	……
Signature	Date
……	……
Position	Name of Bidder

Directors:

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1. SCOPE OF WORK

Roof leak repairs

2. PURPOSE

The aim of the SHE specification is to ensure that any contractor which is appointed by Johannesburg Water to conduct any work complies with the SHE requirements of the SHE specification and any other legislative requirement applicable to the contract scope.

3. APPLICABILITY

This document is applicable to all contractors and suppliers conducting contractual activities for and on behalf of Johannesburg Water.

4. APPOINTMENTS

The contractor and its appointed sub-contractor must make the relevant legislative and non-statutory appointments, which must be maintained valid for the entire contract duration.

All appointees shall be suitably trained and found to be competent for the responsibilities there are assigned for.

Copies of all relevant appointments and the relevant competence certificates must be kept in the relevant SHE file.

5. INSURANCE

The contractor and all its appointed sub-contractor(s) shall be registered with an appropriate compensation commissioner and have a valid letter of good standing from commissioner. The contractor is responsible for ensuring the Letter of Good Standing is valid for the entire duration of the project/contract. A copy of the letter of Good Standing must be kept in the SHE file.

6. COSTING FOR SHE REQUIREMENTS

The contractor is responsible for ensuring that SHE costing is taken into consideration for the entire project/contract as this will ensure they comply with the SHE legislative requirements

7. INDUCTION

An initial induction shall be done with key personnel to familiarize them with the requirements on site and for compiling the SHE file.

Once labourers are appointed JW will conduct an induction on SHE requirements, and the contractor is also required to conduct their company specific induction

8. SUBMISSION OF SAFETY FILE

- Once appointed the contractor can submit their safety file for approval.
- Approval will be granted when the critical items have been sufficiently addressed.

9. RISK ASSESSMENT

- Every Contractor who has been appointed contractually to conduct work for Johannesburg water shall do compile a baseline risk assessment prior to starting with work, subject to the approval of the Client.
- Thereafter the task based risk assessments will be done daily with every task being done.

10. SAFE WORKING PROCEDURES / METHOD STATEMENTS

The following method statements / safe working procedures must be compiled:

- Incident investigation, emergency plan, waste management plan, PPE procedure, hand tool procedure, hazardous chemical substance procedure.

11. WORKING IN ELEVATED POSITIONS

- JW shall not require or permit any person to work in an elevated position, and no person shall work in an elevated position, unless such work is performed safely from a ladder or scaffolding, or from a position where such person has been made as safe as if he were working from scaffolding.

12 WORKING ON A LADDER

- An employer shall ensure that every ladder is constructed of sound material and is suitable for the purpose for which it is used, and is fitted with non-skid devices at the bottom ends and hooks or similar devices at the upper ends or of the stiles which shall ensure the stability of the ladder during normal use; or is so lashed, held or secured whilst being used as to ensure the stability of the ladder under all conditions and at all times.

13. WELDING, FLAME, CUTTING, SOLDERING AND SIMILAR OPERATIONS

- JW shall not require or permit welding or flame cutting operations to be undertaken, unless the contractor operating the equipment has been fully instructed in the safe operation and use of such equipment and in the hazards which may arise from its use and effective protection is provided and used for the eyes and respiratory system and, where necessary, for the face, hands, feet, legs, body and clothing of persons performing such operations, as well as against heat, incandescent or flying particles or dangerous radiation;

- The Contractor must ensure that the workplace is effectively partitioned off where practicable and where not practicable all other persons exposed to the hazards are warned and provided with suitable protective equipment

14 MEDICAL SCREENING REQUIREMENTS

- The contractor shall ensure that a medical surveillance programme is implemented for all employees.
- The medical examination shall be conducted in line with the employee job profile/job description.
- A valid medical fitness certificate must be submitted together with the SHE File for approval for all employees who will be doing work for Johannesburg Water.
- Any employee(s) who are declared conditionally fit must be provided with employment which does not aggravate their medical condition as to endanger themselves or other employees.
- The following tests shall be done:
    - Audiograms.
    - A cardio-respiratory examination
    - Lung function tests.
    - Eye/ sight tests.
    - A general physical examination.
    - A review of previous medical history.
    - Blood pressure tests
    - Glucose tests
    - Vaccinations (Hepatitis A & Typhoid)

15 TOOLBOX TALKS

- The contractor shall ensure they conduct toolbox talks with their employees on a weekly basis and records of these must be kept in the SHE file.
- The objective of toolbox talks should be to communicate relevant site information to assist in improvement of occupational health and safety performance.
- Employees must acknowledge the receipt of toolbox talks and this record must also be kept in the SHE file.

16. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractor must issue their employees SABS approved PPE. A copy of the PPE issue register signed by the employee issued with the PPE must be kept in the SHE file.

- Contractor supervisor are required to conduct continuous inspections of the PPE issued to their employees to ensure that they are still in good condition to be used by the employee or they still comply with manufacture requirements.
- The contractor is responsible for ensuring that employees are trained on the safe use of the PPE issued to them, how to maintain it and the limitations of the PPE.
- NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE

17. WORKPLACE SIGNAGE

- Appropriate symbolic signage must be displayed where it is required by legislation.
- Appropriate warning, mandatory and information signs must be placed where required.
- All signs must comply to SANS/SABS requirements.
- Contractors shall use mandatory and prescribed symbolic safety signs at their lay down and site areas.

18. INCIDENT REPORTING AND INVESTIGATION

- All incidents shall be reported to the Client before the end of the shift or within 24hrs of occurrence.
- Section 24 incidents shall be reported to DOL using the prescribed format.
- The contractor shall develop an incident management procedure and communicate with all employees.

19. NOTIFICATION OF CONSTRUCTION WORK

- The contractor shall notify the DOL in the prescribed format of the intended work prior to work.

20. COMPLIANCE MONITORING

- Weekly inspections and monthly audits will be conducted on site.

21. PROJECT COMPLETION

- Upon completion of the project the SHE file shall be returned to the Client for retention and close out.

Johannesburg Water	Document title :	**Minimum SHE Requirements for Construction Related RFQ projects**		
	Revision	00	Author:	OHS: Projects
	Effective Date	January 2017	Pages:	01

Project details						
Project Scope: Roof leak repairs **Depot / Site / Department: Fennel Road round building** **Estimated duration: TBC**						
Documents required						
Letter of Good Standing	**Yes**	X	**No**		**N/A**	
SHE plan	**Yes**	X	**No**		**N/A**	
Risk Assessment	**Yes**	X	**No**		**N/A**	
Safe working Procedures	**Yes**	X	**No**		**N/A**	
Notification of Construction work	**Yes**	X	**No**		**N/A**	
Inspection registers	**Yes**	X	**No**		**N/A**	
Items required before starting						
Medicals	**Yes**	x	**No**		**N/A**	
Vaccinations	**Yes**		**No**	X	**N/A**	
PPE (boots, hard hats, overall)	**Yes**	X	**No**		**N/A**	
Induction	**Yes**	X	**No**		**N/A**	
Approval from OHS	**Yes**	X	**No**		**N/A**	
APPOINTMENTS AND COMPETENCIES						
Construction Supervisor						
Appointment	**Yes**	X	**No**		**N/A**	
CV (and/ certificates)	**Yes**	X	**No**		**N/A**	
Safety Officer						
Appointment	**Yes**		**No**	x	**N/A**	
CV (and/ certificates)	**Yes**		**No**	x	**N/A**	
NB* Other appointments will be based on the number of employees on site as required by law.						

RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES

CONTRACTOR:	

I, the undersigned, hereby acknowledge that I have obtained copies of the following listed documentation and confirm that I fully understand the contents thereof and the consequences of non-compliance. The Contractor furthermore reiterates its commitment to compliance of the requirements contained within the following provided documentation:

- Johannesburg Water SOC Ltd, Safety, Health & Environmental (SHE) Specification, Annexure 1: Baseline risk assessment conducted for or on behalf of Johannesburg Water SOC Ltd;

Signed at …… on this …….. Day of …… 20……...

CONTRACT MANAGER			
NAME	DESIGNATION	DATE	SIGNATURE
CONTRACT SUPERVISOR			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (1)			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (2)			
NAME	DESIGNATION	DATE	SIGNATURE

	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT	
Johannesburg Water	PROJECT NUMBER:	RFQ Johannesburg Water
	PROJECT LOCATION:	Fennell Road Round Building
	PROJECT DESCR:	Roof Leak repairs

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
Compliance with applicable legislation for safety, health and environment	Contractor processes and/or procedures not developed according to legislation requirements.	Not complying with applicable legislation and client SHE specifications.	Litigation, multiple injuries and death. Work stoppages	E	✓ Planning, design and implementation to comply with legislative requirements, especially for Health, Safety and Environment together with Quality. ✓ Appointment of a qualified person to assist with the development of legislative guided processes and procedures.
Conducting an Induction and/or SHE training	Employees, contractors, suppliers and visitors not aware of applicable legislating for the project and policies.	Non-compliance to legislation.	Work stoppages Multiple injuries and/or fatality.	E	✓ Every new employee or visitor must be inducted before entering company premises or starting work. ✓ All employees absent from work or on leave for a period of 14days must be inducted. ✓ Inducted visitors must at all times be accompanied when walking around company premises.
Arrangements and submission of Notification of construction work	Department of Labour not notified about construction work underway.	Violation of construction regulatory requirements for all project construction work.	Work stoppages.	H	✓ Department of Labour must be notified 7days before start of any construction work within Contractor and clients projects. No construction activity must be conducted if Department of Labour has not been notified.
Arranging Medical surveillance or examination	Employees, contractors, subcontractors, not medically fit for work appointed for. No proof of medical fitness certificate.	Non-compliance to statutory requirements. Exposure to unidentified contagious diseases carriers.	Work stoppages. Incidents resulting to injuries	E	✓ Medical examination or assessments must be conducted prior to start of work and annually by an Occupational Medical Practitioner. ✓ Every person must be declared medically fit for the type of work they performing and copies of employees' medical certificates to be kept on site.
Gate access to site premises - by people	Walking on the vehicles driveways Lack of observation	Personal injuries due to vehicles driving over people.	Personal fight due to arrogant intoxicated people.	H	✓ All Employees, contractors, suppliers and visitors to walk only on designated walkways in and around site/client premises.

	Intoxicated pedestrian employee or visitor entering security gate Employees, visitors or subcontractors entering with firearm Unauthorized entry	Personal fight due to arrogant intoxicated people. Theft due to unauthorized entry.	Work stoppages resulting in delay to production Theft due to unauthorized entry.		✓ All Employees, subcontractors, suppliers and visitors to observe for mobile machineries when they walk from one point to another within site/client premises operational area.
Gate access to site / client premises – by motorists	Speeding Intoxicated drivers. Unlicensed drivers Inexperienced drivers Vehicles not roadworthy Not familiar with the water pump station traffic management plan	Vehicle accidents.	Fatalities and Injuries Death	**E**	✓ Security guards at the gate to explain the access control procedure to all motorists entering site /client premises. ✓ All motorists to adhere to all access control procedures explained to them at the gate. ✓ Only roadworthy and licensed vehicles are allowed to drive into site/client premises. ✓ All motorists to be sober ✓ All vehicles must be searched when entering and leaving the premises. ✓ Indemnity declaration to be used for all items/equipment entering with the vehicle in the premises (laptops, ladders, drills etc.)
Driving from home to work	Driving under the influence of alcohol	Vehicle accident	Fatalities and Injuries Death	**E**	✓ Terminate - Stop any distractions such as cell phone usage while driving. Stop anyone that has consumed alcohol or taken non-prescription drugs from driving and working on site
Obtain necessary JW documentation and JW approvals	Working without authorization from JW	JW removing Contractor from site	Delay in production	**H**	✓ No construction work is allowed to start without the necessary documentation and approvals in place. ✓ Occupational notices must be available on site kept on site in the Health and Safety File
Transportation of material to site	Driving risk factors relate to the roadworthiness of the vehicles, licensed driver, distance travelled, road traffic volumes, competence of drivers, adherence	Vehicle colliding with other vehicles or driver loosing control of vehicle Breakdown due to unroadworthy vehicle	Fatalities and Injuries Death Delay in production due to investigations	**E**	✓ Terminate - Stop any distractions such as cell phone usage while driving. Stop anyone that has consumed alcohol or taken non-prescription drugs from driving and working on site. ✓ Transfer - Ensure that drivers have the required competence and the required skills for driving ✓ Regular vehicle maintenance
Loading and offloading of material	Poor equipment handling. Handling errors	Handling errors.	Personal injuries	**M**	✓ Correct manual handling techniques when lifting material/equipment by hands must be

	Poor housekeeping around loading/offloading area Pinch point	Trip and falling due to poor housekeeping in the area where loading/offloading is carried out or repetitive bending.			followed for good ergonomic practice – lift with legs not back, put the back straight when lifting to avoid back pains. ✓ The area where loading/offloading is carried out must be of good housekeeping practice. ✓ The employees offloading material/equipment must wear correct PPE (gloves, hard hat and safety shoes with steel toe)
Lone working	Ineffective emergency response	Employees falling from heights which could result in a fatality ✓ Personal injuries	Fatality, disability ✓ injuries	**E**	✓ Lone working not permitted. ✓ Adhere to correct safe work procedure. ✓ Provide proper training for employees working at heights ✓ Only employees that are fit to work at heights are permitted to conduct this task
Adverse weather	Risk of falling	Employees falling from heights which could result in a fatality ✓ Personal injuries	Death Serious injuries	**E**	✓ Do not work at height in storms or strong winds. ✓ Managers granting permission for roof access are to consider the implications the weather could have on the safety of operatives
	Sub-standard barricading Unauthorised persons entering work area.	Unauthorised person entering construction area	Injuries resulting in Liability for medical expenses	**L**	✓ Barricade working area as per the JW Barricading procedure
	Live equipment's Working on a connected geyser ✓ Heavy geyser ✓ Working in a confined space	Getting into contact with live electricity Hot water ✓ Live electricity ✓ Poor ergonomics ✓ Defective hand tools ✓ Wrong tool for the task ✓ Insufficient air in the ceiling/ heat ✓ Falling from height	Burns and shocks Bodily Injuries even death	**H**	✓ Switch off the geyser before operating on it (LOTO) ✓ Train employees on the correct lifting techniques ✓ Use the correct tool for each task ✓ Use protective gloves ✓ Ensure there is enough in the ceiling/ ventilated the area ✓ Appoint confined space supervisor ✓ Encourage body system and ensure 2 employees or more perform the task in a confined space ✓ Appoint first aider
Employees use of hand tools	Hand tools	Unserviceable tools, Broken or modified tools without manufacturer specification	Hand injuries	**M**	✓ Hand tools will be assessed before the project/construction commences and at frequent intervals thereafter. All hand tools must be identified and entered on a register/checklist. All hand tools must be

		The use of wrong tool for the job Hand tools not identified or pre-used inspected.			inspected. Records of such inspections must be kept on site in the Health & Safety File.
Roof work	Roof anchors / man-safe systems	Site hazards not identified	Personal injury Property damage	**H**	✓ Task planning is done prior commencement of work ✓ Conduct DSTI daily ✓ Use only competent person to perform the task. ✓ All anchor devices and lateral man-safe systems are tagged to indicate they have been tested. The tag will show the next test due date. Do not use any equipment which is not in-date. Only use lanyards and harnesses which comply with the specification of equipment and method statement ✓
	No or limited edge protection	Fall from heights	Death Serious Injuries	**E**	Where fully compliant collective edge protection does not exist access will only be permitted by adherence to the following : ✓ A safe system of work which sets out the precautions to be taken by operatives. ✓ No person to be within 2 metres of an unprotected roof edge unless they are using fall arrest / restraint apparatus and working in compliance with a permit to work. ✓ Operatives to give full regard to weather conditions when planning works on unprotected roofs
	Slopping roof	Fall from heights	Death Serious Injuries	**E**	✓ Sloping roofs are not to be walked on by staff /contractors ensure that access arrangements are included in a safe working procedures ✓ Training of workers ✓ Hookup at heights
	Access to roof/plant room by unauthorised persons	Injury to passers-by, workers, trespassers,	Serious Injuries	**H**	✓ Only Authorised persons are permitted access, via their access cards ✓ Roof (and plant room) access doors are colour coded and signed to indicate restricted access and/or hazards

	Fragile roof/skylights	Roof collapsing and falling from heights	Death Serious Injuries	**E**	✓ Fragile roof / skylights are to be covered, signed as hazardous or have physical barriers around them
	Slippery roof	Fall from heights	Death Serious Injuries	**E**	✓ Wear appropriate footwear when accessing roofs and exercise caution where roofs are wet or icy. ✓ Training of workers ✓ Hookup at heights ✓ Full time supervision
Portable electrical power tools use	Extension cords joined and poorly insulated. Stop-start mechanism faulty. Guarding removed Broken or damaged plugs or socket. Electrical tool not inspected Equipment not tagged	Electric shock due to contact with live electricity on exposed electric cable Hand and bodily injuries resulting from the use of portable electrical tool.	Bodily injuries	**L**	✓ All portable electrical tools must be identified and a unique number allocated and entered on a register. ✓ Portable electrical tools identified must be inspected before use. ✓ Records of such inspections must be kept in the working file and master file after shift. ✓ All damaged parts of the tools must be repaired or a replacement arranged promptly.
Ladder use	Missing, damaged, or loose rungs. Cracked, bent and/or loose nails or screws. Ladder unstable due to worn hinges and broken or missing spreaders. Ladder castors wheels worn, brakes unserviceable and platform damaged. Ladder extension locks broken. Non-slip devices missing or worn. Wooden ladders painted and hide defaults. Ladder not identified for inspection.	Falling from an elevated position.	Fatalities and Injuries	**E**	✓ Ladder users to check that the ladders are safe prior to use. ✓ All ladders must be identified through the use of unique numbers for all ladders. ✓ All ladders must be inspected according to the inspection register, as required. ✓ Copies of such inspections must be kept in the working File on site and other records. ✓ Where a possibility exists of persons bumping into the ladder whilst working, the working area must be demarcated. ✓
	Woking at a fall risk position	Falling	Death, multiple injuries	**E**	✓ Fall protection plan ✓ Develop safe working procedure for working at a fall risk position
	openings	Fall into an openings / hole	injuries	**H**	✓ All opening must be barricaded

	Ergonomics	Lack of knowledge	Back pain	**M**	✓ Reduce work exposure to ergonomics, rotate and take regular breaks
	Prepare and connect rod with auger to rod	Hand and back injuries.	Finger and hand injuries.	**H**	✓ Ensure that the required PPE are issued and worn. ✓ Two persons must work together to feed, turn and control the rodding process
	Insert auger into blocked pipe	Slipping and falling	Multiple body injuries	H	✓ Ensure that the required PPE are issued and worn
	Start rodding manually	Rods can wound up causing a spring effect	Personal injuries – hand, head, body, multiple injuries	H	✓ Ensure that the required PPE are issued and worn. ✓ Two persons must work together to feed, turn and control the rodding process. ✓ Avoid uncoupling rods under tension
	Poor housekeeping	Trip and fall	Fall injuries	L	✓ Remove all equipment/ tools that will not be needed for the tasks ✓ Clean all the areas after each task
	Adding rod extensions.	Rods can wound up causing a spring effect	Hand and back injuries.	L	✓ Ensure that the required PPE are issued and worn ✓ Two persons must work together to feed, turn and control the rodding process.
	Withdraw and unhitch rods.	Rods can wound up causing a spring effect	Hand and back injuries.	L	✓ Ensure that the required PPE are issued and worn
Water proofing and Hot works on roof	Not conducting DSTI	Site hazards not identified.	Personal injury Property damage	H	✓ Full time supervision ✓ Conduct DSTI daily
	Fire hazard - gas, fire and extreme heat	Site hazards not identified by not complying with the conditions required by the hot work permit	Personal injury Property damage	**H**	✓ Wear fire resistance PPE ✓ No Hot Works are to be undertaken without a Hot Work Permit ✓ Keep flammable material, gases and/or liquids well away from the heat source. ✓ Know the roof's escape routes
	Dehydration	Heat stress	Ill health (kidney failures, headaches, dry mouth, tiredness, etc)	**H**	✓ Dehydrate by drinking lot of water
	Coldness	Prolonged exposure to cold	Ill health (hypothermia, low body temperatures, etc)	**H**	✓ Dress warm for winter season ✓
	Reconnecting electrical and water supply services	High water pressure ✓ Electrocution	Burns	**M**	✓ Use PPE and relieve pressure in system. ✓ Earth straps and insulating gloves to be used as services are used for household earthing. ✓ Always ensure pipes are cleaned back to bare metal prior to fitting the bridging straps

					to ensure a direct electrical contact between the pipes and the strap.
	Manually transferring membrane application chemicals and painting accessories ladder to building roof top	Back Injuries due to incorrect body posture and technique in climbing ladder Falling objects due to transferring excessive items at one go Head injuries due to hit by building roof top entry/exit point cover	Back Injuries	**M**	✓ Site safety induction and aware of the hazards and risks in the hosting plant ✓ Risk assessment conducted on all activities associated with transferring items ladder to building roof top ✓ Daily toolbox meeting to communicate the hazards/risks associated with membrane application on building roof top to all involved workers

RISK ASSESSMENT MATRIX

Likelihood	Consequences				
	Insignificant (minor problem easily handled by normal day to day processes	Minor (Some disruption possible e.g., damage equal to R150k	Moderate (significant time / resources required. E.g., damage equal to R500k	Major (Operations severely damaged. E.g., damages equal to R1m	Catastrophic (business survival is at risk. Damage equal to R5m – 10m
Almost certain (90% chance)	High	High	Extreme	Extreme	Extreme
Likely (between 50-90%)	Moderate	High	High	Extreme	Extreme
Moderate (between 10-50%)	Low	Moderate	High	Extreme	Extreme
Unlikely (between 3-10%)	Low	Low	Moderate	High	Extreme
Rare (<3%)	Low	Low	Moderate	High	High

LEGENDS							
LOW	**L**	**MODERATE**	**M**	**HIGH**	H	**EXTREME**	E