



Province of the
EASTERN CAPE
HEALTH

TENDER DOCUMENT

FOR

BID NO: SCMU3-19/20-0215-HO

**SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES
(Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and
Settlers Hospital.)**

THREE VOLUME APPROACH:

**VOLUME 1 – TENDERING PROCEDURES
VOLUME 2 – RETURNABLE DOCUMENTS
VOLUME 3 – DRAFT CONTRACT**

PREPARED FOR:

Eastern Cape Department of Health
Dukumbana Building, Independence Avenue
P.O. Box X0038
BHISHO
6505

PREPARED BY:

Sakhiwo FM Consortium (Pty) Ltd
1 Rochester Street
Vincent
East London
5201

NAME OF TENDERER: _____

CRS NUMBER: _____

NOVEMBER 2019



DOCUMENT CONTROL SHEET

Revision			
Drafted By	Date:	Name:	Signature:
Reviewed By	Date: 08/11/2019	Name: SONTONGWENI	Signature:
Recommended by: Programme Manager	Date: 08/11/19	Name: L. MOINGI	Signature:
Approved By: Specification Committee	Date: 08/11/19	Name: L. MATSILIZA	Signature:
Advert Approved By:	Date:	Name:	Signature:

SCHEDULE B**HIV/AIDS AWARENESS PROGRAMME: SERVICE PROVIDER REPORT**

Reporting period: (dd/mm/yy) _____ to (dd/mm/yy) _____

Number of workshops conducted in reporting period _____

Number of scheduled workshops according to approved workshop plan _____

Deviations from workshop plan:

--

State reasons for deviating from workshop plan:

--

Corrective actions:

--

Service Provider

Contractor

Date

Date

HIV/AIDS AWARENESS PROGRAMME : WORKSHOP CONTENT ADDRESSED

		Fill in the applicable information with regard to each workshop conducted																	
		W/S			W/S			W/S			W/S			W/S					
DATE		D	D	M	D	D	M	D	D	M	D	D	M	D	D	M	D	D	M
Content of workshop: (Mark the content included)																			
SLO1																			
SLO2																			
SLO3																			
SLO4																			
SLO5																			
SLO6																			
SLO7																			
HIV/AIDS in construction video																			
Indicate the duration of the workshop in hours																			
Total number of Workers																			
Indicate workshop venue																			

HIV/AIDS AWARENESS PROGRAMME: ATTENDANCE REGISTER

[illegible]

SCHEDULE C

CONTRACTOR HIV/AIDS PROGRAMME REPORT

Project name _____

Project Location _____

Contract value of project (R) _____

Department of Public Works Project Manager _____

HIV/AIDS Programme duration: (dd/mm/yy) _____ to (dd/mm/yy) _____

AWARENESS MATERIAL

Describe location of posters displayed during the programme _____

Comments on posters _____

Indicate total number of booklets distributed _____

Comments on booklets _____

CONDOMS

Indicate total number of male condoms distributed _____

Indicate total number of female condoms distributed _____

Describe where male condom dispenser was placed _____

Describe where female condom dispenser was placed _____

HIV/AIDS WORKSHOPS

Indicate the total number of HIV/AIDS workshops conducted _____

Indicate the duration of workshops _____

Indicate the total number of Workers that participated in the HIV/AIDS workshops _____

Indicate the total number of Workers that were exposed to the video on HIV/AIDS in the Construction Industry _____

Comments on HIV/AIDS workshops on site _____

PW 1544

GENERAL

Briefly describe programme activities and satisfaction with outcome _____

Additional comments, suggestions or needs with regard to the HIV/AIDS awareness programmes on site

Please indicate if your company has a formal HIV/AIDS policy focussing on HIV/AIDS awareness raising and care and support of HIV/AIDS Workers

Yes	No	Currently developing one
-----	----	--------------------------

Please indicate if, to your knowledge, you have lost any workers during the duration of the project to HIV/AIDS related sicknesses. One or more of the following might indicate an HIV/AIDS related death:

Excessive weight loss
Reactive TB
Hair loss
Severe tiredness

Coughing or chest pain
Pain when swallowing
Persistent fever
Diarrhoea

Vomiting
Meningitis
Memory loss
Pneumonia

Number of HIV/AIDS-related deaths _____

Contractor_____
Date_____
Departmental Project Manager_____
Date

PART C4: SITE INFORMATION

C4.1: ASSET SPECIFIC SITE INFORMATION

C4.1: ASSET SPECIFIC SITE INFORMATION

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

ASSET SPECIFIC SITE INFORMATION

C4.1. Asset Register For Facilities with MV Equipment

CLUSTER	FACILITY NAME	DISTRICT	FACILITY TYPE	MV EQUIPMENT	COMMENT
4	Andries Vosloo Hospital	Sarah Baartman District	District Hospital	11KV Ring main with three remote transformers with local isolation	No Maintenance done on transformers and switchgear needs servicing
4	Settlers Hospital	Sarah Baartman District	District Hospital	No info Available	
4	Humansdorp Hospital	Sarah Baartman District	District Hospital	11KV substation with switchgear ring main unit and network also supply the joint hospital with private hospital	Could not find record of service from some time and no proof of oil change or checks to transformers
4	Fort England Hospital	Sarah Baartman District	Specialised Psychiatric Hospital	11KV Substation only one single 800KVA transformer with municipal switchgear	Switchgear and transformer has not been checked for two years and transformer oil needs testing

Group 4

CONTRACT ADMINISTRATION DOCUMENTATION

C6.1: MEDIUM VOLTAGE EQUIPMENT SIX MONTHLY INSPECTIONS

Note:

Annual inspections must be conducted by the service provider.

Results and findings must be entered in the MV log book and signed by the relevant operator/maintainer.

Ensure that all staff is issued with a work permit and recorded into a workers register.

The tasks listed are for a generic service regime, where this Task List below does not include manufacturer's servicing specifications, the Original Equipment Manufacturer's servicing specifications must be added, as all services are to be carried out in accordance with the manufacturer's specification.

MV Control Panel including Circuit Breakers

Step	Service/Inspection Step Description	Task Done?	Value / Reading	Comments/Findings
1	Ensure installation is safe before performing any maintenance			
2	Verify voltage on Battery Trip Unit			
3	Ensure that all secondary wiring and panel wiring terminals are tight			
4	Trip and rack out circuit breaker			
5	Inspect circuit breaker			
6	Trip test MV circuit breaker by secondary injection through protection relay			
7	Test MV protection relays by secondary injection for trip timing			
8	Test functionality of spring wind mechanism (and motor if fitted)			
9	Test panel voltage transformer (VT) if fitted			
10	Verify voltage and current load to instrumentation			
11	Check and verify instrumentation functionality			
12	Check condition of labels and legend cards			

Miniature Substation (M- sub)

Step	Service/Inspection Step Description	Actual Value	Trade	Completed?
1	Visual inspection for rust and/or missing panels			
2	Open doors on mini sub and remove dust on the inside where possible			
3	Inspection of MV protection - fuse size/direction			
4	Check and refill oil in transformer and switchgear			
5	Check condition of incoming MV cable and connections on primary side of the transformer			
6	Check and test wiring on the secondary LV side of the transformer			
7	Inspection of instrumentation			

8	Testing of thermal tripping, where applicable			
9	Conduct thermal inspection for hot spots			
10	Check earthing of mini-sub			
11	Check condition of labels and legend cards			
12	Check the status of mechanism on doors			
13	Check the status of locks on doors			
14	Check and report any significant changes since last inspection			
15	Complete a transformer check sheet for the M- sub transformer			

Transformers

Step	Service/Inspection Step Description	Actual Value	Trade	Completed?
1	Check transformer casing for any oil leaks. Report leaks.			
2	Conduct thermal inspection for hot spots			
3	Check silica gel breathers. Ensure that they are not blocked. Replace silica gel if colour changed.			
4	Inspect condition of terminals and insulators			
5	Check oil level and top up if needed			
6	Check oil and winding temperature gauges			
7	Inspect and test transformer protection devices			
8	Check functionality of Bucholtz relay			
9	Check that all valves are functional and in the correct position, (open or closed)			
10	Listen for abnormal noise and vibration. Inspect for any alarms (including flags).			

Battery Trip Unit

Step	Service/Inspection Step Description	Actual Value	Trade	Completed?
1	Check alarm panel for any alarm indication			
2	Visual inspection of battery cells for terminal corrosion			
3	SG readings and top up battery cells			
4	Test float and boost voltage			
5	Test and record individual battery cell voltage and total voltage			

Other MV Equipment

Step	Service/Inspection Step Description	Actual Value	Trade	Completed?
1	Check MV panels including busbars			

2	Check for hot spots that can indicate loose connections and/or overloads			
3	Check fuses and holders			
4	Check instrumentation			
5	Check for tracking and clean if safe to do so			
6	Check power line poles			
7	Check power line insulators			
8	Check power line cable			
9	Check power line anchor lines			
10	Check power line jumpers/connections			

C6.2: MEDIUM VOLTAGE EQUIPMENT ANNUAL INSPECTIONS

Note:

Annual inspections must be conducted by the service provider.

Annual inspections will include three monthly inspection tasks.

Results and findings must be entered in the MV log book and signed by the relevant operator/maintainer.

Ensure that all staff is issued with a work permit and recorded into a workers register.

The tasks listed are for a generic service regime. Where this Task List included below does not include manufacturer's servicing specifications, the Original Equipment Manufacturer's servicing specifications must be added, as all services are to be carried out in accordance with the manufacture's specification.

MV Control Panel including Circuit Breakers

Step	Service/Inspection Step Description	Task Done?	Value / Reading	Comments/Findings
1	Ensure installation is safe before performing any maintenance			
2	Verify voltage on Battery Trip Unit			
3	Ensure that all secondary wiring and panel wiring terminals are tight			
4	Trip and rack out circuit breaker			
5	Inspect circuit breaker			
6	Service and lubricate switch and trip mechanism			
7	Test insulation resistance(incl. DAR & PI), contact resistance (Ductor) and circuit breaker timing – attach test results			
8	Trip test MV circuit breaker by secondary injection through protection relay			
9	Test MV protection relays by secondary injection for trip timing			
10	Test functionality of spring wind mechanism (and motor if fitted)			
11	Test panel voltage transformer (VT) if fitted			
12	Verify voltage and current load to instrumentation			
13	Check and verify instrumentation functionality			
14	Check condition of labels and legend cards			

Miniature Substations (M-Sub)

Step	Service/Inspection Step Description	Actual Value	Trade	Completed?
1	Visual inspection for rust and/or missing panels			
2	Open doors on mini sub and remove dust on the inside where possible			

3	Inspection of MV protection - fuse size/direction			
4	Check and refill oil in transformer and switchgear			
5	Check condition of incoming MV cable and connections on primary side of the transformer			
6	Check and test wiring on the secondary LV side of the transformer			
7	Inspection of instrumentation			
8	Service and check MV switch mechanism			
9	Test insulation resistance of switchgear (incl. DAR & PI), contact resistance(Ductor)			
10	Service and check main LV switch			
11	Service and check sub LV circuit breakers			
12	Testing of thermal tripping, where applicable			
13	Conduct thermal inspection for hot spots			
14	Check earthing of mini-sub			
15	Check condition of labels and legend cards			
16	Check the status of mechanism on doors			
17	Check the status of locks on doors			
18	Check and report any significant changes since last inspection			
19	Complete a transformer check sheet for the m- sub transformer			

Transformers


Step	Service/Inspection Step Description	Actual Value	Trade	Completed?
1	Check transformer casing for any oil leaks. Report leaks.			
2	Conduct thermal inspection for hot spots			
3	Check silica gel breathers. Ensure that they are not blocked. Replace silica gel if colour changed.			
4	Inspect condition of terminals and insulators			
5	Clean insulators (only if transformer is switched off and made safe)			
6	Check oil level and top up if needed			
7	Check oil and winding temperature gauges			
8	Take oil sample and submit for analysis, and supply report			
9	Inspect and test transformer protection devices			
10	Check tap changer			
11	Check functionality of Bucholtz relay			
12	Check that all valves are functional and in the correct position, (open or closed)			
13	Listen for abnormal noise and vibration. Inspect for any alarms (including flags).			

Battery Trip Unit

Step	Service/Inspection Step Description	Actual Value	Trade	Completed?
1	Check alarm panel for any alarm indication			
2	Visual inspection of battery cells for terminal corrosion			
3	Re-torque battery cell terminals			
4	SG readings and top up battery cells			
5	Test float and boost voltage			
6	Test and record individual cell voltage and total voltage			

Other MV Equipment

Step	Service/Inspection Step Description	Actual Value	Trade	Completed?
1	Check MV panels including busbars			
2	Check for hot spots that can indicate loose connections and/or overloads			
3	Check fuses and holders			
4	Check instrumentation			
5	Check for tracking and clean if safe to do so			

 EASTERN CAPE DEPARTMENT OF HEALTH Service Sheet																																																																													
Date:	/ / 20	Service Sheet No.:	/	T/O Nr:	/																																																																								
District:		Health Facility:																																																																											
Building:		Sub-Building:																																																																											
Machine ID Number:		Machine Description:																																																																											
Service Type:	<input type="checkbox"/> Repair <input type="checkbox"/> Maintenance <input type="checkbox"/> Training <input type="checkbox"/> Other:																																																																												
One Service Sheet must be completed for each Repair, Routine Maintenance Service, Training or Ather approved activity as per the requirements from GM 2.14																																																																													
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	T1.2	Tender Data
	T1.3	Annex F: CIDB Standard Conditions of Tender
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	C2.2	Price List
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VOLUME 1: TENDERING PROCEDURES

T1.1: TENDER NOTICE AND INVITATION TO TENDER

T1.1: TENDER NOTICE AND INVITATION TO TENDER THE EASTERN CAPE DEPARTMENT OF HEALTH INVITES TENDERS FOR:

PROJECT NAME	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
TENDER No.	SCMU3-19/20-0215-HO

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

The attention of tenderers is drawn to the eligibility criteria in the table below. Tenderers are required to familiarise themselves thoroughly with the conditions of tender as contained in the Tender Data (T1.2) and the Standard Conditions of Tender (T1.3) which form part of the tender document. Only tenderers that are responsive to responsiveness criteria contained in the table below are eligible to have their tenders evaluated:

<input checked="" type="checkbox"/>	<p>Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a EB or EP, Grade 4 of construction work, are eligible to have their tenders evaluated.</p> <p><u>Joint ventures are eligible to submit tenders provided that:</u></p> <ol style="list-style-type: none"> 1. every member of the joint venture is registered with the CIDB; 2. the lead partner has a contractor grading designation in the EB or EP class, Grade 4 or higher of construction work; and 3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a EB or EP class grade 4 or higher of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations. 4. they have a signed joint venture agreement
<input checked="" type="checkbox"/>	Only tenderers who have access to a suitably qualified and experienced Contracts manager who will be single point of accountability and responsibility of the works as described in clause F.2.1.2 shall be eligible to have their tenders evaluated.
<input checked="" type="checkbox"/>	Only tenderers who have access to a suitably qualified and experienced Works Supervisor as described in clause F.2.1.3 shall be eligible to have their tenders evaluated.
<input checked="" type="checkbox"/>	Tenders that are responsive to the criteria stated above shall be evaluated further in accordance with the conditions of tender as stipulated in the Tender Data (T1.2) and the Standard Conditions of Tender (as amended), which form part of this tender document.
<input checked="" type="checkbox"/>	Responsive tenders shall be evaluated in accordance with Method 2: Functionality, Price and Preference. The functionality evaluation criteria is described in clause

	F.3.11.1. Bidders who fail to achieve the threshold score of <u>60</u> out of 100 points shall not be evaluated further.
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Preferences are offered to tenderers in accordance with the points systems as below:

<input checked="" type="checkbox"/> 80/20 Preference point scoring system

Preference:		Price:	
B-BBEE Status Level:	20 Points	Price:	80 Points
Total must equal:	20 Points	Total must equal:	80 Points

1. COLLECTION OF TENDER DOCUMENTS:

- ☒ Tender documents (In hard copy) may be collected during working hours at the following address:

**Department of Health
Global Life Centre,
SCM Unit
c/o Phalo Avenue and R63 (opposite Engen Garages)
Bhisho**

- ☒ A non-refundable tender deposit of **R 200** is payable on collection of the tender documents. Cash payments only (no card facility available) payable at the cashier at Indwe House, Room 231, Second Floor, Siwane Avenue, Bhisho. Operating hours 08:00 to 16:00

- ☒ A compulsory clarification meeting with the representatives of the Employer will take place as follows:

**Date: 02 December 2019
Venue: John Tremble Hall at Frere Hospital, Amalinda Rd, Amalinda, East London
Time: 11:00**

2. ENQUIRIES RELATED TO TENDER DOCUMENTS MAY BE ADDRESSED TO:

Procurement Contact:	Mrs Thabisa Notshe	E-mail	scmdemand@echealth.gov.za
Tel. No.	040 608 9641		

3. DEPOSIT / RETURN OF TENDER DOCUMENTS:

The closing time and date for submission of tenders is **11:00** on the **17th January 2020** where tenders will be opened to the public. The following must be noted by all bidders;

1. Telegraphic, telephonic, telex, facsimile (faxed), email and late tenders will not be accepted.
2. The requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data (T1.2)
3. All tenders must be submitted on the official, hardcopy documents issued with the bid including any addenda issued to prospective bidders by the Department.
4. Tender documents must be deposited in the tender box at the address indicated below:

DEPOSITED IN THE TENDER BOX AT:

Department of Health
Global Life Centre,
SCM Unit
c/o Phalo Avenue and R63 (opposite Engen Garage)
BHISHO

COMPILED BY:

Designation	Company Name	Date
Project Manager		
Service Manager		

T1.2: TENDER DATA

T1.2: TENDER DATA

PROJECT NAME	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
BID NUMBER	SCMU3-19/20-0215-HO

Clause number	
	<p>The conditions of tender are the Standard Conditions of Tender as contained in Annex F of Board Notice 136 of 2015 in Government Gazette No. 38960 of 10 July 2015, Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement. (See www.cidb.org.za) which are reproduced without amendment or alteration for the convenience of tenderers as an Annex to this Tender Data.</p> <p>The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.</p> <p>The following variations, amendments and additions to the Standard Conditions of Tender as set out in the Tender Data below shall apply to this tender:</p>
F.1.1	<p><i>Add the following:</i></p> <p>The employer is the Eastern Cape Department of Health</p>
F.1.2	<p><i>Add the following:</i></p> <p>The following documents form part of this tender:</p> <ul style="list-style-type: none"> • The NEC3 Term Service Contract (TSC) April 2013 <p>This tender document issued by the Employer (Tender No SCMU3-19/20-0215-HO Project Description: SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.) in which is bound, in a three volume approach:</p> <p><u>Volume 1: Tendering Procedures</u></p> <p>T1.1 Tender Notice And Invitation To Tender T1.2 Tender Data</p> <p><u>Volume 2: Returnable Documents</u></p> <p>T2.1 List of Returnable Schedules/Documents C1.1: Form of Offer and Acceptance C1.2: Contract Data C2.2: Price List T2.2 The Returnable Schedules/Documents</p> <p><u>Volume 3: The Draft Contract</u></p> <p>Part C1: Agreement and Contract data C1.3: Fixed Construction Guarantee</p>

	<p>Part C2: Pricing Data C2.1: Pricing Instructions</p> <p>Part C3: Scope of Works C3.1a: Service Information: Standard Specification for Mechanical and Electrical Maintenance and Repairs C3.1b: Service Information: Supplementary Specification for Specific Asset Type C3.2: Project Specific Health and Safety Specification C3.3: HIV/AIDS Awareness Specification</p> <p>Part C4: Site Information C4.1: Asset Specific Site Information</p> <p>Part C5: Asset Technical Specifications Part C6: Inspection Sheets Part C7: Service Sheets</p>
F.1.4	<p><i>Add the following:</i></p> <p>The employer's Service manager is Sakhiwo FM Consortium (Pty) Ltd</p> <p>Attention is drawn to the fact that verbal information, given by the Service Manager during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the Employer. Only information issued formally by the Employer in writing to Tenderers will be regarded as amending the Tender Documents.</p>
F1.6.2	<p><i>Add the following:</i></p> <p>A competitive negotiation procedure will not be followed.</p>
F1.6.3	<p><i>Add the following:</i></p> <p>A two-stage system will not be followed.</p>
F.2.1	<p><i>Add the following:</i></p> <p>Only those tenderers who satisfy the following eligibility criteria are eligible to submit to have their tenders evaluated:</p> <p>F.2.1.1 CIDB Grading</p> <p>Only those tenderers who are registered with the cidb, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a EB or EP class, Grade 4 of construction work, are eligible to have their tenders evaluated.</p> <p><u>Joint ventures are eligible to submit tenders provided that:</u></p> <ol style="list-style-type: none"> 1. every member of the joint venture is registered with the cidb; 2. the lead partner has a contractor grading designation in EB or EP class, Grade 4 of construction work; and

3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a EB or EP class, Grade 4 of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.
4. they have a signed joint venture agreement

Bidders must ensure that their status on the CIDB Register of Contractors remains active (compliant) for the entire duration of the validity period up until the employer accepts the offer by completing the acceptance part of the form of offer and acceptance.

Individuals must be identified for each of the key personnel listed below.

F.2.1.2 Key Personnel: Contract Manager

In order to be considered for an appointment in terms of this tender, the tenderer must have the following key personnel who will be the single-point of accountability and responsibility for the management of the works in its employment at the close of tender. Alternatively, a signed undertaking from an organisation having the required personnel, stating that they will undertake the necessary work on behalf of the tenderer in terms of a sub-consultant agreement, will be acceptable. Such undertaking must be attached to Schedule T2.2d: Schedule of Key Personnel – Contract Manager

Where the key personnel are no longer accessible to undertake the necessary work after the award of the tender, the contractor shall within a period of 10 working days replace the key personnel listed in T2.2d with a person with equivalent competencies and subject to approval by the employer. Such approval shall not be unreasonably withheld.

A suitably qualified and experienced **contract manager** who will be the single-point of accountability and responsibility for the management of the construction works and who possesses, as a **minimum**, either of the following qualifications and experience:

- An Electrical Engineering degree (NQF Level 7) in the built environment with a minimum of 5 years' experience
- or
- An Electrical Engineering National Diploma/Advanced Certificate (NQF Level 6) in the built environment with a minimum of 10 years' experience

The Curriculum Vitae of all key personnel (including sub-consultants), must be submitted with the tender submission, appended to Schedule T2.2d. Bidders are referred to clause F.2.23.2 of this tender data for the requirements regarding submission of certificates of qualifications of key personnel.

F.2.1.3 Key Personnel: Works Supervisor

In order to be considered for an appointment in terms of this tender, the tenderer must have the following key personnel in its permanent employment at the close of tender. Alternatively, a signed undertaking from an organisation having the required personnel, stating that they will undertake the necessary work on behalf of the tenderer in terms of a sub-consultant agreement, will be acceptable. Such undertaking must be attached to T2.2e – Works Supervisor.

Where the key personnel are no longer accessible to undertake the necessary work after the award of the tender, the contractor shall within a period of 10 working days replace the key personnel listed in T2.2e – Works Supervisor with a person with equivalent competencies and subject to approval by the employer. Such approval shall not be unreasonably withheld.

A suitably qualified and experienced **works supervisor** and who possesses as a **minimum** the following qualifications:

- An Electrical Engineering National Diploma/Advanced Certificate (NQF Level 6) in the built environment with a minimum of 5 years' experience, WITH HV Regulation 1-10 Certification
- A Trade Certificate (NQF Level 4), or higher, in the built environment with a minimum of 10 years' experience, WITH HV Regulation 1-10 Certification.

The Curriculum Vitae of all key personnel (including sub-consultants), must be submitted with the tender submission, appended to Schedules T2.2d and T2.2e, respectively. Bidders are referred to clause F.2.23.2 of this tender data for the requirements regarding submission of certificates of qualifications of key personnel.

F.2.1.4 Bank Rating

In order to be eligible for award in terms of this tender, tenderers must submit a bank rating from a recognized financial institution which indicates that the bidder possesses, as a **minimum**, the following bank code;

- Bank rating Code D: Fair traderisk for amount of enquiry – Good for modest business commitments

Bidders must take note of the following;

The amount of enquiry on the bank rating letter must be equal to the sum of the amount tendered (including VAT) or higher.

A tender shall not be evaluated further under the following conditions;

1. A bidder who fails to provide a bank rating letter, or
2. provides a bank rating indicating a code lower than the minimum required or
3. a bank rating letter that indicates an amount of enquiry lower than the sum tendered by the bidder, or
4. a bank rating letter that indicates no amount of enquiry

Bidders who fail to satisfy any of the above eligibility criteria contained in clause F.2.1 shall be deemed to be non-responsive and their bids shall not be considered further. Bidders shall not be provided a second opportunity by the employer to submit any information in

	relation to any of the above eligibility criteria where such information is not provided by the bidder, bound within the bid submission, on the date and time of the bid closing.
F.2.7	For particulars regarding a pre-tender site inspection meeting, see Tender Notice and Invitation to Tender T1.1
F.2.12	<p>If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements, the details of which may be obtained from the Service Manager.</p> <p>Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.</p> <p>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.</p> <p>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs of confirming the acceptability of the detailed design before it is constructed.</p> <p>Alternative tender offer permitted: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
F.2.13.2	<p><i>Replace sub-clause F.2.13.2 with the following;</i></p> <p>Return all returnable documents to the employer after completing them in their entirety by writing in non-erasable ink</p>
F.2.13.3	<p><i>Add the following:</i></p> <p>Parts of each tender offer communicated on paper shall be submitted as an original, plus 0 (nought) copies.</p>
F.2.13.4	<p><i>Add the following:</i></p> <p>The tender shall be signed by a person duly authorized to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture, in the form of a joint venture agreement, in which it is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorized to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Failure to provide the joint venture agreement, bound with the tender submission, on the date and time of the closing of the bid, shall render the tender non-responsive.</p>
F.2.13.5	<p><i>Add the following:</i></p> <p>The employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:</p> <p>Location of tender box: Department of Health Physical address: Global Life Centre, SCM Unit c/o Phalo Avenue and R63 (opposite Engen Garage)</p>

	<p style="text-align: center;">Bhisho</p> <p>Identification details: Tender No. SCMU3-19/20-0215-HO Title of tender: SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.) Name and Address of Tenderer: (to be inserted by tenderer)</p> <hr/> <hr/> <hr/> <p>Sealed Tender with the identification details on the envelope must be placed in the appropriate official tender box at the abovementioned address</p>
F.2.13.6	<p><i>Add the following:</i> A two-envelope procedure will not be followed.</p>
F.2.13.10	<p><i>Add the following:</i> By signing the offer part of C1.1 Form of Offer and Acceptance the tenderer declares that all information provided in the tender submission is correct and free of misrepresentation.</p>
F.2.15.1	<p><i>Add the following to F.2.15.1:</i> The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.</p>
F.2.16.1	<p><i>Add the following to F.2.16.1:</i> The tender offer validity period is 90 days.</p>
F.2.17	<p><i>Insert the following at the end of the last sentence of the note:</i> “.....elect to do so, provided that the competitive position of the preferred tenderer is not affected”</p> <p>A tender may be rejected as non-responsive if the tenderer fails to provide any clarification requested by the employer within the time for submission stated in the employer’s written request for such clarification. The clarification of a tender offer includes the provision of the priced price list (Part C2.2: Price List)</p>
F.2.18	<p><i>Add the following:</i></p> <p>The tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labour Intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.</p>
F.2.19	<p><i>Add the following:</i> Access shall be provided for inspections, tests and analysis as may be required by the Employer refer to PW371</p>
F.2.22	<p><i>Add the following:</i> Not a requirement.</p>
F.2.23	<p><i>Add the following:</i> The tenderer is required to submit the following:</p> <p>F2.23.1 Broad-Based Black Economic Empowerment Status Level Certificates</p>

	<p>An original valid or valid, certified copy of a B-BBEE status verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or a sworn affidavit in terms of the amended B-BBEE codes. Bidders shall not be provided a second opportunity by the employer to submit the B-BBEE certificate of sworn affidavit where it is not provided by the bidder, bound within the bid submission, on the date and time of the bid closing.</p> <p>F2.23.2 Certificates Confirming Educational Qualifications of Key Personnel</p> <p>Tenderers are required to submit certified copies of educational qualifications of key personnel. A certified copy is considered to be valid when the certification is less than three months old on the date of closing of bids. Failure to submit certified copies of key personnel qualifications shall be subjected to a request from SCM to the bidder to submit such certified copies within 7 days of the request. Failure to comply with such request will result in the bid being deemed non-responsive.</p> <p>F2.23.3 CIDB Grading Certificate</p> <p>Tenders are required to provide proof of registration with the CIDB register of contractors indicating the category of registration, grading as well as the CRS number of the tenderer.</p> <p>F.2.23.4 Letter of Good Standing</p> <p>Tender are required to submit, bound with the tender submission, a letter of good from the compensation commissioner indicating that the bidder is in good standing. Failure to submit will result in the bid not being evaluated further.</p>
F.3.2	<p><i>Add the following:</i></p> <p>Notwithstanding any requests for confirmation of receipt of Addenda issued, the tenderer shall be deemed to have received such addenda if the employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.</p>
F.3.4.1	<p><i>Add the following:</i></p> <p>The time and location for opening of the tender offers is:</p> <p>Time: Tenders will be opened immediately after the closing time for receipt of Tenders as stated in the Tender Notice and Invitation to Tender (T1.1), or as stated in any Addendum extending the closing date.</p> <p>Location: Department of Health Global Life Centre, SCM Unit c/o Phalo Avenue and R63 (opposite Engen Garage) Bhisho</p>
F.3.5	<p><i>Add the following:</i></p> <p>A two-envelope procedure will not be followed.</p>
F.3.8	<p><i>Add the following:</i></p> <p>Tenders will be considered non-responsive if, inter alia:</p> <ol style="list-style-type: none"> 1. the tenderer has failed to attend the compulsory briefing meeting; 2. the tender is submitted by Telegraphic, telephonic, telex, facsimile (faxed) or email media or if the tender is submitted late.

	2.4		1 Projects and with a value of or exceeding R1.5 million completed or awarded	2. Reference from for the specific project claimed.	15																														
	2.5		No projects that meet the criteria for value or the portfolio of evidence has been provided.	For each completed project claimed: 1. Letter of Award 2. Site Possession Certificate 3. Completion Certificate 4. Reference from for the specific projects claimed	0																														
<p>Failure to provide the full list of required documentation indicated as portfolio of evidence in the table above for company experience shall result in the tender not being scored evaluation points for that project claimed.</p> <p>In order to proceed to stage 2 evaluation (scoring of price and preference) bidders must score a minimum of <u>60</u> functionality evaluation points out of 100 in terms of the table above.</p>																																			
F.3.11.7	<p><i>Add the following:</i></p> <p>The financial offer will be scored using Formula 2 (Option 1):</p> $N_{FO} = (1 - (P - P_M) / P_m) \times W_1$ <p>Where;</p> <p>N_{FO} = number of tender evaluation points awarded for financial offer W_1 = the maximum possible number of tender evaluation points awarded for financial offer as stated in the Tender Notice and T1.1: Notice and Invitation to Tender P_M = the comparative offer of the most favourable tender offer P = the comparative offer of the tender offer under consideration</p>																																		
F.3.11.8	<p>Up to 100 minus W_1 (refer F.3.11.7 above) tender evaluation points will be awarded to tenderers according to their B-BBEE status level, determined in accordance with section 9(1) of the Broad-Based Black Economic Empowerment Act (No 53 of 2003), and who have submitted original valid or valid, certified copies of B-BBEE status verification certificates issued by either a verification agency accredited by the South African Accreditation System (SANAS) or a sworn affidavit in terms of the amended BBB-EE codes. The points will be awarded as follows, based on the B-BBEE status level of the tenderer:</p> <table><tr><th>B-BBEE status level of contributor</th><th colspan="2">Number of Points</th></tr><tr><td>1</td><td>20</td><td>10</td></tr><tr><td>2</td><td>18</td><td>9</td></tr><tr><td>3</td><td>14</td><td>8</td></tr><tr><td>4</td><td>12</td><td>5</td></tr><tr><td>5</td><td>8</td><td>4</td></tr><tr><td>6</td><td>6</td><td>3</td></tr><tr><td>7</td><td>4</td><td>2</td></tr><tr><td>8</td><td>2</td><td>1</td></tr><tr><td>Non-Compliant Contributor</td><td>0</td><td>0</td></tr></table>					B-BBEE status level of contributor	Number of Points		1	20	10	2	18	9	3	14	8	4	12	5	5	8	4	6	6	3	7	4	2	8	2	1	Non-Compliant Contributor	0	0
B-BBEE status level of contributor	Number of Points																																		
1	20	10																																	
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5	8	4																																	
6	6	3																																	
7	4	2																																	
8	2	1																																	
Non-Compliant Contributor	0	0																																	

	<p>A trust, consortium or joint venture will qualify for points for their BBB-EE status level as a legal entity, provided that the entity submits their BBB-EE status level certificate. A trust, consortium or joint venture will qualify for points for their BBB-EE status level as an unincorporated entity, provided that the entity submits their consolidated BBB-EE scorecard as if they were a group</p>
F.3.11.10	<p><i>Add the following new sub-clause:</i></p> <p>The Employer will perform a risk analysis in respect of the following:</p> <ul style="list-style-type: none"> (a) reasonableness of the financial offer (b) reasonableness of unit rates and prices (c) the tenderers ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience, reputation, personnel to perform the contract, etc.
F.3.13.1	<p>Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> a) the tenderer is registered and in good standing with the South African Revenue Service (SARS) or proof that he or she has made an arrangement with SARS to meet his or her outstanding tax obligations. This will be verified by the Employer on the Centralized Supplier Database. Where the recommended bidder is not tax compliant, the bidder will be notified of the non-compliant status and be granted seven (7) working days to rectify their compliance status with the SARS. The bidder must thereafter provide the Department with proof of its tax compliance which must be verified via the CSD or eFiling. b) the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; c) the tender or any of its directors is not listed on the Database of Restricted Suppliers kept by the National Treasury and updated from time to time; c) the tenderer has not: <ul style="list-style-type: none"> i) abused the Employer's Supply Chain Management System; d) The tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
F.3.17	<p><i>Add the following:</i></p> <p>The number of paper copies of the signed contract to be provided by the Employer is one.</p>
F.4	<p>ADDITIONAL CONDITIONS OF TENDER</p> <p>The additional conditions of tender are:</p>

F.4.1	<p>Invalid Tender</p> <p>Tenders shall be considered invalid and shall be endorsed and recorded as such in the tender opening record, by the responsible official who opened the tender, in the following circumstances:</p> <ul style="list-style-type: none"> a) if the tender offer is not submitted on the Form of Offer and Acceptance bound into this tender document (form C1.1, Part C1: Agreements and Contract Data); b) if the Form of Offer and Acceptance has not been completed or has not been signed by the authorised representative of the tenderer c) if the Form of Offer and Acceptance is signed, but the name of the tenderer is not stated or is indecipherable d) if the tender offer is not completed in non-erasable ink;
F.4.2	<p>Negotiations with preferred tenderers</p> <p>The Employer may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers provided that such negotiation:</p> <ul style="list-style-type: none"> a) does not allow any preferred tenderer a second or unfair opportunity; b) is not to the detriment of any other tenderer; and c) does not lead to a higher price than the tender as submitted. <p>Minutes of any such negotiations shall be kept for record purposes</p>
F.4.3	<p>General supply chain management conditions applicable to Tender</p> <p>In terms of its Supply Chain Management Policy the Employer may not consider a tender unless the provider who submitted the tender:</p> <ul style="list-style-type: none"> a) has furnished the Employer with that provider's: <ul style="list-style-type: none"> • full name; • identification number or company or other registration number; and • tax reference number and VAT registration number, if any; b) has indicated whether: <ul style="list-style-type: none"> • the provider is in the service of the state, or has been in the service of the state in the previous twelve months; • the provider is not a natural person, whether any of the directors, managers, principal shareholders or stakeholders is in the service of the state, or has been in the service of the state in the previous twelve months; or • whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to above is in the service of the state, or has been in the service of the state in the previous twelve months. <p>Irrespective of the procurement process followed, the Employer is prohibited from making an award to:</p> <ul style="list-style-type: none"> • a person who is in the service of the state; • a juristic entity of which any director, manager, principal shareholder or stakeholder is in the service of the state; • an advisor or consultant contracted with the Employer; or • a person, advisor or corporate entity involved with the tender specification committee, or a director of such corporate entity.

	<p>In this regard, tenderers shall complete Returnable Schedules: Compulsory Enterprise Questionnaire. Failure to complete this schedule will result in the tender not being considered further.</p>
F.4.4	<p>Combating abuse of the Supply Chain Management Policy</p> <p>In terms of the its Supply Chain Management Policy, the Employer may reject the tender of any tenderer if that tenderer or any of its directors has:</p> <ol style="list-style-type: none"> failed, during the last five years, to perform satisfactorily on a previous contract with the Employer or any other organ of state after written notice was given to that tenderer that performance was unsatisfactory; abused the supply chain management system of the Employer or has committed any improper conduct in relation to this system; been convicted of fraud or corruption during the past five years; wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or been listed with the Register of Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or has been listed on National Treasury's database as a person or juristic entity prohibited from doing business with the public sector. <p>In this regard, tenderers shall complete Part T2.2: Returnable Schedules: Certificate of Independent Tender Determination and Declaration of Tenderer's Past Supply Chain Management Practices. Failure to complete these schedules will result in the tender not being considered further.</p>
F.4.5	<p>UIF payments</p> <p>The Tenderer shall submit to the Employer a letter from the Compensation Commissioner indicating his good standing with regard to UIF payments with the tender submission.</p>
F.4.6	<p>Claims arising after submission of tender</p> <p>No claim for any extras arising out of any doubt or obscurity as to the true intent and meaning of anything contained in the Conditions of Contract, Scope of Work and Pricing Data, will be admitted by the Employer after the submission of any tender and the tenderer shall be deemed to have:</p> <ol style="list-style-type: none"> read and fully understood the whole text of the Contract Data, Scope of Work and Pricing Data and thoroughly acquainted himself with the nature of the works proposed and generally of all matters which may influence the Contract. visited the site of any proposed works. requested the Employer or his duly authorized Service Manager to make clear the actual requirements of anything contained in the Scope of Work and Pricing Data, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer. received any Addenda to the tender documents which have been issued in accordance with the Employer's Supply Chain Management Policy. <p>Before submission of any tender, the tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing indistinct, or if the Pricing Data contain any obvious errors, the tenderer must apply to the Employer's Service manager at once to have the same rectified, as no liability will be admitted by the Employer in respect of errors in any tender due to the foregoing.</p>

F.4.7	<p>Imbalance in tendered rates</p> <p>In the event of tendered rates or lump sums being declared by the Employer to be unacceptable to it because they are either excessively low or high or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the Employer is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.</p> <p>The tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the Employer, but this shall be done without altering the tender offer as tendered or, if applicable, the corrected total of prices in accordance with F.3.9.3. Should the Tenderer fail to amend his Tender in a manner acceptable to the Employer, the Employer may reject the Tender.</p>
F.4.8	<p>The Employer shall not formally issue tender documents in electronic format as contemplated in F.2.13.2 and F.2.13.3 and shall only issue tender documents in hardcopy. An electronic version of the issued tender documents may be made available to the tenderer, upon written request in terms of this clause, subject to the following:</p> <ul style="list-style-type: none"> (a) Electronic copies of the contract document, or parts thereof, will only be provided to tenderers who have been issued with the tender documents as contemplated in F.1.2 in hardcopy. (b) The electronic version shall not be regarded as a substitute for the issued tender documents. (c) The Employer shall not accept Tender submitted in electronic format. Tenderers may not complete and submit a printed copy of the electronic version of the tender document or part thereof. Only those Tender that have been completed on the issued hard copy tender document shall be considered. (d) The Employer accepts no responsibility or liability arising from any reliance on or use of the electronic version provided in terms of this clause. The Employer further does not guarantee that the electronic version corresponds with the issued tender documents in all respects. Tenderers are alerted to the fact that electronic versions of the tender documents may not reflect any notices or addenda that amend the tender document. (e) Any non-compliance with these provisions, including effecting any unauthorized alterations to the tender document as contemplated in F.2.11, shall render the tender invalid. The Employer reserves the right to take any action against such tenderer allowed in law including, in circumstances where the tender had already been awarded, the right to cancel the contract. (f) In requesting the electronic version of the tender document or parts thereof, the tenderer is deemed to have read, understood and accepted all of the above conditions.
F.4.11	<p>Compliance with Occupation Health and Safety Act 1993</p> <p>Tenderers are to note the requirements of the Occupational Health and Safety Act (No. 85 of 1993) and the Construction Regulations 2014 issued in terms of Section 43 of the Act. The tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith. Tenderers are to note that the service provider is required to ensure that all sub-</p>

	contractors/sub-consultants or other engaged in the performance of this contract also comply with the above requirements.
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VOLUME 2: RETURNABLE DOCUMENTS

T2.1 LIST OF RETURNABLE DOCUMENTS

T2.1: LIST OF RETURNABLE SCHEDULES/DOCUMENTS

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

T2.2: RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES

No.	Document Name	Number of pages issued	Returnable Document
C1.1	Form of Offer and Acceptance	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C1.2	Contract Data	16	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C2.2	Price list based on the NEC3 TSC form of contract & Price List & Final Summary	12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2a	Resolution for Signatory	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2b	Resolution of Board of Directors to Enter into Consortium or Joint Ventures	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2c	Schedule of Proposed Sub-Contractors	1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
T2.2d	Schedule of Key Personnel: Contract Manager	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2e	Schedule of Key Personnel: Works Supervisor	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2f	Bank Rating	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2n	Record of Addenda to Tender Documents	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2p	Schedule of Plant and Equipment	1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
T2.2r	Compulsory Enterprise Questionnaire	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2u	CIDB Grading Certificate – Proof of Registration	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2v	Letter of Good Standing	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2w	Particulars of Electrical Contractor	1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
T2.2x	Particulars of Mechanical Subcontractor	1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBD 1	Invitation to Bid: Part A and B	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SDB 4	Declaration of Interest	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBD 6.1	Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2017	5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBD 6.2	Declaration Certificate for Local Production and Content or Designated Sectors	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annex C	Local Content Declaration – Summary Schedule	1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBD 8	Declaration of Bidder's Past Supply Chain Management Practices	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SBD 9	Certificate of Independent Bid Determination	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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T2.2: OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

No.	Document Name	Number of pages issued	Returnable Document
Annexure A	Preliminary Maintenance Control Programme	5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annexure B	Company Experience & Contactable References	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annexure D	Certified Copy of Works Supervisor's HV Regulation 1-10 Certification	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2g	BBBEE Certificate or Sworn Affidavit	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2y	Proof of Registration with Centralized Supplier Database	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

(The following list of returnable schedules/documents is duplicated from the tables above however these will not appear in duplicate within the tender document. The purpose is to bring to the tenderers' attention the list of returnable documents/schedules that shall be incorporated into the contract)

T2.2: RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT

No.	Document Name	Number of pages issued	Returnable Document
T2.2n	Record of Addenda to Tender Documents	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2d	Schedule of Key Personnel: Construction Manager	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2e	Schedule of Key Personnel: Construction Supervisor	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBD 6.1	Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2017	5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBD 6.2	Declaration Certificate for Local Production and Content or Designated Sectors	4	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Annex C	Local Content Declaration – Summary Schedule	1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

T2.2: OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

C1.1	Form of Offer and Acceptance	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C1.2	Contract Data	16	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C2.2	Price list based on the NEC3 TSC form of contract & Price List & Final Summary	12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annex A	Preliminary Maintenance Control Plan	5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



C1.1 FORM OF OFFER AND ACCEPTANCE

C1.1 Form of Offer and Acceptance

Offer

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

**SCMU3-19/20-0215-HO SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES
(Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)**

The tenderer, identified in the offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this offer has accepted the Conditions of Tender.

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

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(In words).....

.....

.....Rand;

R..... (In figures)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the Contractor in the conditions of contract identified in the Contract Data

Signature(s)

Name(s)

Capacity

**For the
tenderer:**

Name &
signature of
witness

Date

.....
(Insert name and address of organisation)

Acceptance

The terms of the contract, are contained in:

- and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

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

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the tenderer (now Contractor) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Capacity

Name & signature of witness
(Insert name and address of organisation) Date

Schedule of Deviations

C3.3: AIDS AWARENESS SPECIFICATION

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

AIDS AWARENESS SPECIFICATION ATTACHED

SECTION

HIV/AIDS SPECIFICATION

HIV/AIDS REQUIREMENTS

1 SCOPE

This specification contains all requirements applicable to the Contractor for creating HIV/AIDS awareness amongst all of the Workers involved in this project for the duration of the construction period, through the following strategies:

- Raising awareness about HIV/AIDS through education and information on the nature of the disease, how it is transmitted, safe sexual behaviour, attitudes towards people affected and people living with HIV/AIDS, how to live a healthy lifestyle with HIV/AIDS, the importance of voluntary testing and counselling, the diagnosis and treatment of Sexually Transmitted Infections and the closest health Service Providers
- Informing Workers of their rights with regard to HIV/AIDS in the workplace
- Providing Workers with access to condoms and other awareness material that will enable them to make informed decisions about sexual practices

2 DEFINITIONS AND ABBREVIATIONS

2.1 Definitions

Service Provider: The natural or juristic person recognised and approved by the Department of Public Works as a specialist in conducting HIV/AIDS awareness programmes

Service Provider Workshop Plan: A plan outlining the content, process and schedule of the training and education workshops, presented by a Service Provider which has been approved by the Representative/Agent

Worker: Person in the employ of the Contractor or under the direction or supervision of the Contractor or any of his Sub-contractors, who is on site for a minimum period of 30 days in all

2.2 Abbreviations

HIV	:	Human Immunodeficiency Virus
AIDS	:	Acquired Immune Deficiency Syndrome
STI	:	Sexually Transmitted Infection

3 BASIC METHOD REQUIREMENT

The Contractor shall, through a Service Provider, conduct onsite workshops with the Workers

The Service Provider shall develop and compile a Service Provider Workshop Plan to be presented at the workshops and which will be best suited for this project to achieve the specified objectives with regard to HIV/AIDS awareness.

The Service Provider Workshop Plan shall be based on the following information provided by the Contractor:

- Number of Workers and Sub-contractors on site
- When new Workers or Sub-contractors will join the construction project

- Duration of Workers and Sub-contractors on site
- How the maximum number of Workers can be targeted with workshops
- How the Contractor prefers workshops to be scheduled, e.g. three hourly sessions per Worker, or one 2.5 hour workshop per Worker
- Profile of Workers, including educational level, age and gender (if available)
- Preferred time of day or month to conduct workshops
- A Gantt chart reflecting the construction programme, for scheduling of workshops
- Suitable venues for workshops

The Contractor shall submit the Service Provider Workshop Plan for approval within 21 days after the tender acceptance date. After approval by the Representative/Agent, the Contractor shall make available a suitable venue that will be conducive to education and training

The Service Provider Workshop Plan shall address, but will not be limited to the following:

- 3.1 The nature of the disease;
- 3.2 How it is transmitted;
- 3.3 Safe sexual behaviour;
- 3.4 Post exposure services such as voluntary counselling and testing (VCT) and nutritional plans for people living with HIV/AIDS;
- 3.5 Attitudes towards other people with HIV/AIDS;
- 3.6 Rights of the Worker in the workplace;
- 3.7 How the Awareness Champion will be equipped prior to commencement of the HIV/AIDS awareness programme with basic HIV/AIDS information and the necessary skills to handle questions regarding the HIV/AIDS awareness programme on site sensitively and confidentially;
- 3.8 How the Service Provider will support the Awareness Champion;
- 3.9 Location and contact numbers of the closest clinics, VCT facilities, counselling services and referral systems;
- 3.10 How the workshops will be presented, including frequency and duration;
- 3.11 How the workshops will fit in with the construction programme;
- 3.12 How the Service Provider will assess the knowledge and attitude levels of attendees to structure workshops accordingly;
- 3.13 How the video will be used;
- 3.14 How the Service Provider will elicit maximum participation from the Workers;
- 3.15 A questions and answers slot (interactive session)

The Service Provider Workshop Plan shall encompass the Specific Learning Outcomes (SLO) as stipulated

4 HIV/ AIDS AWARENESS EDUCATION AND TRAINING

4.1 Workshops

The Contractor shall ensure that all Workers attend the workshops

The workshops shall adequately deal with all the aspects contained in the Service Provider Workshop Plan. A video of HIV/AIDS in the construction industry, which can be obtained from all Regional Offices of the Department of Public Works, is to be screened to Workers at

workshops. In order to enhance the learning experience, groups of not exceeding 25 people shall attend the interactive sessions of the workshops

4.2 Recommended practice

4.2.1 Workshop Schedule

Presenting information contained in the Service Provider Workshop Plan can be divided in as many workshop sessions as deemed practicable by the Contractor, provided that all Workers are exposed to all aspects of the workshops as outlined in the Service Provider Workshop Plan

Breaking down the content of information to be presented to Workers into more than one workshop session however, has the added advantage that messages are reinforced over time while providing opportunity between workshop sessions for Workers to reflect and test information. Workers will also have an opportunity to ask questions at a following session

4.2.2 Service Providers

A database of recommended Service Providers is available from all Regional Offices of the Department of Public Works

4.2.3 HIV/AIDS Specific Learning Outcomes and Assessment Criteria

Workers shall be exposed to workshops for a minimum duration of two-and-a-half hours. In order to set a minimum standard requirement, the following specific learning outcomes and assessment criteria shall be met

4.2.3.1 UNIT 1: The nature of HIV/AIDS

After studying and understanding this unit, the Worker will be able to differentiate between HIV and AIDS and comprehend whether or not it is curable. The Worker will also be able to explain how the HI virus operates once a person is infected and identify the symptoms associated with the progression of HIV/AIDS

Assessment Criteria:

1. Define and describe HIV and AIDS
2. List and describe the progression of HIV/AIDS

4.2.3.2 UNIT 2: Transmission of the HI virus

After studying and understanding this unit, the Worker will be able to identify bodily fluids that carry the HI virus. The Worker will be able to recognise how HIV/AIDS is transmitted and how it is not transmitted

Assessment Criteria:

1. Record in what bodily fluids the HI virus can be found
2. Describe how HIV/AIDS can be transmitted
3. Demonstrate the ability to distinguish between how HIV/AIDS is transmitted and misconceptions around transmittance of HIV/AIDS

4.2.3.3 UNIT 3: HIV/AIDS preventative measures

After studying and understanding this unit, the Worker will comprehend how to act in a way that would minimise the risk of HIV/AIDS infection and to use measures to prevent the HI virus from entering the bloodstream

Assessment Criteria:

1. Report on how to minimise the risk of HIV/AIDS infection
2. Report on precautions that can be taken to prevent HIV/AIDS infection

3. Explain or demonstrate how to use a male and female condom
4. List the factors that could jeopardize the safety of condoms provided against HIV/AIDS transmission

4.2.3.4 UNIT 4: Voluntary HIV/AIDS counselling and testing

After studying and understanding this unit, the Worker will be able to recognise methods of testing for HIV/AIDS infection. The Worker will be able to understand the purpose of voluntary HIV/AIDS testing and pre- and post-test counselling

Assessment Criteria:

1. Describe methods of testing for HIV/AIDS infection
2. Report on why voluntary testing is important
3. Report on why pre- and post-test counselling is important

4.2.3.5 UNIT 5: Living with HIV/AIDS

After studying and understanding this unit, the Worker will be able to recognise the importance of caring for people living with HIV/AIDS and be able to manage HIV/AIDS

Assessment Criteria:

1. List and describe ways to manage HIV/AIDS
2. Describe nutritional needs of people living with HIV/AIDS
3. Describe ways to embrace a healthy lifestyle as a person living with HIV/AIDS
4. Explain the need for counselling and support to people living with HIV/AIDS

4.2.3.6 UNIT 6: Treatment options for people with HIV/AIDS

After studying and understanding this unit, the Worker will be familiar with the various treatments available to HIV/AIDS infected or potentially HIV/AIDS infected people

Assessment Criteria:

1. Discuss anti-retroviral therapy
2. List methods of treatment to prevent HIV/AIDS transmission from mother-to-child
3. Describe the need for treatment of opportunistic diseases for people living with HIV/AIDS
4. Describe post exposure prophylactics

4.2.3.7 UNIT 7: The rights and responsibilities of Workers in the workplace with regard to HIV/AIDS

After studying and understanding this unit, the Worker will be able to identify the rights and responsibilities of the Worker living with HIV/AIDS in the workplace. The Worker will recognise the importance of accepting colleagues living with HIV/AIDS and treating them in a non-discriminative way

Assessment Criteria:

1. Discuss the rights of a person living with HIV/AIDS in the workplace
2. Discuss the responsibilities of a person living with HIV/AIDS in the workplace
3. Report on why acceptance and non-discrimination of colleagues living with HIV/AIDS is important

4.3 Displaying of plastic laminated posters and distribution of information booklets

The Contractor shall obtain a set of four laminated posters conveying different key messages and information booklets, which are available from all Regional Offices of the Department of

Public Works

The above-mentioned posters and information booklets have been prepared to raise awareness and to share information about HIV/AIDS and STI's

Posters or display stands shall be displayed on site as soon as possible, but not later than 14 days after the date of site handover

Posters shall be displayed in areas highly trafficked by Workers, including toilets, rest areas, the site office and compounds

The posters on display must always be intact, clear and readable

Information booklets must be distributed to all Workers as soon as possible, but not later than 14 days after site handover, or as soon as the Worker joins the site

5 **PROVIDING WORKERS WITH ACCESS TO CONDOMS**

The Contractor shall provide and maintain condom dispensers and make both male and female condoms, complying with the requirements of SABS ISO 4074, available at all times to all Workers at readily accessible points on site, for the duration of the contract. The Contractor may obtain condom dispensers from the Department of Health and condoms may be obtained from the Local Clinic or the Department of Health

At least one male and one female condom dispenser and a sufficient supply of condoms, all to the approval of the Representative/Agent, shall be made available on site within 14 days of site hand over. Contractors should note that arrangements to obtain condoms from the Department of Health Clinics prior to site hand over may be necessary, to ensure that condoms are available within 14 days of site handover

Condoms shall be made available in areas highly trafficked by Workers, including toilets, the site office and compounds

6 **ENSURING ACCESS TO HIV/AIDS TESTING AND COUNSELLING FACILITIES AND TREATMENT OF SEXUALLY TRANSMITTED INFECTIONS (STI)**

The Contractor shall provide Workers with the names of the closest Service Providers that provide HIV/AIDS testing and counselling and Clinics providing Sexually Transmitted Infection (STI) diagnosis and treatment. Information on these Service Providers and Clinics must be displayed on a poster of a size not smaller than A1 in an area highly trafficked by Workers

7 **APPOINTMENT OF AN HIV/AIDS AWARENESS CHAMPION**

Within 14 days of site handover the Contractor shall appoint an Awareness Champion from amongst the Workers, who speaks, reads and writes English, who speaks and understands all the local languages spoken by the Workers and who shall be on site during all stages of the construction period. The Contractor shall ensure that the Awareness Champion has been trained by the Service Provider on basic HIV/AIDS information, the support services available and the necessary skills to handle questions regarding the HIV/AIDS programme in a sensitive and confidential manner

The Awareness Champion shall be responsible for:

- 7.1 Liasing with the Service Provider on organising awareness workshops;
- 7.2 Filling condom dispensers and monitoring condom distribution;
- 7.3 Handing out information booklets;
- 7.4 Placing and maintaining posters

8 MONITORING

The Contractor shall grant to the Representative/Agent reasonable access to the construction site, in order to establish that the Contractor complies with his obligations regarding HIV/AIDS awareness under this contract

The Contractor must report problems experienced in implementing the HIV/AIDS requirements to the Representative/Agent

The attached SITE CHECKLIST (SCHEDULE A) shall be completed and submitted at every construction progress inspection to the Representative/Agent

The attached SERVICE PROVIDER REPORT (SCHEDULE B) shall be completed and submitted on a monthly basis to the Department's Project Manager, through the Representative/Agent

The attached CONTRACTOR HIV/AIDS PROGRAMME REPORT (SCHEDULE C), a close out programme report, shall be completed by the Contractor at the end of the contract

SCHEDULE A

HIV/AIDS PROGRAMME : SITE CHECKLIST

When did construction commence _____

Name of Departmental Project Manager _____

Please refer to HIV/AIDS Programme activities during the reporting period

DATE		PI			PI			PI			PI			PI			PI		
		D	D	M	D	D	M	D	D	M	D	D	M	D	D	M	D	D	M
Programme implemented within 14 days of site handover																			
Awareness champion on site																			
HIV/AIDS awareness service provider report																			
Male condom dispenser																			
Sufficient male condoms available																			
Male condom dispenser in a highly trafficked area																			
Female condom dispenser																			
Sufficient female condoms available																			
Female condom dispenser in a highly trafficked area																			
All four types of posters displayed																			
Posters in a good condition																			
Posters in a highly trafficked area																			
Posters displayed on local support services: clinic & VCT centre																			
Support service poster/s in highly trafficked area																			
Support service poster/s in a good condition																			

Please indicate the applicable number for the reporting period									
Workers on payroll (at PI)									
Sub-Contractors who will be on site for longer than 30 days (at PI)									
Workshop attendees									
Number of workshops held									
Scheduled workshops according to approved workshop plan									
Booklets distributed									
Male condoms distributed									
Female condoms distributed									
_____ Representative/Agent									
_____ Contractor									

PW 1544

Date of progress inspection (dd/mm/yy) _____

Reporting period: (dd/mm/yy) _____ to (dd/mm/yy) _____

Deviations from HIV/AIDS awareness programme plan:

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Corrective actions

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Representative/Agent_____
Departmental Project Manager_____
Date_____
Date

6. Gas or fluid leaks from the equipment or associated piping systems.

The frequency of corrective maintenance shall be determined by the Contractor himself in line with the recommendations from the Operating and Maintenance Manuals, and actual operational environment where the equipment is operating. This may vary from once every day for high-risk, sensitive installations to once a month for low-risk installations such as exhaust fans and office air conditioners. The frequency of corrective maintenance must be accepted by the Service Manager in the Maintenance Control Plan.

GM 2.10.3 Breakdown Maintenance

This entails repair and/or replacement of defective equipment, units or parts of installations following a breakdown that leaves the installation inoperable or unsafe, and subsequent action to restore the installation to their normal functional condition, within the maximum down-time allowed.

Breakdown repairs will be controlled via the Call Centre and approved Breakdown Repair Task Order process as per GM 2.1. A provisional amount will be included in the Contract Price List Schedules to cover Break Down Task Order expenditure.

GM 2.10.4 Commencement of Service Period

The Contractor shall accept full maintenance responsibilities for each installation from the date on which the site has been handed over to the Contractor. **An annual maintenance service shall be carried out on all installations during the period in which the Defects Inspection Report is compiled, or as soon as possible thereafter.** If the current statutory compliance of a qualifying asset cannot be verified with the correct documentation of proof, a statutory inspection must be performed immediately after the first annual service has been completed.

For equipment or installations where the complete installation is shut down for the repair phase, no maintenance services will be required during the repair period.

GM 2.11 SUPPLY OF LABOUR, EQUIPMENT AND MATERIAL

1. Labour

Only competent, qualified personnel shall be allowed to execute all maintenance work.

2. Equipment

All tools, equipment and consumables required for performing maintenance work shall be supplied by the Contractor at his own cost (except where otherwise agreed to in writing and provided by the Employer). The Contractor may use already installed Employer equipment such as crawl beams and crawls, etc. provided that they obtain written approval from the site Maintenance/Technical Manager to do so. Such site approval will be based on the serviceability of the equipment, and upon confirmation of the Contractor's competency compliance in being able to use and operate this equipment during maintenance.

3. Materials and Parts

All materials, spare parts, components, equipment and appurtenances necessary for the complete maintenance of each installation shall be supplied and installed by the Contractor **at the rates and quantities as instructed by the Service Manager**, after the Functional Condition Assessment Report as specified in GM 2.5 has been

accepted.

Only original parts as specified by the Original Equipment Manufacturer may be used for replacement purposes. Generic or alternative parts will only be allowed if they comply fully with all the specifications of the original parts, but may only be used upon written acceptance by the Service Manager.

Substitute electronic components will be acceptable, **PROVIDED** that they are equal to, and of the same quality as, or superior to, the original components and are accepted, in writing, by the Service Manager.

All parts, spares and materials which are used, shall conform to the applicable SANS Specifications and shall, where possible, carry the SANS mark of approval.

Substitute parts, as well as the serial numbers (where available) of the original and new components, shall be entered on the service sheets and in the maintenance/repair log-book.

The Contractor shall obtain, and cede any supplier's or factory guarantee of repaired or replaced components to the Employer. All workmanship, new equipment, materials, components, systems, etc. used for servicing and repairs shall be guaranteed for 12 months unless otherwise agreed to in writing with the Service Manager. The guarantee cards for repaired or replaced components or equipment shall also be attached to service sheets and the maintenance/repair log-book. New equipment and system installations will in addition to the above requirements also have a twelve (12) month defects liability period, valid from the date of successful commissioning and hand over to the Employer as acceptance by the Service Manager.

All scrapped and/or removed parts and equipment that might be installed elsewhere, or that will not be returned to service again, must remain on site after removal or disassembly of the equipment as they remain the property of the Employer. The Maintenance/Technical Manager of the facility will indicate to the Contractor where to place these items after removal. Removal of any parts and/or equipment for whatever reason from site, may only occur with the written approval to do so by the Maintenance/Technical Manager subject to the rules and regulations that the Employer has in this regard.

GM 2.12 SITE MAINTENANCE RECORD KEEPING

The Contractor shall provide and maintain hard-cover A4 size maintenance files for each installation for the duration of the Service Period. Copies of all schedules, checklists, breakdown reports, preventative maintenance records, component replacement records, service sheets, etc. shall be filed in these.

An A4 size register book shall be kept for all work performed on the equipment, to state the service technician's name, surname, date of work performed, and a short description of the work performed. This book must be installed on a short chain next to the relevant Operating and Maintenance Manual as per GM 2.7.

Copies of the site maintenance records and all service sheets, shall be submitted to the Service Manager at each monthly meeting, while copies of the service sheets must also accompany all claims and invoices.

Statutory Logbooks must be supplied and maintained on site for all statutory equipment such as pressure vessels, boilers and lifts.

GM 2.13 SERVICE SHEETS

Every service, repair, test, inspection, etc. related to the maintenance portion of the Contract, shall be fully described on a service sheet which must be completed and signed by the Contractor and attached to the Task Order when it is returned to the Service Manager. The following minimum information shall appear on service sheets:

1. The company name and address;
2. A unique work sheet serial number;
3. The corresponding Task Order unique number;
4. The district and health facility names;
5. The building/area name or alternatively the building/area code;
6. The plant identity code and description;
7. The nature of the call, i.e. P1, P2, P3 or P4 (see GM 7);
8. A general description of the problem or purpose of the work to be done, alternatively the complaint as received by the Call Centre;
9. A statement as to whether the individual system is operational or not in terms of the specification;
10. Should the system not be operational (in case of a breakdown) the response time and repair time shall be recorded individually and details of a preliminary service sheet shall be forwarded to the Call Centre Manager;
11. The description of the repairs/replacements carried out on each machine/equipment item on that specific system;
12. A list of materials used for each machine/component. Where scheduled items are used, only the description can be listed. For non-scheduled items, a copy of the quotation must be attached to the service sheet;
13. A detailed report on the extent of the work done together with the total cost involved;
14. Suggestions to avoid similar future problems;
15. A list of the Contractor's personnel responsible for the work with the date, starting time, completion time, distance traveled, and any accommodation and S&T costs;
16. Signature and name of the responsible Employer site technician/artisan/engineer and the Site Representative, confirming the work was completed to the required quality and performance standards, and that the equipment is operational again;
17. Signature and telephone number of the User of the equipment or the person who initiated a call or Task Order (if it was a defect, or breakdown).

Service sheets shall also be used for normal routine maintenance services and other non-maintenance activities such as training of the health facility's operating and maintenance personnel and administration duties of heads of firms when managing the Contract.

The Service sheets shall be completed in three categories as follows:

1. **For repairs on machines:** The same data as above must be captured with one service sheet to be completed for each repair (See below for grouping of like type equipment for servicing).
2. **For normal maintenance on an installation:** The same data as above must be captured with one service sheet to be completed for each service (See below for grouping of like type equipment for servicing).
3. **For Administration and Training:** In this case only the name of the Head of the Company is required on the service sheet with no other reference to Building- or Plant codes or machine ID numbers. A full description of the service provided must be included.

Copies of the completed Service Sheet and Task Orders must be attached to all invoices and shall be submitted to the Service Manager for discussions and acceptance.

An example of the Service Sheet is attached to the Contract Documentation as C7.

The standard requirement for normal services carried out on a specific plant is to complete one service sheet for all the equipment within any one building. This standard requirement applies to installations where all such machines can be serviced within a period of approximately five working days, but all equipment serviced must be listed on the service sheet.

For larger installations where the time required for a maintenance service is more than five working days, the machines may be grouped together to form several groups within the building with the provision that each group can be serviced within a period of approximately five working days. One service sheet shall be completed for each group in a building, but all equipment included in the group must be listed on the service sheet.

For smaller installations where the complete installation inside a building can be serviced in less than one working day, the installations in more than one building may be grouped together, but all the equipment covered by the service sheet must be listed.

The definition of the groups must be determined by the Contractor and clearly specified in the Maintenance Control Plan for acceptance by the Service Manager.

GM 2.14 VOLTAGE SURGES DUE TO LIGHTING AND OTHER CAUSES

The area in which most of the sites are situated is known for heavy lightning storms. Damage caused by voltage surges due to lightning, phase imbalance, low and high voltages, power failures, etc. will be dealt with in the same manner as any other breakdown. Contractors are advised to investigate available surge protection systems, if any, on each plant during the Functional Condition Assessment stage, and to decide for themselves whether additional protection will be required or not.

The provision of additional surge protection systems shall form part of the repair activities, if accepted by the Service Manager, and the cost thereof must be allowed for in the Functional Condition Assessment Report.

Contractors may as an alternative provide and install one or more Universal Disturbance Analyzers to record any voltage surges at their own cost. Breakdowns caused by voltage surges which can be proved beyond any doubt will be dealt with in the same manner as operational damage and other normal breakdowns.

GM 2.15 SHEQ: SAFETY, HEALTH, ENVIRONMENTAL AND QUALITY

The Contractor must comply with all the Safety, Health, Environmental and Quality requirements as per C3.2 and GM 3.1, and must provide pricing to cover all the applicable requirements under this specification. The Contractor must take note of any specific Safety, Health and/or Environmental risks that might be highlighted in section SS 13.

GM 2.16 HIV / AIDS AWARENESS

The Contractor must comply with all the requirements as per C3.3, and must provide pricing to cover all the applicable requirements under this specification.

GM 3 MAINTENANCE CONTROL PLAN

The Contractor is responsible to compile a detailed Preliminary Maintenance Control Plan (Annexure I) as per GM 3.2 which he need to submit with his Tender Bid. This plan must contain the details of what maintenance will be done (itemised), how often, what resources will be involved, what spares and consumables will be used, how long it will take to perform the work, and the cost breakdown per service for a specific Asset Type. The Service Manager gave service interval recommendations in Schedule 3, but the Contractor can recommend alternative intervals for consideration and approval by the Service Manager.

After Contract Award the Contractor will be required to expand the Preliminary Maintenance Control Plan to a Health Facility specific plan for each asset type with the assistance of the Service Manager.

GM 3.1 WORK QUALITY

Maintenance quality control shall be the responsibility of the Contractor who shall introduce a Maintenance Control Plan to assist him in ensuring that all preventative, corrective and breakdown maintenance is performed as described in the Service Information. The Contractor will be responsible to correct any sub-standard work that is discovered after the Contractor has done his work. The rework will be for the Contractor's own account and must be signed off by the Site Representative after completion.

If the Contractor fails to remedy any sub-standard work within the time frame stipulated by the Service Manager, the Service Manager may at his/her discretion appoint another Contractor to execute the repair work. In this case, the replacement Contractor will be paid with the funds that were earmarked for the first Contractor to do the work, and the first Contractor will not be paid for that specific work.

GM 3.2 PRELIMINARY MAINTENANCE CONTROL PLAN

A preliminary version of the Maintenance Control Plan, based on the Asset Inventory Data, must be submitted with the Contractor's Tender bid. This plan is a high-level plan on what maintenance tasks the Contractor will be performing on all the equipment across all Health Facilities covered by the Contract and must be completed on the forms of Annexure I. The information from the Preliminary Maintenance Control Plan will be expanded into that of the final Maintenance Control Plan as specified in Section GM 3.3 below. Details contained in this preliminary Maintenance Control Plan shall include:

1. A Maintenance Schedule containing all the different tasks that will be performed on all the equipment covered by this Contract, and captured on the **Preliminary Annual Equipment Maintenance Schedule** Form contained in Annexure I.

2. A brief Capacity Statement where the Contractor describes his company's capacity and experience that will be applicable to this Contract. This must include a description and location of his home base (workshop/home/bakkie based, number of staff with qualifications and experience, what staff and/or Sub-Contractors will be used to support on the Contract, available tools and/or specialized equipment, transport capacity and where staff will be based, as well as capacity/ability to repair defective equipment (i.e. overhauling a pump or compressor);
3. A detailed **Maintenance Task Planning Sheet** (See Annexure I) for each of the Minor, Major, and other, service activities priced in the Price List. This Maintenance Task Planning Sheet will describe the pricing and details of scheduled maintenance activities to be performed during services conducted as per the recommendations of the **Preliminary Annual Equipment Maintenance Schedule**, and will also be used to populate the respective Task Order. These prices must be all inclusive and must include all labour, service parts, lubricants and consumables, special equipment (if required), accommodation (if applicable) and any travelling and subsistence costs, etc. that might be applicable to do the service. The service price must indicate clearly if more than one piece of equipment will be combined for servicing during a single trip to avoid double payment for Travel and Subsistence related payments by the Employer.
4. The service methodology;
5. Preliminary grouping of equipment for maintenance purposes as per GM 2.13 (if applicable);
6. A breakdown of which sub-Contractors will be used (as per T2.2c), and for what activities, by the Contractor in rendering the services required by this Contract. **All Sub-Contractors must also be registered on the Treasury Central Supplier Database;**

GM 3.3 MAINTENANCE CONTROL PLAN

One Maintenance Control Plan must be compiled for each Health Facility covered by the Contract. The Maintenance Control Plan shall be based on the Contractor's Preliminary Maintenance Control Plan information, and updated with the findings and data from the Functional Condition Assessment process. The Maintenance Control Plan shall be bound in a neat, A4 sized, ring bound document with a cover page and back cover and an original copy presented to the Service Manager. The contents of the document shall be indexed.

The Maintenance Control Plan will become the main plan for all work to be done under this Contract, as per the Main Contract Clauses, after the Contract has been awarded.

When the documents are compiled, the Contractor may reproduce relevant paragraphs from any of the specifications forming part of the Contract documents, or Operating and Maintenance Manuals, but should there be any discrepancies between such paragraphs and paragraphs in the Maintenance Control Plan and those in the Contract documents, those in the Contract documents shall be regarded as being correct and shall apply.

The Maintenance Control Plan shall also contain the following in addition to the items listed in Section GM 3.2:

1. Detailed Maintenance Schedule per equipment type, per Health Facility on the **Annual Equipment Maintenance Schedule Asset Specific** Form;
2. Remeasured service quantities for the routine services of Schedule 3 in the Price List, based on actual equipment condition and the ability to perform a service on them or not in their current condition. **The Contractual payments will be based on these remeasured quantities, accepted by the Service Manager, and not**

on the original Tendered quantities which might have been based on incorrect information at the time;

3. A risk register containing all the foreseen risks that can have an impact on the cost and/or deliverables of this Contract as per the NEC3 Term Service Contract Standard Contract Clauses numbers 11.2(14), 16.1, and 16.4;
4. A summary of the repair and maintenance work to be carried out in terms of the Contract giving details of the conditions of the various installations at the facility affected by the activities under the Contract.
5. Details of how the Contractor intends to carry out the various types of maintenance work especially breakdown maintenance should breakdowns occur.
6. Details of the procedures agreed upon between the Service Manager and the Contractor on how breakdown calls will be handled (Call Centre process).
7. A list of organisations and persons directly involved with the Contract or whose requirements must be considered during the entire Service Period. Each person's position within his organisation as well as the applicable phone numbers shall be given. (See T2.2c)
8. Details of monthly meetings (dates, times and venues) to be held between the Contractor, Employer Representative and Site Representative.
9. Service Sheets and Reports to be submitted after every routine inspection (a copy of all reports, checklists, breakdown records, etc. for each system of an installation shall be kept on the site in a hardcover file);
10. A priced spare parts list for relevant spares that might be required for repairs and/or breakdowns for each equipment type. The Employer retains the right to negotiate the listed prices based on price comparisons with like type spares prices solicited through the Tender process;
11. A recommended spares list for items that should be held in stock at the facility;
12. Copies of the Repair Schedules from the Functional Condition Assessment process that has been approved to proceed;
13. An updated Cost Forecast of the estimated final total of the Prices for the whole of the services in consultation with the Service Manager at intervals as stated in the Contract Data Clause 20.5;
14. Procedures to address complaints and logged breakdowns.
15. Details of reports in electronic format, summarizing all inspections, together with inspection data such as nature of test, names of persons carrying out tests and inspection results. Detail of repairs and replacements, together with testing of repaired equipment shall also be reflected in this report, and shall be obtained from the service sheets.
16. Assistance to be given to the Service Manager and Engineering Representative with decisions regarding material, equipment and other recommendations.
17. An updated list of the inventory of equipment complete with the ID number (if available), make and model number, serial number, year of manufacture/age and capacity.
18. The Maintenance Control Plan shall be upgraded when its contents are no longer

representative of actual conditions.

19. The Contractor shall check the contents of existing Operating and Maintenance Manuals (if available) and shall update or modify them and then incorporate applicable data into his own manuals. Where no manuals exist, the Contractor shall draw up his own Operating and Maintenance Manuals based on the OEM Operating and Maintenance manuals as per the requirements of GM 2.7.
20. The way maintenance data as recorded on service sheets will be captured and processed for submission to the Services Manager, for invoicing, and as part of the maintenance report.

Pertinent data contained in the Operating and Maintenance Manuals may be transferred to the Maintenance Control Plan to make it a document which can be used as an independent handbook for maintenance work in future.

GM 4 COMMUNICATION

The Maintenance Control Plan (Paragraph GM 3.3) will provide, after agreement between the Contractor and the Service Manager, with the assistance of the Site Representative, for the following communication procedure to be implemented:

1. The Contractor shall establish a telephone and fax line and a cellular telephone connection to ensure that he can be reached at any time.
2. Should the Service Manager determine or suspect that preventative, corrective or breakdown maintenance is required, a call shall be logged through any communication channel available to reach the Contractor as soon as possible. This will be followed up with a Task Order.
3. Maximum down times will be as described in Paragraph GM 7.
4. All breakdown calls from the Health Facility will be reported to the Call Centre who will follow the procedure as detailed in Section GM 2.1.

GM 5 PERFORMANCE MEASUREMENT

The Contractor's performance shall be measured against the criteria specified in Section X20 of the Secondary Options Clauses of the Contract and C1.2b Annexure CD.

Poor performance by the Contractor will lead to penalties being imposed by the Service Manager as per X17 and C1.2b Annexure CD, and can lead to early termination of the Contract.

GM 6 SPECIAL TESTING OF AN INSTALLATION

An amount has been allowed in the Price List to cover the cost of additional tests that the Service Manager may request at his own discretion from time to time on the equipment and installations covered by this Contract. The Service Manager will have the sole authority to spend the amount or part thereof under sub-paragraph.

The Service Manager reserves the right to select, at random, component equipment and trade practices to be tested by the Contractor or independent authorities for compliance with specifications as specified in this Contract document.

The Contractor shall provide all equipment, tools and instruments required for such testing.

The Service Manager shall upon completion of the tests or inspections issue an inspection report including any corrective actions (if any) to be taken by the Contractor. The Contracted markup percentage will be paid to the Contractor on the value of each payment made to the approved testing authority if any special testing is ordered by the Service Manager.

GM 7 MAXIMUM MAINTENANCE DOWN-TIME

After a breakdown, defect or complaint has been logged the Contractor will be expected to remedy the defect in the system/component with as little delay as possible, notwithstanding the maximum down-time allowed and listed in the following paragraphs or as stipulated in the Task Order. **Should the Contractor not respond within the maximum down-time, the Service Manager may arrange, at the cost of the Contractor, for the necessary repair work to be done by others.**

The Contractor shall respond to a breakdown registration by traveling to the site to evaluate the breakdown (scope of repair work), estimate the realistic cost as well as downtime and provide feedback to the Service Manager and Site Representative to form the basis of a Task Order.

Should the Contractor not be able to complete the required repair work within the maximum down-time period allowed, it shall be his responsibility to obtain extension of down-time from the Service Manager. The written report shall clearly state the reasons for the extension, as well as the actual extension required.

Extension of down-time will only be granted by the Service Manager if:

1. The maximum down-time is unreasonable in relation to the scope of the repair work required.
2. The delivery time of a new component/subassembly/machine or spares required for the repair of the defective component/subassembly does not enable the Contractor to successfully complete the repair work within the maximum breakdown down-time allowed.

Should the actual down-time exceed the maximum down-time, the Contractor shall be penalized as per X17 and C1.2b Annexure CD.

The maximum allowable response times are listed in Table 1 below.

PRIORITY	DESCRIPTION	RESPONSE
P1	Emergency (Life Threatening)	Immediate response from the time of logging a call and the emergency to be resolved (at least temporarily) within 8 hours
P2	Urgent	Immediate response from the time of logging a call and to be resolved within 12 hours
P3	Planned Maintenance Repairs	Scheduled Maintenance is to be scheduled and performed within 3 business days of the scheduled date
P4	Emergency Facility Repairs	7 Days planning and execution subject to supply chain regulations

Table 1: Maximum allowable response times

"Maximum down-time" shall mean the period of time allowed to repair a breakdown, and "actual down-time" shall mean the measured period from the instant when the breakdown was reported or located until the installation has been repaired to its functional specification.

A guideline classification for typical P1, P2, P3 and P4 breakdowns for each installation are specified in the Supplementary Specification for each asset type.

The job card (Task Order) issued for the repair will state whether the repair is regarded as P1, P2, P3 or P4 and it will be required of the Contractor to react accordingly.

GM 8 MEASUREMENT AND PAYMENT

Measurement and payment will be done as per the Secondary Options Clauses of the Contract. See X1, X13, X17, X18, X19 and X20, supplemented by C1.2b Annexure CD.



PART C3.1b

EASTERN CAPE DEPARTMENT OF HEALTH

SUPPLEMENTARY TECHNICAL SPECIFICATION

FOR THE

GENERAL MAINTENANCE AND REPAIRS

OF

MEDIUM VOLTAGE INSTALLATIONS

AT

VARIOUS HOSPITALS AND HEALTH FACILITIES IN

THE

GROUP 4 AREA

OF THE EASTERN CAPE PROVINCE

SUPPLEMENTARY TECHNICAL SPECIFICATION FOR REPAIRS TO MEDIUM VOLTAGE INSTALLATIONS

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SUPPLEMENTARY TECHNICAL SPECIFICATION FOR THE GENERAL MAINTENANCE AND REPAIRS OF MEDIUM VOLTAGE INSTALLATIONS

SS 1. GENERAL

This specification is for the repair and fixed term maintenance of Medium Voltage Installations at various hospitals and health facilities listed in paragraph SS 3 of the Group 4 Area.

This specification shall be read in conjunction with the following documents:

1. Medium Voltage Installations **Service Information**, which will include the:
 - 1.1. Standard Specifications for the General Maintenance and Repairs to Electrical and Mechanical Installations for Medium Voltage Installations,
 - 1.2. Technical Specifications for Medium Voltage Installations that may be applicable,
 - 1.3. This Supplementary Specification for Medium Voltage Installations,
 - 1.4. Operating and Maintenance Manuals for Medium Voltage Installations (where applicable),
 - 1.5. Relevant Inspection Check sheets for Medium Voltage Installations,
 - 1.6. Maintenance Control Plan per Health Facility for this Medium Voltage Installations,
2. All relevant National Standards and Legislation that is referred to in the Medium Voltage Installations Service Information, and
3. The General Conditions of Tender and all Schedules and Drawings forming part of the Tender.

Where specifications and/or drawings are at variance this Supplementary Specification will have preference over both the Standard Specifications and the Drawings.

Maintenance and servicing shall be carried out strictly as stated in the service schedules and after each service a copy of the service schedule duly completed and signed shall be submitted to the responsible Service Manager.

SS 2. EQUIPMENT INSTALLATIONS

The following equipment installations shall be maintained and repaired as part of this contract:

1. All MV Switchgear,
2. All MV Transformers,
3. All MV Mini-Subs,
4. All Employer owned MV power lines (if any) on the facility,
5. All MV cabling at each facility,

6. All MV related monitoring and test equipment including Battery Trip Units and ancillary equipment, that is installed on the client side of the MV network. Electrical termination will be from downstream of the electricity provider's relevant circuit breaker.

The connection termination points will be:

The electrical termination point will be downstream from the electricity provider's point of supply (normally the breaker).

SS 3. SCOPE OF WORK

This specification is for the repair, maintenance and proper functioning of Medium Voltage Installations, for the duration of the Contract period, in the following health facilities:

1. Andries Vosloo Hospital
2. Humansdorp Hospital
3. Fort England Hospital
4. Settlers Hospital

Details of the work required shall be as listed in the Price Lists which have been sub-divided into the following categories:

SCHEDULE 1: FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK

SCHEDULE 2: FUNCTIONAL REPAIR SCHEDULE

SCHEDULE 3: MAINTENANCE SERVICE SCHEDULE

SCHEDULE 4: TERM REPAIRS SUBJECT TO APPROVAL OF QUOTATION FOR THE WORKS

Note: The repair work included in Schedules 1 to 4 has been subdivided for each Health Facility where applicable.

The repair and maintenance phases shall run in parallel as specified in GM 2.4. The equipment to be repaired and maintained is listed under the Inventories of Equipment in C4.1.

The maintenance work (Minor and Major Services) required on the equipment listed in the Inventory of the attached C4.1, will be as per the pricing of the Schedule 3 Price List, but subject to the scheduling and remeasuring of quantities as contained in the final Maintenance Control Plan as per paragraph GM 3.3. All work must comply to the minimum requirements set by the Service Information for the Medium Voltage Installations

The repair work will be as per the Schedule 4 Price List, but subject to work being accepted by the Service Manager from the Repair Schedule as per GM 2.6. Due to limited funds and as specified in paragraph GM 2.8, some of the repair work may be stretched over two or more financial years. The repair work for the first financial year will commence only after the Contractor has been issued with a written instruction (Task Order as per GM 2.4) to proceed with the specified work by the Service Manager, once the relevant Repair Schedule has been accepted and the relevant repairs approved by the Employer.

SS 4. INSPECTION OF THE SITE

Due to the large number of, and area over which the Health Facilities covered by this Contract is spread, it is the Contractor's own choice if he wants to inspect the sites prior to tendering to ascertain the condition of the equipment, or rely solely on the information provided as part of

the Tender Documentation and single site Tender Briefing Meeting as per GM 1. No further claims due to non-compliance with this requirement shall be entertained.

SS 5. STATUTORY AND REGULATORY REQUIREMENTS

The latest edition, including all amendments up to the date of Tender, of the specifications, publications and codes of practice listed in the Service Information for Medium Voltage Installations shall be read in conjunction with this specification and shall be deemed to form part thereof.

All equipment that is subject to regular statutory inspections such as pressure vessels and lifts, shall be prepared for statutory inspections and tests only when the validity of the existing certificates has expired, or if the validity cannot be accurately verified. This work will form part of the maintenance phase of the Contract.

SS 6. GENERAL REQUIREMENTS FOR REPAIR AND MAINTENANCE CONTRACTS

Whenever reference is made in the specifications to repairs and/or repair phase it shall mean the repairs required to the installation to bring the installation up to a standard, as described in the Service Information. In general, the repair work shall commence only after the Functional Condition Assessment Report has been accepted and the quantities verified.

Maintenance work must be completed according to the approved Maintenance Control Plan. (See GM 3.3). Repair work can only commence once the Service Manager has accepted it and issued a Task Order (See GM 2.8), or a Breakdown Task Order has been issued by the Call Centre. Critical repairs may be carried out immediately with the approval of the Service Manager, but will be priced as per the guidelines of GM 2.8 and subject to the General Contractual Conditions.

SS 7. ROUTINE SERVICING AND MAINTENANCE WORK

Maintenance of the Medium Voltage Installations may include, but is not limited to inspect, service and/or replace the following:

MV SWITCH GEAR (MV Circuit Breakers and Ring Main Units, OCB & SBV4)

- Open covers and remove dust
- Test HT protection relays
- Trip and rack out 11kV Circuit breakers
- Open oil tanks and check main contacts
- Inspect oil condition and check levels (take sample and test oil on instruction of the Service Manager)
- Service and lubricate switch trip mechanism
- Trip test HT breaker by secondary injection on protection relays

TRANSFORMERS

- Test 11kV and 110V potential transformers for correct operation
- Verify voltage and current loads to instruments
- Service batteries and test BTU for correct operation
- Infrared scan for hot connections
- Test transformer temperature and Buchholtz alarm trip
- Wipe down transformer and insulators with Trichloroethylene
- Check for oil leaks
- Check and service earth connections on both sides of transformer.
- Take sample transformer oil for testing of oil sample and report

- Replace silica gel if required
- Fill in and complete all log books with test results and sign off inspections

MV Lines and Cabling

- Check and clean MV fuses
- Check surge arrestors
- Check conductors
- Check and clean isolators
- Check links
- Check earthing
- Check pole mounted transformer support brackets/platforms
- Check poles and anchor cables
- Visual inspection of MV cabling where possible/accessible

SS 8. TRAINING OF THE DEPARTMENT'S MAINTENANCE STAFF

Due to the highly specialized nature and statutory safety requirements for working on, and with Medium Voltage Installations, there will be no site-specific training required for the Employer's site maintenance staff.

The Contractor shall ensure that his own maintenance personnel are sufficiently qualified and experienced for the duties required.

SS 9. TRAINING OF DEPARTMENTS OPERATING STAFF

The Contractor shall be responsible for the non-accredited training of the Department's relevant operating staff after the maintenance and/or repairs has been completed. Operating staff must receive enough instructions to ensure that they are fully conversant with the equipment concerned, and so that they can understand what the impact of their actions (or lack thereof) will be on the equipment. Only staff that complies with the requirements of SS 13 below may work, operate and enter the MV restricted areas. Qualifying Operating staff shall be instructed on:

1. The general operating method and safety requirements of the plant;
2. General operation instructions (switching, etc. may only be performed by a competent person);
3. Stopping the plant or unit in an emergency and warning against restarting after an emergency unless a competent person is present;
4. Positions and normal settings of control equipment;
5. Normal operating temperatures, Voltages, Amperes, etc.;
6. Safety measures, especially against high voltages;
7. Operational checks on sight glasses, running amperages, etc.;
8. Name, address and telephone number of the competent person responsible for the maintenance of the plant or unit.
10. Maintenance Log Book (Update maintenance and service records into Log Book).

Staff that does not comply with the requirements of SS13, shall only be trained to understand the actions during the activation of the call alarm in the case of an emergency, and may not enter any live MV areas.

The operating and maintenance manual must be available during the training of operating staff. Operating staff must also be made conversant with the contents of the manual.

All instrumentation such as thermometers, electrical gauges, etc. shall be marked at the operating point under normal conditions. Such markings shall be neatly done on the scale itself where possible or alternatively on the protecting glass cover.

SS 10. COMPETENT PERSON ON SITE

It is not a Condition of Contract that a Competent Person must be full time on site. Payment reductions will however be imposed if repairs are not carried out within the time limitations specified in Paragraph GM 7: Maximum Maintenance Down-Time. Contractors are therefore advised to evaluate the additional expense required for a competent person on site, where it makes sense to do so, to ensure quick response against the possibilities of payment reductions, before submitting a Tender.

SS 11. CLASSIFICATION OF BREAKDOWNS

The classification of breakdowns specific to Medium Voltage Installations shall be as follows in line with the requirements of GM 7:

P1 = Any breakdown or problem that causes the MV installation to trip or becoming inoperable, thus interrupting the Health Facility's outside power supply.

P1 = Any problem on the MV system that is an immediate danger to the safety of any person.

P3 = Any problem on the MV installation's equipment that does not pose an immediate risk for a power failure, but that will have a negative effect on the equipment in the short to medium term if not remedied ASAP. (i.e. tracking due to dirty insulators, etc.)

Priority of Calls	Description	Reaction Times
P1	Emergency (Life Threatening)	Immediate response from the time of logging a call and the emergency to be resolved (at least temporarily) within 8 hours
P2	Urgent	Immediate response from the time of logging a call and to be resolved within 12 hours
P3	Planned Maintenance Repairs	Scheduled Maintenance is to be scheduled and performed within 3 business days of the scheduled date
P4	Emergency Facility Repairs	7 Days planning and execution subject to supply chain regulations

SS 12. PENALTIES

Penalties applicable to this specification will be as per the criteria specified in Section X17 of the Secondary Options Clauses of the Contract, and C1.2b Annexure CD.

SS 13. SPECIAL SAFETY, HEALTH, ENVIRONMENTAL AND QUALITY REQUIREMENTS

In addition to the general SHEQ requirements as per GM 2.15, the following additional

requirements will apply to Medium Voltage Installations:

Due to the type of equipment and risk of injury to personnel working on them, it is of the utmost importance that the relevant staff are all suitably qualified, trained and accredited as well as supplied with, and trained in the use of the relevant PPE while working on the Medium Voltage Installation equipment.

This as a minimum must include:

- Proof of valid competence for all relevant staff working in the MV restricted areas and on the MV equipment;
- Proof of confined space entry training for relevant staff;
- All the required MV specific PPE

To comply with environmental requirements, the Contractor must always have a basic spill control kit in his vehicle to assist with the cleanup of any spilled oils, etc. during the course of their work on site.

SS 14. SPECIAL TOOLING REQUIREMENTS

In addition to the general tooling that the Contractor should have, the following additional requirements will apply to Medium Voltage Installations:

- All necessary equipment required for routing tests, checks and earthing as required by law.

SS 15. IN-SERVICE TRAINING OF SELECTED TRAINEES

The Contractor can be required to provide In-Service Training for selected Interns and/or Graduates from the areas where the Services are to be provided as per the conditions contained in C3.3. A provisional sum to cover the salaries for these trainees will be included into the Price list.

The Employer will select and appoint the relevant In-Service Trainees and place them with the Contractor who will provide suitable In-Service training to them, in line with the type of services rendered by the Contractor, as agreed in writing with the Employer during the placement process.

The following definitions will be applied for the purposes of this specification:

- **Intern:** a student or trainee who works, in order to gain work experience or satisfy requirements for a qualification.
- **Graduate:** a person who has obtained a degree or diploma, who is offered an opportunity to undergo in-service training to gain work experience that can assist them with finding permanent employment.

SS 16. ACCREDITED TRAINING

The Service Manager can at his discretion instruct the Contractor via a Task Order to arrange **accredited** theoretical and practical training from the Equipment OEM, or other suitably qualified service providers, for some or all of the operating and maintenance staff working with these assets at each facility. Approval to proceed will be based on acceptance of the proven cost quotation plus agreed Direct Fee percentage as per GM 2.8.1 & Clause 11.2(8) that the Contractor must provide. Each participant that successfully completes the course must be provided with a certificate as proof thereof. It shall be required from the Contractor to provide

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EASTERN CAPE DEPARTMENT OF HEALTH SUPPLEMENTARY SPECIFICATION

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proof of attendance of such training activities. A Provisional Sum has been provided in the Price List to cover these expenses.

C3.2: HEALTH AND SAFETY SPECIFICATION

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

**HEALTH AND SAFETY SPECIFICATION
ATTACHED**

Health and Safety Specification

**Issued in terms of the Occupational Health and Safety Act, 1993
And Related Regulations**

<p>MEDIUM VOLTAGE INSTALLATIONS</p> <p>AT</p> <p>VARIOUS HOSPITALS AND HEALTH FACILITIES IN</p> <p>OF THE EASTERN CAPE PROVINCE</p>

<p>Client Eastern Cape Department of Health Eastern Cape Province</p>	<p>Prepared by: Newground Projects 17 St Andrews Road, Selborne, 5201 Tel: +27 43 722 5864</p>
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1 SCOPE

This health and safety specification in respect of the Maintenance and Repairs at Various Hospitals and Health Facilities

- Provides the overarching framework within which the Principal Contractor is required to demonstrate compliance with certain requirements for occupational health and safety established by the Occupational Health and Safety Act 85 of 1993 during work;
- Establishes the way the Principal Contractor is to manage the risk of health and safety incidents during conditional assessments, maintenance and repair work; and
- Establishes the way the Client's Health and Safety Agent will interact with

The Principal Contractor.

This specification establishes general requirements to enable the Principal Contractor to satisfy aspects of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the relevant related regulations. The Principal Contractor is required to develop, implement and maintain a site-specific health and safety plan. The Client is required to provide certain site-specific information to the Principal Contractor or a health and safety specification for the works to enable such a plan to be formulated. Accordingly, this specification on its own cannot ensure compliance with the requirements of the Act.

A Client must stop any contractor from executing work which is not in accordance with the contractor's health and safety plan for the site or which poses to be a threat to the health and safety of persons.

The following equipment installations shall be maintained and repaired as part of this contract:

- All MV Switchgear,
- All MV Transformers,
- All MV Mini-Subs,
- All Employer owned MV power lines (if any) on the facility,
- All MV cabling at each facility.

Maintenance of the Medium Voltage Installations may include, but is not limited to inspect, service and/or replace the following:

MV SWITCH GEAR

Open covers and remove dust

Test HT protection Relays

Trip and rack out 11kV Circuit breakers

Open oil tanks and check main contacts

Inspect oil condition and check levels

Service and lubricate switch trip mechanism

Trip test HT breaker by secondary injection on protection relays

TRANSFORMERS

Test 11kV and 110V potential transformers for correct operation

Verify voltage and current loads to instruments

Service batteries and test BTU for correct operation

Infrared scan for hot connections

Test transformer temperature and Buchholtz alarm trip

Wipe down transformer and insulators with Trichloroethylene

Take sample transformer oil for testing of oil sample and report

Tenderer _____ Witness 1 _____ Witness 2 _____ Employer _____ Witness 1 _____ Witness 2 _____

Replace silica gel if required

2 DEFINITIONS

As per the Occupational Health and Safety Act (85 of 1993) and the relevant regulations and applicable standards.

2.1 List of Abbreviations

CC	Compensation Commissioner
CHSA	Construction Health and Safety Agent
CHSO	Construction Health and Safety Officer
DoL	Department of Labour
GAR	General Administration Regulations
GSR	General Safety Regulations
HCSR	Hazardous Chemical Substances Regulations
HIRA	Hazard Identification Risk Assessment
H&S	Health and Safety
OHSA	Occupational Health and Safety Act No. 85 of 1993 (as amended)
OHSS	Occupational Health and Safety Specification
PA	Principal Agent
PSHSS	Project Specific Health and Safety Specification
PC	Principal Contractor
PPE	Personal Protective Equipment
SANS	South African National Standards (Authority)
SDS	Safety Data Sheet
SWP	Safe Work Procedure

2.2 Key References

Occupational Health and Safety Act No. 85 of 1993 and Regulations (as amended)

Electrical Installation regulation

Compensation for Injury and Occupational Diseases Act No. 100 of 1993 (as amended)

SANS 0360 – Maintenance requirements

3 INTERPRETATION

The Act and its associated regulations shall have precedence in the interpretation of any ambiguity or inconsistency between it and this specification.

3.1 Purpose of the Project Specific Health and Safety Specification (PSHSS)

The PSHSS is a performance specification to ensure that the Client and any bodies that enter formal agreements with the Client / Agents, Professional Service Consultants (Engineers), Principal Contractors and Contractors achieve an acceptable level of OHS performance.

No advice, approval of any document required by the PSHSS, such as hazard identification and risk assessments, or any other form of communication from the Client shall be construed as acceptance by the Client of any obligation that absolves the Principal Contractor from achieving the required level of performance and compliance with legal requirements. Furthermore, there is no acceptance of liability by the Client, which may result from the Principal Contractor failing to comply with the PSHSS, i.e. the Principal Contractor remains responsible for achieving the required performance levels.

A Mandatory Agreement in terms of Section 37.2 of the OHSA will be signed between parties prior to any works commencing. The PSHSS highlights the aspects to be implemented over and above the minimum requirements of current legislation. Requirements may be changed should new risks or issues are identified that could not have been foreseen during the design phase of the project, or during the construction phase. Any new legislation or standards

Tenderer _____ Witness 1 _____ Witness 2 _____ Employer _____ Witness 1 _____ Witness 2 _____

(legislated, or determined by the Client) that are promulgated or accepted during the contract will automatically be applied.

It should be noted that this OHSS in no way relieves the Contractor of any of his responsibilities set out in the Act and Regulations

3.2 Requirements

A project specific H&S Plan in response to this PSHSS will be subject to approval by the CHS Agent. This must include all supporting documentation as required to verify the H&S system:

4 GENERAL REQUIREMENTS

4.1 Risks

Principal Contractor to provide a detailed risk assessment for the entire works on site, which will include:

- Conditional Assessment
- Maintenance Service
- Repairs

4.2 Specified Hazardous Chemical Substances

Material Safety data sheets are to be provided for those products that will be utilized by the Contractor.

5 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

5.1 Notification of Construction Work

Not applicable.

5.2 Appointment of Competent Site Personnel

The CEO (OHSA S16.1) of the PC will take overall responsibility for the appointment of competent site staff for the duration of the project. Should the CEO not be personally involved in the project, the H&S responsibilities are to be delegated to the Site Agent (OHSA 16.2). Knowledge and training in H&S is required, and certificates indicating H&S training as well as experience to be included in CVs.

All other legal appointments are to be made with relevance to the work being executed.

5.3 Supervisors

Competent Supervisors must be appointed to manage part or all the works and have training and/or experience in the area of responsibility.

The Principal Contractor must provide the electrical certificates for his employee's specific to electrical work and be registered as an Electrical Contractor with the Electrical Contracting Board of South Africa.

Proof of training certificates must be provided in the health and safety file.

The Principal Contractor must have in his employ a full time competent person to manage all health and safety matters pertaining to this contract.

The person must possess the following competencies:

- Certificate for OHS legal training
- Certificate for risk assessment and incident investigation training -certified copies to be provided
- Supply a detailed CV of the health and safety person.
- Certified copies of certificates to be provided (no longer than 3 months of certification)

Tenderer _____ Witness 1 _____ Witness 2 _____ Employer _____ Witness 1 _____ Witness 2 _____

6 GENERAL RISK MANAGEMENT

6.1 Health Risks and Medical Surveillance

The appropriate SDSs are to be obtained for all products and used to develop the H&S documentation as they relate to the works. The PC is to ensure and supervise safe use of products, and their inclusion into risk assessment

6.2 Emergency Procedures

An emergency plan and procedure that is appropriate to the risks is required prior to commencement on site. It is advised that the system should be simple and easy for any worker to follow.

The emergency plan is to ensure the inclusion of local service providers where possible. Such arrangements should be made with these persons prior to the commencement of the project.

Local emergency telephone numbers must be made part of the emergency procedure.

The general principals of emergency management are to be applied as it applies to the hierarchy of control and management. The PC must consult with the Client in preparation of the emergency as hospitals and health facilities will be operational.

The Contractor shall be responsible for giving well in advance, verbal and written notice to the Service Manager and the Client or his representative on any shut down indicating the scheduled shut-down period and the resumption of the system. If extension of shut-down period is required for the system, the Contractor shall report the case to the Service Manager immediately. Any shut-down case and details of shut-down, shall be recorded in the maintenance log book kept on site.

6.3 First Aiders and First Aid Equipment

At least 1 first aider will be trained to Level 2. First aiders shall be available and accessible on site always, and be able to work as a team when responding to any emergency on the project. The first aider shall be part of the team visiting facilities at all times.

Appropriately stocked first aid kits, at least to the requirements of the Annexure to the GAR, are to be available at all times to assure continual availability and access on site.

6.4 Fires and Emergency Management

Attention to emergency planning and procedures is very important. Requirement in terms of identified risks:

- Explosions
- Fire;
- Public Safety;
- Falls from heights
- Work with heat generating equipment,

The emergency plan is to ensure the inclusion of local service providers where possible. Such arrangements should be made with these persons prior to the commencement of the project; the emergency plan is to include the risks of fire on site and related to any specific activities.

Fire extinguishers will be appropriate for the risk and in sufficient numbers to deal with the type of fires that could occur.

At no stage during this contract shall the Principal Contractor utilize any hospital/ facility property.

The Principal Contractor is to ensure his own supply of fire extinguishers.

Tenderer _____ Witness 1 _____ Witness 2 _____ Employer _____ Witness 1 _____ Witness 2 _____

6.5 Incident Management and Compensation Claims

All incidents and accidents are to be investigated. All serious incidents involving any form of disabling injury or fatality are to be reported to the Client /CHS Agent immediately. This shall be confirmed in writing following the incident.

The Client OHS representative is Noluthando Mcopele

Email address: noluthando.mcopele@echealth.gov.za

6.6 Personal Protective Equipment (PPE) and Clothing

The PC is to provide PPE to all employees free of charge

The wearing of the identified SANS approved PPE at all times is non-negotiable.

Hereunder is a list of PPE (but not limited to)

- High Temperature gloves
- Clear Safety glasses
- Clear face shield
- Relevant hygiene/sterile environment clothing and gear.
- Hard hats;
- Protective footwear;
- Overalls that ensure worker visibility.
- Eye protection (if required)
- Hearing protection;
- Reflective jackets (no bibs);
- Respiratory protection (minimum of FFP2);
- For food services- hair covering upon entry to kitchen and food facilities and
- Any other necessary PPE identified from SDSs and/or risk assessments.

Special care must be taken when the Autoclave chamber is being chemically cleaned. The appropriate safety measures must be implemented during this task.

6.7 Occupational Health and Safety Signage

On-site H&S signage is required. Signage shall be posted up at fixed or temporary working areas, or other potential risk areas/operations. These signs shall be in accordance with the requirements of the General Safety Regulations or SANS requirements as amended.

- 'hard hat area' or other PPE requirements noted;
- First aid box positions (including vehicles); and
- Fire extinguishers.
- Assembly Area

Signs shall be posted at areas of work on site indicating that maintenance, repair work is being conducted and that persons should take note of H&S requirements.

6.8 Instruments and Test Equipment

All instruments and test equipment used shall be provided by the Principal Contractor, and shall be accurately calibrated and maintained in good working order.

Examples thereof are:

- Multimeter for checking electrical system.

6.9 Induction of Employees and Visitors, General H&S Training

A simple, formal induction programme is to be prepared which is site specific. Inductions must be carried out for all workers and visitors (including Client) to the site.

Every time a new person joins the team-an updated induction register must be available.

All employees must have an identification card which has the following details:

- Company name and contact number
- Full name and surname of employee
- Employee number
- Photograph of employee

The items list above should not be seen as exhaustive it remains the responsibility of the contractor to ensure his employees are easily identified and are not a security risk at any facility.

Pre-task training is required to ensure workers are familiar with the risks and H&S measures of the work or tasks to be done.

Hospital/Facility rules -please see Annexure A- this should not be viewed as exhaustive, as each facility/hospital has its different hazards and risks.

From a maintenance perspective, each and every time the PC visits the facility/hospital the PC needs to provide and have available a list of who will be working on site and this will need to be verified by the relevant facility/hospital representative.

7 COMMUNICATION ON SITE

All H&S communication during the project between the CHS Agent and the PC will be done in writing, including the issue and responses to non-conformances and H&S audit results.

8 CARE OF WORKERS ON SITE (WELFARE)

The Principal Contractor will need to liaise this at each hospital or health care facility or alternatively make provision for their employees.

9 DISCIPLINE, ALCOHOL AND SUBSTANCE ABUSE

All employees (management included) are to follow instructions given in the interest of H&S. Disciplinary action is to be imposed on those who do not follow such instructions or company rules or policies.

No person is allowed to work or access site if under the influence of alcohol or other substances that could impact on their own or others safety.

10 WORKING IN LIMITED SPACE

The Principal Contractor needs to plan work properly in ensuring no disruption and or damage to Client property.

11 LOCK OUT PROCEDURES

The Principal Contractor must provide a detailed lock out procedure prior to any work commencing.

The procedures must be used to ensure that all energy sources are isolated and locked out before employees perform any servicing or maintenance activities.

Prior to the lock out procedure the PC must ensure approval by the relevant hospital representative on the specific machine /equipment for lock out so as not to disrupt any operations at the facility/hospital.

12 WORKING IN CONFINED SPACE

The Principal Contractor must further to his risk assessment consider working in confined spaces is adequately addressed as per General Safety Regulation.

13 MEDICAL SURVEILLANCE

All employees of the PC are required to be in possession of a medical certificate of fitness prior to commencing work conducted by an Occupational Medical Practitioner.

Tenderer _____ Witness 1 _____ Witness 2 _____ Employer _____ Witness 1 _____ Witness 2 _____

14 NOISE

All plant and equipment of the PC is to be compliant with the Noise Induced Hearing Loss Regulations.

Any plant and equipment with noise emitted greater than 85dB must be as per the Noise Induced Hearing Loss Regulation.

Suitable SANS approved hearing protective equipment shall be issued and worn where noise levels are identified as equal to or greater than 85dB.

15 WASTE MANAGEMENT

The Principal Contractor is to ensure that any waste generated on site is to be disposed off the same day.

The waste should not be disposed off on the facility/hospital premises. After completing work, contractor to make sure the areas are neat and tidy.

16 NON-CONFORMANCES

Should, at any time, the works, or part of the works, be stopped due to unsafe acts or non-compliance with the Clients OHS Spec or PCs H&S Plan; the PC shall have no claim for extension of time or any other compensation.

17 HEALTH AND SAFETY FILE

The documentation submitted and approved following the awarding of the contract will be used to form the H&S file. The H&S file is required to be laid out in a logical manner, and documentation filed within the file is to be easily accessible.

The following completed information shall be included (but not be limited to) as part of the index:

- The Site-Specific Health and Safety Specification. (from Client)
- Baseline risk assessment
- The H&S Plan and the approval by Client;
- Appointment by Client;
- Mandatory agreement with Client;
- Record of Competencies (CVs) and appointments;
- Training Records;
- Method statements;
- Risk assessments;
- Safe work procedures;
- Emergency and injury management;
- Safety data sheets
- Medical surveillance records;
- Registers; and
- Employee records (who is on site)

Annexure A

1.1. Rules of Conduct.

- 1.1.1. Workers MAY NOT partake, possess or sell drugs or alcoholic beverages on site.
- 1.1.2. Any employee or visitor whose action and demeanour show symptoms of possible narcosis or drunkenness shall be removed from site.
- 1.1.3. Workers MAY NOT indulge in practical jokes, horseplay, fighting or gambling.
- 1.1.4. Workers MAY NOT destroy or tamper with safety devices, symbolic signs or wilfully and unnecessarily discharge fire extinguishers.
- 1.1.5. Workers MAY NOT bring onto site or have in their possession a firearm or lethal weapon.
- 1.1.6. Workers MAY NOT assault, intimidate or abuse any other person.
- 1.1.7. Workers MAY NOT operate construction equipment (vehicles or plant) without the necessary training and authorisation.
- 1.1.8. Workers MAY NOT display insubordination toward any Supervisor, Foreman or Manager in respect to carrying out of properly issued instructions or orders for Health and Safety reasons.
- 1.1.9. Workers MAY NOT enter any area where they have no business unless authorised to do so by the person in charge.
- 1.1.10. Workers MAY NOT negligently, carelessly or wilfully cause damage to property of others.
- 1.1.11. Workers MAY NOT refuse to give evidence or deliberately make false statements during investigations.
- 1.1.12. Workers MAY NOT work on site without appropriate induction training & proof thereof.
- 1.1.13. The Contractor MAY NOT start any task without performing a risk assessment & training of the employees who will be involved in the work.
- 1.1.14. All workers are to display their identification tags always.
- 1.1.15. NO SMOKING will be permitted within the facility/hospital environment
- 1.1.16. Workers are NOT to interfere with the duties and operations of the Hospital Staff, Patients or Visitors
- 1.1.17. No selling or hawking on site.

1.1.18 No thorough fare or taking short cuts causing disturbances in areas.

1.1.19 No playing of loud music and putting earphones on site.

1.1.20 After completing work, contractor to make sure the areas are neat and tidy.

2.1. Compliance with the Rules of Conduct.

2.1.1 The Principal Contractor, Subcontractors and all employees under their control, including any visitor brought onto site must adhere to the Rules of conduct on site, as listed above.

2.1.2 These Rules of Conduct must also be adhered to by any of the following who visit the Site:

- Professional Team
- ECDoH Employees
- Direct Contractors
- Trade Representatives
- Any other visitors to the Site.

9. Liaise with the hospital Site Representative regarding all work to be done on this asset type at the facility;
10. Liaise with management of the facility;
11. Obtain approvals from the Employer where required for .

GM 2.3 CONTRACTOR'S RESPONSIBILITIES

The Contractor shall maintain the complete installation as specified in the **Service Information** for the full Contract period subject to the agreed repairs and performance criteria.

Maintenance implies and shall include routine preventative maintenance on a schedule as approved by the Service Manager, corrective maintenance, as well as breakdown maintenance of all components of the specified installation.

The Contractor shall be responsible to perform all tasks as specified in this specification, subject to the requirements of the NEC3 Term Service Contract Standard Clauses. In addition, the Contractor must:

1. Record work done, performance indicators, defects identified and/or corrected, and spares used;
2. Obtain work done sign-off on site as well as from the Engineering Representative;
3. Submit completed Task Orders and invoices to the Service Manager;
4. Attend scheduled project meetings with the Service Manager.

The Contractor shall, as part of his maintenance responsibilities repair or replace faulty equipment upon logging of a breakdown, within the down-time as defined in Paragraph GM 7, and against the Tendered rates as provided for in the Price List, and within the down-time as specified in the applicable Task Order. In the event of any repair item for which a rate is not available in the Price List, the rate as specified in the Task Order will apply.

GM 2.4 TASK ORDERS

All works required to be done by the Contractor will be instructed by issuing of a **Task Order** by the **Service Manager**. No Works shall be conducted without a Task Order.

The Call Centre may issue breakdown and defects correction/repair Task Orders to the Contractor at any time during the Service Period, but they must all be copied to the Service Manager. The time for the completion of the Breakdown Task Order will be as per the allowable response times in Table 1 in Section GM 7.

If the exact nature and possible cost of rectifying a breakdown is not known when the Breakdown Task Order is issued to the Contractor, the task order will be issued with provisional information and costs estimates. The Contractor shall respond to such a Breakdown Task Order by traveling to the site to evaluate the breakdown (scope of repair work), estimate the realistic cost as well as downtime and provide feedback to the Service Manager to form the basis of the revised Task Order.

Should the Contractor not be able to complete the Breakdown Task Order within the agreed and approved time for completion, it shall be the Contractor's responsibility to obtain an extension of time from the Call Centre Manager. The written report shall clearly state the reasons for requiring the extension, as well as the actual extension period required.

Should the actual time for completion of the Breakdown Task Order exceed the agreed time

allowed, including any extension of time, the Contractor shall be liable for damages at the rate stated in the Task Order.

The Service Manager will issue Task Orders for the routine maintenance services, and approved repair/upgrade work once the Maintenance Control Plan has been approved and updated with the relevant information from the Repair Schedule as per GM 3.

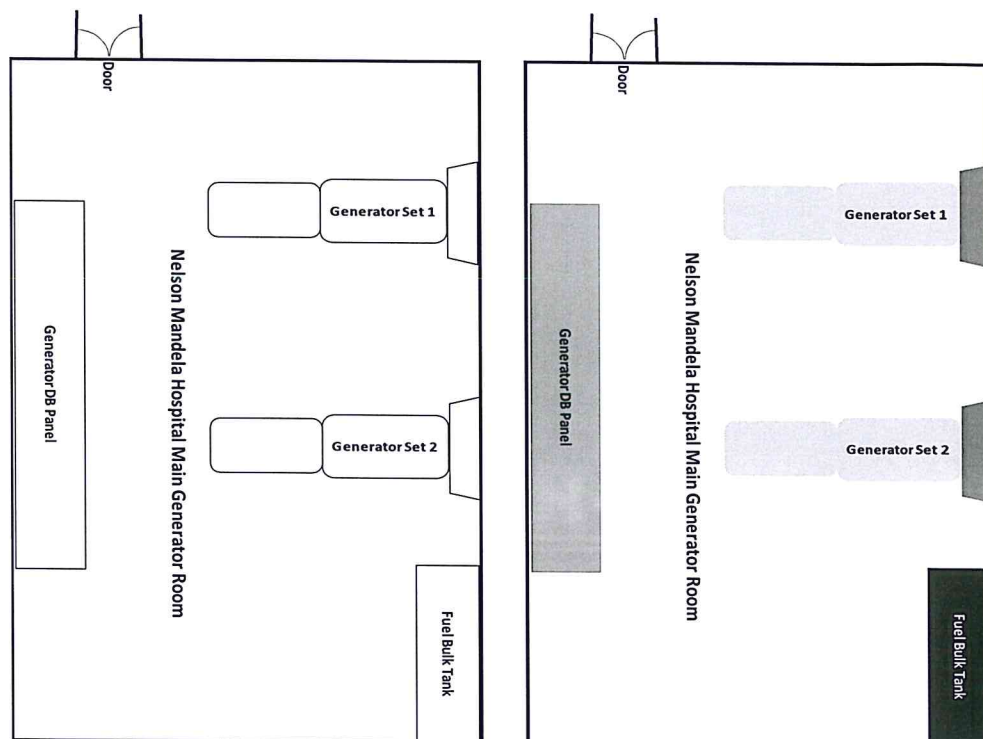
Routine maintenance, approved repairs and breakdown repairs will all be done parallel to each other on the equipment as per the Maintenance Control Plan and Call Centre priorities.

GM 2.5 FUNCTIONAL CONDITION ASSESSMENT

Immediately after handing over of the site, and having attended the Contractor's Induction Training Session, the Contractor shall start with a **detailed functional test and condition assessment process** of the specified installation/equipment at each Health Facility and **submit a detailed report** to the Service Manager regarding the functionality, performance and condition of the equipment. It is this Contract's intention that this task be completed within **two weeks** of each site handover to the Contractor, but the Service Manager will arrange and agree specific deliverable dates for each Health Facility with the Contractor in this regard as part of the Contractor's Maintenance Control Plan.

The following work shall be carried out during the time allowed for the execution of the Functional Condition Assessment:

1. **Verify the Asset Data** from the Asset Inventory List in C4.1, obtain the additional asset information that might be required for a specific piece of equipment, and update the Inventory of Mechanical and Electrical Equipment for each Health Facility with make and model numbers, capacities and general condition, year of manufacture (age), additional equipment to be added to the list, and equipment to be deleted from the list (i.e. equipment not on site anymore), etc., as per the fields provided in the format provided by the Service Manager after Contract award.
2. **Prepare a clear A4 size line drawing** of the building/ward/room in which the plant is installed, typically as per one of the two examples below, and show positions of the equipment schematically on this drawing. Please provide basic information regarding the general condition of the room/facility/building where the asset is located (this will assist to provide information to the facility repair teams), next to, or below the line drawing;



One line drawing per location per Health Facility must be provided and can be hand drawn, provided that the drawing is clear, neat and all info is readable. Where applicable the position of the equipment on the walls must be shown (i.e. Split Air Conditioner Units).

3. Record the number/name of each piece of equipment on the line drawing. If no name/number exists on the equipment itself, allocate a descriptive number (i.e. Fire Pump 1) and mark this on the equipment with a black permanent marker pen. Reference shall be made to this ID number in the defects listed in the Repair Schedules for each item of equipment to identify the equipment accurately.
4. **Verify what spare parts (if any) are available** on site for the equipment covered by the Contract, as well as the condition there-off;
5. **Compile a Priced Spare Part List**, (based on the Contractor's cost price for the spares) for the relevant spare parts required for a repair of all the types of equipment listed in the Asset Inventory, and indicate on this list what spares should be kept in stock on site for use by the site maintenance staff. The Employer however retains the right to negotiate the offered spare part prices with like type spares prices solicited through the Tender process, if they are not in line with national price norms.
6. **Inspect the condition and test the functionality** of all components of the installation to confirm the extent of the repair work required (if any). If the equipment is not in an operable state record this and proceed with item 7 below;
7. **Verify if the equipment meets current standard technical specifications** for the specific application (**for example:** *a split system air conditioner may be functionally good and serviceable, but does not meet the criteria to operate inside an operating theatre or infection control area*). Advise on an alternative if applicable. Please consult the Facility Manager when doing the assessment to get information regarding any issues that they are experiencing with the equipment.
8. **Verify the estimated remaining service life** for the equipment based on the equipment's age and current condition. If the equipment is old and in a bad state it might be more cost effective to replace the unit rather than rebuilding it. Please

advise in this regard;

9. Should it be impossible to determine the details of the defect without dismantling the machine/equipment item, the Contractor shall nevertheless prepare an estimate with a cost breakdown for repairs he/she anticipates will be needed. After a written instruction has been received to repair the machine/equipment item, the final cost will be determined after the machine/equipment item has been dismantled for repairs. **Equipment shall not be dismantled for inspections during the equipment functional condition assessment period.**
10. **Compile a detailed Repair Schedule for each separate equipment unit (machine).** This Repair Schedule will consist out of a clear identification of the equipment unit, a detailed description of what is wrong with the equipment unit, a detailed repair or replacement method statement (and explanation on why it is recommended that the unit be replaced if applicable), and an accurate detailed quote, with estimated lead times and a high-level project plan to enable the work to proceed if the approval to do so is granted by the Service Manager via a Task Order. (See GM 2.8 for the rates requirements)
11. The Employer does not guarantee that any, or all, of the repairs/replacements recommended via the repair schedules, will be accepted for implementation by the Contractor. Accepted Repair Schedules will however become part of the Final Maintenance Control Plan once approved by the Employer, and will then be included in the work scheduled for this Contract. Depending on the cost and complexity, equipment replacement recommendations might be transferred to the Repair Project Work Stream of the Employer's Mechanical and Electrical Equipment Repair Programme.
12. **Compare the identified defects of each item of equipment with the components already included under the standard minor and major services scopes** in the Contract Price List, and remove costing for these from the repair requirements. Include all identified defects into the Functional Condition Assessment Report, but only price the defects not covered by the standard servicing scope of works. (See GM 3.2 (3) for costing of the standard services)
13. Where applicable, **obtain copies of Statutory Inspection and Test Reports** from the Health Facility (if available) and attach these to the Defects Inspection Report.
14. **Submit the detailed Functional Condition Assessment Report** to the Services Manager who shall thereafter demarcate any areas to be repaired and forward this information to the Contractor. Once approval is granted, the Service Manager will instruct the Contractor about the repair work to be done.

GM 2.6 FUNCTIONAL CONDITION ASSESSMENT REPORT

A Functional Condition Assessment Report must be compiled for each Health Facility, and shall contain the following:

1. The updated Asset Inventory List (both hard and electronic copies) completed in the Excel Format provided by the Service Manager after Contract Award;
2. Clear location identifiable layout line drawings of the equipment, with ID numbers and brief room/facility/building condition description as per GM 2.5 (2)
3. A list of spare parts, and their condition, that is currently available on site;
4. A priced spare part list of the typical spare parts that might be needed to do repairs on the equipment if it should breakdown or fail. The Contractor must also indicate on this spare part price list which consumable spare parts (i.e. fan belts, filters, oil,

fuses, light globes, etc.) that can be replaced by the site maintenance staff, should be kept in stock at the Health Facility;

5. A summary of the equipment per Health Facility indicating:
 - Condition;
 - If the equipment meets current technical specifications;
 - Estimated remaining Service life before replacement will be due; and
 - Recommended work to be done (i.e. service only, minor repairs required, major repairs required, replacement or upgrade recommended).
6. A Repair Schedule for each repair that is required. This information will be used to populate the Task Orders for accepted repairs, or feed the Tender document information in case it is moved to the Project Work Stream;
7. A description of the defect for which repair work is not easily identifiable with an estimate of the final cost for repairs. This item will typically apply to breakdowns or defects where the machine or equipment must be de-commissioned and at least partially dismantled before the extent of the work can be fully established;
8. Compile a list of equipment for which a Statutory Inspection and Test is, or will become due during the Contract period. Copies of previous Inspection and Test Certificates to be attached to the report (if available).

Should the Contractor not be able to complete the Functional Condition Assessment Report within the period as specified GM 2.5, it shall be his responsibility to obtain extension of the Functional Condition Assessment period from the Service Manager. The written report shall clearly state the reasons for the extension, as well as the actual extension required. An extension of time shall only be considered by the Service Manager if the Engineering Representative believes the Contractor has carried out the already completed portion of the report with the due diligence and attention to detail.

Should the actual time for the completion of the report exceed the specified time for completion, including any extension granted, the Contractor shall be liable to a payment reduction for the difference between actual and approved completion periods. The value of the payment reduction for each health facility shall be as specified in Section X18 of the Secondary Options Clauses of the Contract.

After the repair phase work and costs have been accepted, the Contractor shall commence with the known and approved repair work only after site access for repair work has been approved and the Task Order issued. The Contractor shall complete the work within the period allowed for the repair work as specified in the applicable Task Order.

GM 2.7. OPERATING AND MAINTENANCE MANUALS

The Contractor shall, where specified, and as part of the repairs to each installation, compile and submit a comprehensive Operating and Maintenance Manual based on the Original Equipment Manufacturer's requirements. The Contractor shall ensure through training that the operating and maintenance personnel of the Health Facility are conversant with the instructions as presented in the Operating and Maintenance Manual, as per SS 8 and SS 9.

The Operating and Maintenance Manual, as accepted by the Service Manager, shall be used as a basis for preventative maintenance. The Contractor shall perform all preventative and corrective maintenance as described in the Operating and Maintenance Manual. This shall be in accordance with the Standard and Supplementary Specifications.

The Operating and Maintenance manuals must be based on the updated Inventory of

Equipment (C4.1) data after completion of the Functional Condition Assessment, and shall be updated with respect to Make, Model Number, Capacity and any other relevant data.

The Contractor must provide three (3) sets of each required Operating and Maintenance Manual as follows:

- One set to be installed at a suitable position on a short chain, against a wall in the room/area where the equipment is located, or as otherwise instructed by the Service Manager for outside and spread out equipment;
- Two sets to the Services Manager.

The Operating and Maintenance Manuals must be delivered as soon as possible after the Functional Condition Assessment Report has been completed. Also see Section GM 3.3 (15).

Where several of the same equipment is in the same room/area, only one set of three Operating and Maintenance Manuals is required. If the same equipment is spread out throughout the health facility the Contractor must install one Operating and Maintenance Manual near each one, or group of the equipment unless otherwise instructed by the Service Manager. This does not apply to equipment like split air conditioners, etc. for which only one set of three Operating and Maintenance Manuals per make and model will be required. The Service manager will instruct the Contractor where to install the chained Operating and Maintenance Manual for equipment like air conditioners.

The Contractor will be required to install several Document Consoles (storage and writing platform units) with sleeve anchors or bolts, into the walls at different locations of each Health Facility, to secure and store the chained manuals and maintenance logs. A Provisional sum will be included for this in the Price List.

GM 2.8. RATES

Scheduled work is all planned routine servicing of the equipment at the all-inclusive Contracted Rates contained in Schedule 3 of the Contract. Unscheduled work is all repairs, breakdowns, special maintenance activities, special tests and/or replacement tasks, that is ordered via a Task Order by the Service Manager, in addition to the scheduled work. Payment for this work will be based on the Contracted Rates from Schedule 4.

Where no rates exist in the Contract, the itemized breakdown shall be accompanied by documentary proof from the Supplier, Manufacturer, Engineering Works, etc., where materials were bought or services out-sourced from. The Employer however retains the right to verify and test these rates against the market.

The Contractor shall submit quotes for all Unscheduled work with an itemized breakdown of the total cost involved for acceptance by the Service Manager, in a quotation as detailed below:

GM 2.8.1 Materials and Outsourced Services

- | | |
|---------------------------|---|
| Unscheduled: | List all items with quantities and rates as per quotations or price lists obtained from suppliers or service providers (proven reasonable cost), and attach a copy of the quotation/price list to the quotation. Apply the Direct Fee Percentage (Mark-up %) to all proven reasonable material costs and outsourced services. |
| Direct Fee % (Mark-up %): | Mark up percentage on proven cost to cover P's & G's, overheads, profit, etc. as per Schedule 4 based on NEC3 |

TSC Contract Data.

Scheduled: All materials required for Scheduled Servicing are included into the pricing for the Service as per Schedule 3.

GM 2.8.2 Labour

Unscheduled: List time required for travelling to and back from site (subject to conditions contained in GM 2.8.3 below), actual repair and/or replacement, testing and commissioning time of all unscheduled items at the applicable labour rates as stated in Schedule 4. No Direct Fee % will be applicable to Contracted labour rates.

Scheduled: Cost is included in Service costs as per Schedule 3.

GM 2.8.3 Transport and Accommodation

Unscheduled: Traveling and Accommodation claims will be subject to the condition contained in GM 2.8.4 below. Travelling cost will be as per the rates for reimbursable expenses published monthly by the National Department of Public Works applicable at the time of rendering the service/repair. Allow for the actual distance traveled (and specify the reason for the traveling). All travel time and disbursements need to be supported by a Google Maps route planner printout for proof of travelling distance and time. Kilometer claims can be claimed from point of departure to destination and back, but must be linked to the indicated kilometers as per the Google Map attached and referenced to. The Contractor must submit proof of registration to verify the engine cubic capacity of the vehicle, in respect of any vehicle to be claimed for. Allow for the actual accommodation and disbursements (and specify the reason for the accommodation requirement) at the rates as per Schedule 4. **Trips must be combined with Scheduled Servicing trips where possible, to minimize additional expenditure. Trips will be in accordance with the approved Maintenance Control Plan.**

GM 2.8.4 The Employer requires that the Contractor be based in a location inside the Cluster or District Area that the Contract is awarded for. The home base (departure point) must therefore be located inside the Cluster Area. If the Contractor does not have a home base in the Cluster Area, the traveling rates (for both distance and labour) will be calculated based on a location inside the Cluster which will typically be the largest Town or City located inside the Cluster or District, as may be applicable as instructed by the Service Manager.

GM 2.8.5 Provisional Sums

It is the Employer's sole discretion to decide on spending any, all or none of the Provisional Amounts listed in the different Price List Schedules of this Contract.

GM 2.9 REPAIR WORK

GM 2.9.1 Definitions

1. Defect

For this maintenance Contract, a defect shall mean a deficiency in any component of an installation which impairs the functionality of that component or equipment. Worn parts of a component which do not impair the functionality and/or performance of the component will not be regarded as a defect.

Defects may be classified in the following three groups:

(i) Type A defect

Those deficiencies which can be rectified by proper maintenance only, i.e. set parameters of a control system, proper lubrication, balancing, alignment, set pressures on safety valves, cleaning and de-staining, etc.

(ii) Type B defect

Those deficiencies which can only be rectified by replacing parts of, or the complete component as in the case of a breakdown or where a certain amount of upgrading is necessary such as the provision of anti-vibration mountings, removal of rust and re-painting, etc.

(iii) Type C defect

Those deficiencies which are visible but which do not impair on the functionality of the installation or system yet, such as structural cracks in parts of a component, rust, bad workmanship during a previous Contract, etc.

Components in which abnormal noise and/or vibration is present shall be serviced in accordance with the Manufacturer's recommendations and if the noise and/or vibration persists, the deficiency will be classified as a defect.

2. Repairs

Repairs of an installation shall mean the elimination of the deficiencies classified as types B and C defects in Paragraph (1.) above.

The specific repair phase commences as indicated on the Task Order issued by the Service Manager for each approved repair. The repairs must be completed within the period as determined by the Task Completion Date as stated in the Task Order. Delay damages for late completion will be applicable as indicated on the Task Order.

Depending on the nature of the work and availability of funds access may be given at any time during the Service Period and not necessarily directly after site hand-over.

A representative of the user department or person in charge of the plant, system or building shall endorse the schedule after completion of the maintenance or servicing procedure to the effect that the maintenance or service is, to his opinion, completed satisfactorily and shall countersign the service schedule. Where necessary the Site Representative will inspect the work done and report his findings to the Service Manager.

GM 2.9.2 Scope of Repair Work

The repair work shall be completed within the time allowed for repairs for each installation as defined in the applicable Task Order. If the work is to be carried over two

or more financial years the work will be segmented and prioritized according to the Final Maintenance Plan. The Contractor will be informed of the work to be completed within each financial year. **The starting date for repair work for the current financial year will be the date of acceptance of the measured Price List from the Functional Condition Assessment Report.** The starting dates for subsequent years will be on 1 April of that particular year.

All repair work shall be executed using resources (labour, equipment materials and spare parts) that comply with the requirements of GM 2.11.

The said repair work shall be executed in accordance with the relevant codes of practice, standards, regulations, municipal laws and by-laws, manufacturers' specifications and codes of practice included in this specification.

GM 2.10 MAINTENANCE WORK

Maintenance work commences with the acceptance of the Tender bid and expires at the end of the Service Period. As compensation, the Contractor is paid the **remeasured** Contracted quantities, distributed in agreed intervals and amounts over the Service Period as per the Final Maintenance Control Plan, at the rate Contracted for the applicable maintenance work, subject to the requirements of GM 8.

GM 2.10.1 Routine Preventative Maintenance

This entails the rendering of services and servicing of equipment according to a predetermined Maintenance Control Plan to:

1. Repair, lubricate, clean and service components of equipment, units or parts thereof for each installation at pre-scheduled intervals regardless of condition;
2. Re-adjust, reset, clean, balance, corrosion protect all components of equipment, units or parts thereof for each installation, and
3. Carry out all necessary and implied actions to maintain installations in a functional condition (i.e. replace or clean filters, replace or top up fluids, etc.)

Preventative maintenance shall be aimed at prevention or at least minimization of breakdowns.

GM 2.10.2 Corrective Maintenance

This entails regular observation of the equipment, identifying impending breakdowns, maladjustment or anomalies of equipment, units or parts of installations and subsequent action to restore installations to a fully functional condition before a breakdown occurs.

The Maintenance Procedures for Corrective Maintenance shall be compiled by the Contractor and is included in the Maintenance Control Plan for each system or plant. Inspection items shall include, inter alia, the following:

Checking for:

1. Unusual noise and vibration;
2. Abnormal surface temperature of machines such as electric motors;
3. High temperatures of equipment and wiring inside switchboards;
4. Incorrect settings or operation of safety devices;
5. Alarm conditions of any instrument or control panel;

C3.1: SCOPE OF WORKS

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

C3.1a, C3.1b SERVICE INFORMATION



PART C3.1a

**EASTERN CAPE DEPARTMENT OF HEALTH
SERVICE INFORMATION
STANDARD SPECIFICATION
FOR THE
GENERAL MAINTENANCE AND REPAIRS
OF
ELECTRICAL AND MECHANICAL INSTALLATIONS

HEREINAFTER REFERRED TO AS:

“STANDARD SPECIFICATION: GENERAL MAINTENANCE”**

STANDARD SPECIFICATION FOR THE GENERAL MAINTENANCE AND REPAIRS TO ELECTRICAL AND MECHANICAL INSTALLATIONS

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STANDARD SPECIFICATION FOR THE GENERAL MAINTENANCE AND REPAIRS OF ELECTRICAL AND MECHANICAL INSTALLATIONS

GM 1 GENERAL

The successful Contractor will be responsible for, and is expected to, maintain all the plant and installations detailed in the Price List and the Inventory of Equipment attached to this Contract.

The intention of this comprehensive maintenance Contract is to assess the current mechanical and/or electrical condition of each asset, repair what is needed, and maintain all equipment included as part of the Contract, in such a manner that, except for normal wear and tear, their condition don't deteriorate during the initial Service Period of 24 (twenty-four) months. This initial Service Period is extendable by up to another 12 (twelve) months to give a total Contractual period of up to 36 (thirty-six) months. Any potential extension will however be subject to the Contractor meeting the applicable quality and performance requirements of this Contract during the first 24 (twenty-four) month period. Instruction to proceed with any work related to this Contract shall be authorized by means of a Task Order from the Service Manager.

As skills transfer are an integral part of this Contract the Employer's Operating and Maintenance staff will be responsible for all operating and daily inspections on the equipment, unless otherwise specified in the relevant asset specific Supplementary Specification and/or Relevant Price List.

The Contractor is required to provide pricing for the following items in the Contract as expanded on in this specification for each asset type and equipment quantity as covered by this Tender:

- Verify the Assets and update the Asset Inventory List that is provided with this Contract;
- Compile a Preliminary Maintenance Control Plan (Annexure I) to determine what routine servicing should take place on each type of equipment covered by the Contract, and at what frequency the services should take place during the Contract Period if this does not correlate to the Price List service frequency proposed by the Service Manager. With reference to the Price List and C3.1b Supplementary Specification requirements, the Contractor must submit an all-inclusive price and quantity of, for each Service Activity required. Service Activities may include Operations, Minor Services, Major Services or Statutory Inspections as detailed in the Supplementary Specification related to this bid as well as the Price List.
- Cost to do a full functionality test and condition assessment of all equipment and installations included in the Contract (after Contract award), and provide a priced key spare part pricelist for this equipment;
- Cost to provide a detailed Functional Condition Assessment Report based on the findings from the functionality test and condition assessment process.

It is to be noted that the aim of the maintenance Contract is NOT to replace random components at the beginning of the Contract in anticipation of a possible breakdown during the Service Period. Only known defects shall be repaired once approved by the Service

Manager. It is the Contractor's responsibility to decide if he/she wants to visit each site and acquaint themselves with the actual condition of each installation before submitting a Tender, or to rely on the information as contained in the Inventory of Equipment that is attached to this Contract.

On-site Tender briefing meetings per Tender will be limited to one at one Health Facility on the list covered by the specific Tender, as directed by the Service Manager in the Tender Notice.

Maintenance of an installation shall be performed in accordance with the Medium Voltage Installation Specific **Service Information** which will include:

1. This Standard Specification for the General Maintenance and Repairs of Electrical and Mechanical Installations,
2. The Technical Specifications that may be applicable,
3. The Supplementary Specification for this Asset Type,
4. The Operating and Maintenance Manuals (where applicable) for this Asset Type,
5. Relevant Inspection Check sheets for this Asset Type,
6. The Maintenance Control Plan per Health Facility,
7. All relevant SANS Standards and Legislation that is referred to in the above listed documents, and
8. All relevant drawings forming part of this Contract.

The main mechanical and electrical sections of a facility with their subsections as set out in the Service Information and in the Price List will each be deemed "an installation". Maintenance, as specified, will be applicable to all these installations.

All Contractors are to undergo an approximately three-hour long Contractor's induction process before being allowed to work at any of the sites. This induction shall cover the General Rules for Contractors on Site, the penalty system applicable to this Contract, as well as the minimum work quality standards for the work to be done on site.

Major equipment replacement, major upgrades and/or redesigned functionality will be handled outside of this Contract via a separate projects program, and are therefore not part of this Contract. The maintenance and repair work phase will run parallel to each other at the same time.

GM 2 MAINTENANCE REQUIREMENTS

GM 2.1 CALL CENTRE

An outsourced Call Centre has been established in East London for the reporting and logging of any defects and maintenance problems from all Health Facilities in the Eastern Cape Province. The aim of the Call Centre is to ensure that equipment at the Health Facilities are kept at a satisfactory operating level by attending to ad-hoc defects and maintenance problems within the shortest possible time. The Call Centre will not be involved with normal routine servicing or any refurbishment/replacement of the equipment.

The following procedures shall be followed in case a defect or failure must be resolved:

1. The Call Centre will receive calls and reports of the calls will be logged in sequence.
2. Standard requests/breakdowns will be automatically forwarded to the respective Contractor and the Service Manager by the Archibus System. More complex and/or potentially expensive defects will be given through to the Call Centre Manager. The

Call Centre Manager will adjudicate the report and will follow through the report to the relevant level where the report needs to be handled.

3. If a report indicates a non-standard maintenance procedure, the Call Centre Manager will contact the Service Manager who will contact the Contractor and a Task Order will be issued to the Contractor based on the rates in the Price List.
4. The Contractor will adhere to the Task Order and when completed, contact the Service Manager for formal approval and signing off, of the Task Order. The Engineering Representative will assist the Service Manager in verifying completed work.
5. The Contractor is expected to be fully aware of his obligations in so far as this Contract is concerned and he shall attend to the maintenance procedure within the time limits specified for each class of maintenance procedure.
6. The completed Task Order will be returned to the Service Manager, who will forward it to the Call Centre to log the completed Task Order into the system. When the completed Task Order is logged into the system the job will be closed.
7. When a maintenance procedure cannot be completed within the specified downtime the Contractor should apply in writing to the Service Manager for an extension of time with reasons for the delay. This application should be submitted as soon as the details of the maintenance procedure and availability of spare parts are known.
8. The Call Centre Manager will submit a weekly response performance report to the Service Manager, who will make a decision on the implementation of penalties which will depend on the nature of each breakdown, as well as valid claims on delays received from the Contractor. The recorded report date and time as well as the recorded completion date and time will be regarded as sufficient and final proof for the proper administration of this aspect of the Contract.

GM 2.2 SERVICE MANAGER

A Sakhiwo FM Consortium Representative will be appointed as **Service Manager** (Project Manager) to manage and administrate all work and financial aspects related to this particular bid. He/she will be supported on the ground by an Engineering Representative to verify workmanship and compliance of completed activities to Contract requirements. The Service Manager will be responsible for the following:

1. Perform duties as per the NEC3 Term Services Contract Standard Clauses;
2. Ensure that either he/she, or the Facility Specific Site Representative, visit the Facility and compile reports on the status of the Facility infrastructure that forms part of this bid;
3. Liaise with the Call Centre and check on call outs;
4. Determine routine maintenance work to be done, and issue Task Orders for routine maintenance and repairs/refurbishment/upgrades (that was accepted by the Employer), to the relevant Contractor;
5. Consult and co-ordinate with the Program Lead Consulting Engineer as needed on specific maintenance aspects, designs and specifications to be done;
6. Assess the completed work for the assessment period, consider the payment applications lodged by the Contractor during this period, Certify the payment due, and issue a Payment Certificate for the accepted work as per the Standard Contract clauses;
7. Monitor the logging of regular maintenance work done;
8. Prepare reports on maintenance and repair work done;

Describe how Service will be provided, detailing staff utilization and deployment process (permanent staff on site or deployed when needed), description of travelling plan (single trips from base, or working down a route past various facilities), base from where work will be done, etc.

[illegible]

**5. PRELIMINARY GROUPING OF EQUIPMENT FOR MAINTENANCE AS PER GM 2.13
(If Applicable)**

List areas and equipment the Contractor want to group together for servicing (as per GM 2.13) so that one Task Order can cover many of the same equipment units (i.e. a number of split air conditioning units in the same hospital ward that will be serviced on the same day)

Annexure B: Company Experience and Contactable References

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Tenderers are required to submit proof of company experience as described in clause F.3.11.1 of the Tender Data (T.1.2). The portfolio of evidence must be distinguished between that submitted for projects awarded currently under construction and for those projects that are completed. Bidders shall note the requirements for projects awarded currently under construction and those that are completed as described in the functionality evaluation table in clause F.3.11.1.

Annexure D: Works Supervisor's HV Regulation 1-10 Certification

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Tenderers are required to submit a Certified Copy of the Works Supervisor's HV Regulation 1-10 Certification.

FAILURE TO PROVIDE THIS CERTIFICATION WILL RENDER THE BID NON-RESPONSIVE.

Reference No. 1

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Sir/Madam,

We are in the process of evaluating _____ for the above project.

They have listed you as a reference. Please evaluate the contractors performance on the criteria listed below by ticking the appropriate boxes. Please return upon completion as soon as possible. If you have any questions please do not hesitate to contact us.

NAME OF EMPLOYER	NAME OF PROJECT	CONTRACT PERIOD (Start and End Date)	VALUE OF WORK

1. QUALITY

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR

2. TIME PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR

3. FINANCIAL PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR

4. COMMENTS:

Project Manager/Principal Agent: _____

Tel. No: _____

E-mail Address: _____

Signature: _____ Date: _____

Place Company Stamp Here

Reference No. 2

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Sir/Madam,

We are in the process of evaluating _____ for the above project.

They have listed you as a reference. Please evaluate the contractors performance on the criteria listed below by ticking the appropriate boxes. Please return upon completion as soon as possible. If you have any questions please do not hesitate to contact us.

NAME OF EMPLOYER	NAME OF PROJECT	CONTRACT PERIOD (Start and End Date)	VALUE OF WORK

1. QUALITY

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR

2. TIME PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR

3. FINANCIAL PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR

4. COMMENTS:

Project Manager/Principal Agent: _____

Tel. No: _____

E-mail Address: _____

Signature: _____ Date: _____

Place Company Stamp Here

Reference No. 3

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Sir/Madam,

We are in the process of evaluating _____ for the above project.

They have listed you as a reference. Please evaluate the contractors performance on the criteria listed below by ticking the appropriate boxes. Please return upon completion as soon as possible. If you have any questions please do not hesitate to contact us.

NAME OF EMPLOYER	NAME OF PROJECT	CONTRACT PERIOD (Start and End Date)	VALUE OF WORK

1. QUALITY

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR

2. TIME PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR

3. FINANCIAL PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR

4. COMMENTS:

Project Manager/Principal Agent: _____

Tel. No: _____

E-mail Address: _____

Signature: _____ Date: _____

Place Company Stamp Here

Reference No. 4

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Sir/Madam,

We are in the process of evaluating _____ for the above project.

They have listed you as a reference. Please evaluate the contractors performance on the criteria listed below by ticking the appropriate boxes. Please return upon completion as soon as possible. If you have any questions please do not hesitate to contact us.

NAME OF EMPLOYER	NAME OF PROJECT	CONTRACT PERIOD (Start and End Date)	VALUE OF WORK

1. QUALITY

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR

2. TIME PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR

3. FINANCIAL PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR

4. COMMENTS:

Project Manager/Principal Agent: _____

Tel. No: _____

E-mail Address: _____

Signature: _____ Date: _____

Place Company Stamp Here

VOLUME 3: CONTRACT

PART C1: AGREEMENT AND CONTRACT DATA

C1.3: FIXED CONSTRUCTION GUARANTEE

C 1.3: FIXED CONSTRUCTION GUARANTEE-NEC3 TERM SERVICE CONTRACT (APRIL 2013))

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

1. With reference to the contract between _____

_____ (hereinafter referred to as the "**contractor**") and the Eastern Cape Department of Health (hereinafter referred to as the **employer**"). **Tender No. SCMU3-19/20-0215-HO: SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)** in the amount of R _____,

_____ (in words),(hereinafter referred to as the **contract sum**.)

I/We, _____

in my/our capacity as _____ and hereby

representing _____ (hereinafter referred to as the **guarantor**") advise that the **guarantor** hold at the **employer's** disposal the sum of

R _____,
(_____) being **2.5%** of the **contract sum** (excluding VAT), for the due fulfilment of the contract.

2. The **guarantor** hereby renounces the benefits of the exceptions *non numeratae pecunia, non causa debiti; excussionis et divisionis*; and all other exceptions which could be pleaded against the enforcement of this guarantee, with the meaning and effect whereof i/we declare myself/ourselves to be conversant, and undertake to pay the **employer** the amount guaranteed, during the period when the claim is received by the **guarantor**, on receipt of a written demand from the **employer** to do so, and which demand the **employer** may make if the **employer** has a right of recovery against the **contractor** in terms of Secondary Optoin Clause X13 of the contract.
3. Subject to the above, but without in any way detracting from the **employer's** rights to adopt any of the procedures provided for in the contract, the said demand can be made by the **employer**, at any stage prior to the expiry of this guarantee.
4. The amount paid by the **guarantor** in terms of this guarantee may be retained by the **employer** on condition that upon the issue of the last final **payment certificate**, the **employer** shall account to the **guarantor** showing how this amount has been expended and refund any balance due to the **guarantor**.
5. The **employer** shall have the absolute right to arrange his affairs with the **contractor** in any manner which the **employer** deems fit and the **guarantor** shall not have the right to claim his release on account of any conduct alleged to be prejudicial to the **guarantor**. Without derogating from the foregoing, any compromise, extension of the **construction period**, indulgence, release or variation of the **contractor's** obligation shall not affect the validity of this guarantee.

6. This undertaking is neither negotiable nor transferable, and
- must be surrendered to the **guarantor** at the time when the **employer** accounts to the **guarantor** in terms of clause 4 above, or
 - shall lapse on the date of the last **certificate of practical completion**; and
 - shall not be interpreted as extending the **guarantor's** liability to anything more than payment of the amount guaranteed.

SIGNED AT _____ ON THIS _____ DAY OF _____ 201_

AS WITNESS

1. _____

2. _____

By and on behalf of _____

(insert the name and physical address of the guarantor)

NAME: _____

CAPACITY: _____

(duly authorized thereto by resolution attached marked Annexure A)

DATE: _____

- No alterations and/or additions of the wording of this form will be accepted.
- The physical address of the guarantor must be clearly indicated and will be regarded as the guarantor's *domicilium citandi et executandi*, for all purposes arising from this guarantee.
- This GUARANTEE must be returned to:

PART C2: PRICING DATA


C2.1: PRICING INSTRUCTIONS

C2.1: PRICING INSTRUCTIONS – NEC3 TERM SERVICE CON

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

C2.1 Pricing Instructions

- 1 The Price List has been drawn up in accordance with the Standard System of Measuring Building Work as amended) published and issued by the Association of South African Quantity Surveyors (Sixth Edition (Revised)), 1999. Where applicable the:
 - a) civil engineering work has been drawn up in accordance with the provisions of the latest edition of SABS 1200 Standardised Specifications for Civil Engineering Works.
 - b) mechanical work has been drawn up in accordance with the provisions of the latest edition of SABS 1200 Standardised Specifications for Mechanical Engineering Works.
 - c) electrical work has been drawn up in accordance with the provisions of the latest edition of SABS 1200 Standardised Specifications for Electrical Engineering Works.
- 2 The agreement is based on the NEC3 TERM SERVICES CONTRACT (APRIL 2013) The additions, deletions and alterations to the NEC3 TSC, as well as the contract specific variables are as stated in the Contract Data. Only the headings and clause numbers for which allowance must be made in the Price List are recited.
- 3
- 4 It will be assumed that prices included in the Pricing List are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders. (Refer to www.stanza.org.za or www.iso.org for information on standards).
- 5
- 6 Reference to any particular trademark, name, patent, design, type, specific origin or producer is purely to establish a standard for requirements. Products or articles of an equivalent standard may be substituted.
- 7 The Pricing List forms part of and must be read and priced in conjunction with all the other documents forming part of the contract document, The Standard Conditions of Tender, Conditions of Contract, Specifications, Drawings, "Department of Public Works: Specifications of Materials and Methods to be used – PW371" and all other relevant documentation.
- 8 Where any item is not relevant to this specific contract, such item is marked N/A (signifying "not applicable")
- 9 The Contract Data and the standard form of contract, including the Service Instruction (Part C3.1) referenced therein must be studied for the full extent and meaning of each and every clause set out in the Price List
- 10 The Pricing List is not intended for the ordering of materials. Any ordering of materials, based on the Price List, is at the Contractor's risk.
- 11 No Preliminary amounts are available to Contractors, as this is a Term Service Contract. Rates prices are inclusive of any Contractor cost associated with office overheads,

 administrative costs, costs related to the attending of monthly progress meetings in East London

12

13

14

15

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

PART C3: SCOPE OF WORKS

SBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>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?</p> <p>(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 <i>audi alteram partem</i> rule was applied).</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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

Js365bW

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD 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 (SBD 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.

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 Institution)

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
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 consortium³ 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.
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

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.**

T2.2: OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

T2.2g: BBBEE Certificate or Sworn Affidavit

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Tenderers must attach BBBEE Certificate or Sworn Affidavit as per clause F.2.23.1 of the Tender Data (T1.2)

T2.2y: Proof of Registration with Centralized Supplier Database

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Annexure A: PRELIMINARY MAINTENANCE CONTROL PLAN

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Tenderers are required to submit a PRELIMINARY MAINTENANCE CONTROL PLAN as per the requirements of clause F.3.11.1 of the Tender Data (T1.2). The format templates required to be completed of the four parts comprising the Preliminary Maintenance Control Plan are provided herewith. The parts comprising the Preliminary Maintenance Control Plan are as follows:

- Capacity Statement
- Preliminary Annual Equipment Maintenance Schedule
- Maintenance Task Planning Sheet
- Maintenance Method Statement

The PRELIMINARY MAINTENANCE CONTROL PLAN must be attached to this Annexure A.

PRELIMINARY MAINTENANCE CONTROL PLAN

(One High-Level Plan containing all work/tasks that will be done for each asset on the Asset Inventory List)

INDEX

- 1. CAPACITY STATEMENT**
- 2. PRELIMINARY ANNUAL EQUIPMENT MAINTENANCE SCHEDULE
(GENERIC)**
- 3. MAINTENANCE TASK PLANNING SHEET (Print and complete 1 per
service type per facility)**
- 4. MAINTENANCE TASK METHOD STATEMENT**
- 5. PRELIMINARY GROUPING OF EQUIPMENT AS PER GM 2.13 (If
applicable)**

	<h2>Contractor Capacity Statement</h2> <p>Eastern Cape Department of Health Mechanical and Electrical Maintenance and Repair Contract</p> <p>Tender No: _____</p>
---	---

Contractor Name	
------------------------	--

Core Business Focus	

Equipment Types Covered by Contractor	

Contractor Status	OEM	OEM Agent	Specialist Repairer	Generalist Repairer	Other
------------------------------	-----	-----------	---------------------	---------------------	-------

Contractor Facilities	Service Vehicle Based	Work from Home	Small Workshop	Medium Workshop	Large Workshop
----------------------------------	--------------------------	-------------------	----------------	--------------------	----------------

Contractor Home Base		Other Locations	
---------------------------------	--	----------------------------	--

Contractor Capability	Service Equipment Only	Basic Strip and Repair Equipment	Major Strip and Repair Equipment	Complete Overhaul of Equipment (some aspects outsourced)	Complete Overhaul of Equipment (no outsourcing)
----------------------------------	------------------------------	--	--	--	---

Workshop Equipment and Special Tooling Available			

Contractor Resources		Total Number in Company	Allocated to This Contract
Total Number of Staff	Professional (Eng/Technician)		
	Skilled (Artisan)		
	Semi-Skilled		
	Admin/Support		
Vehicles & Specialized Equipment	Light Delivery Vehicles		
	Medium Delivery Vehicles		

Experience in this field	_____ Years
---------------------------------	-------------

I hereby Confirm that the above information is accurate and correct.

Name	Capacity	Signature	Date
			/ / 2017



EASTERN CAPE DEPARTMENT OF HEALTH

Preliminary Annual Equipment Maintenance Schedule

Cluster:

District :

Asset Type :

Nr.	Facility	Description Of Tasks & Activities	Month											
			Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														

Nature of Task			
I	Inspection	Maj	Major Service
C	Cleaning	An	Annual Service
Min	Minor Service	Stat	Statutory Inspection



EASTERN CAPE DEPARTMENT OF HEALTH

Maintenance Task Planning Sheet

District: Health Facility:

Asset Type: Asset Sub-Type:

Equipment Description:

SERVICE TYPE:

Nr.	TASK DESCRIPTION	DURATION (HRS)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

LIST OF MATERIALS TO BE USED	PART DESCRIPTION	PART NUMBER	Qty	PRICE (each)	MARK UP	TOTAL PRICE
Sub-Total (Excl. VAT)						

LABOUR	SKILLS LEVEL REQUIRED	Hrs	RATE/Hr	Total Cost
Sub-Total				

TRAVEL		DIST. (km)	RATE (R/km)	COST (Rand)
FROM	TO			
Sub-Total				

				Excl. VAT
	Nights	Number of People	Rate (R/day)	Total Cost (Rand)
ACCOMMODATION				
S&T				
Sub-Total				

TOTALS	
Materials	R _____
Labour	R _____
Traveling and S&T	R _____
Accommodation	R _____
TOTAL	R _____

Cluster/District: Group 4

ASSET TYPE: MEDIUM VOLTAGE EQUIPMENT

SCHEDULE 4 : TERM REPAIRS SUBJECT TO APPROVAL OF QUOTATION OF THE WORKS

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	GM 2.8	LABOUR RATES APPLICABLE TO UNSCHEDULED WORK: Labour rates that Contractor will charge for additional adhoc work that is not contained in Schedules 1 to 3.				
1.1		Technician	R/hr	260		
1.2		Senior Artisan (Trade Tested & Additional Certification)	R/hr	510		
1.3		Artisan (Trade Tested)	R/hr	380		
1.4		Utility Man (Non-Trade Tested)	R/hr	780		
1.5		Artisan Aid	R/hr	435		
1.6		General Worker	R/hr	870		
2	GM 2.8.3	TRAVELLING : Travelling cost will be as per the rates for reimbursable expenses published monthly by the National Department of Public Works at the time of rendering the service/repair.	R/km			
2.1		Vehicle Travelling Estimate	R/km	105,000		
3	GM 2.8.3	ACCOMMODATION AND SUBSISTENCE : Daily Rates per person that the Contractor will claim for approved trips lasting more than one day at a time.				
3.1		Accommodation	R/night	30		
3.2		Subsistence	R/day	30		
4	GM 2.5 (10), GM 2.8.1 & GM 2.10.3	PROVISION TO COVER REPAIRS DURING THE TERM OF THE CONTRACT : Lump Sum Provision to cover repairs and breakdowns during the course of the Contract in addition to the agreed routine servicing of the Assets.	PSum	1	R 1,200,000.00	R 1,200,000.00
5	GM 2.8.1 & Clause 11.2(8)	DIRECT FEE PERCENTAGE (MARK-UP) ON MATERIALS AND SERVICES THAT IS NOT INCLUDED IN PRICE LISTS : Mark-up on proven cost for materials and/or Outsourced Services based on the Provisional sum listed in Item 4. above. (Apply % to provisional sum in Item 4 above when pricing the tender)	%			
TOTAL CARRIED FORWARD TO SUMMARY						

ECDOH GENERAL MECHANICAL AND ELECTRICAL AND REPAIR CONTRACT

CONTRACT REF. NO: SCMU3-19/20-0215-HO

Cluster/District: Group 4

ASSET TYPE: MEDIUM VOLTAGE EQUIPMENT

SCHEDULE NUMBER	DESCRIPTION	TOTAL
1A	FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK	
1B	FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (Continued)	
1C	FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (Continued)	
1D	FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (Continued)	
1E	FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (Continued)	
2A	FUNCTIONAL REPAIR SCHEDULE	
2B	FUNCTIONAL REPAIR SCHEDULE (Continued)	
2C	FUNCTIONAL REPAIR SCHEDULE (Continued)	
2D	FUNCTIONAL REPAIR SCHEDULE (Continued)	
3A	MAINTENANCE SERVICE SCHEDULE	
4	TERM REPAIRS SUBJECT TO APPROVAL OF QUOTATION OF THE WORKS	
A	ESTIMATED COST OF WORKS (EXCL VAT)	
B	ALLOWANCE FOR VAT AT 14.0%	
C	ESTIMATED COST OF WORKS (INCL VAT)	

I hereby confirm that I verified and checked the amounts carried forward to this summary.

Contractor's Name_____
Designation_____
Contractor's Signature_____
Date

T2.2: RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES

T2.2a: RESOLUTION FOR SIGNATORY

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No.	SCMU3-19/20-0215-HO

MUST BE ON COMPANY LETTERHEAD

A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form. This must be on a company letterhead.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorised to

sign all documents in connection with the tender for Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

1. _____ SIGNATURE: _____

2. _____ SIGNATURE: _____

T2.2b: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No.	SCMU3-19/20-0215-HO

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

On _____ (date)

RESOLVED that:

1. The Enterprise submit a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Eastern Cape Department of Health in respect of the following project:

(Project description as per Bid /Tender Document)

Bid Number: _____ (Bid Number as per Document)

2. *Mr/Mrs/Ms:

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4. The Enterprise chooses as its domicilium citandi et executandi for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

Postal Code _____

Postal Address: _____

Postal Code _____

Telephone number: _____

Fax number: _____

	NAME	CAPACITY	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Note:

1. * Delete which is not applicable
2. NB. This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise
3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page

ENTERPRISE STAMP

T2.2c: SCHEDULE OF PROPOSED SUB-CONTRACTORS

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No.	SCMU3-19/20-0215-HO

<p>We notify you that it is our intention to employ the following Subcontractors for work in this contract.</p> <p>If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.</p> <p>We confirm that all subcontractors who are contracted to construct a house are registered as home builders with the National Home Builders Registration Council.</p>				
	Name and address of proposed Subcontractor	Nature and extent of work	Value of Work	Subcontractor CIDB Grading
1.				
2.				
3.				
4.				
5.				

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

T2.2d: SCHEDULE OF KEY PERSONNEL: CONTRACT MANAGER

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU03-19/20-0215-HO

The tenderer is referred to clause F.2.1.2 of the Tender Data and shall insert in the spaces provided below details of the key personnel required to be in the employment of the tenderer or a specialist consultant/firm, in order for the Tenderer to be eligible to submit a tender for this project. The Curriculum Vitae of the individual must be appended to this schedule.

Notwithstanding having appended the Curriculum Vitae of the key personnel to this schedule, the Tenderer must **also** append to this schedule in terms of clause F.2.1.2, a statement for the individual identified, which indicates any field(s) of specialization and any recent experience that is relevant to this particular project (which may or may not have formed part of the individual's CV). Tenderers should indicate what particular aspect of the project the specialization or experience is relevant to.

Name	Qualifications	No. of Years Specified Experience

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

T2.2e: SCHEDULE OF KEY PERSONNEL: WORKS SUPERVISOR

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

The tenderer is referred to clause F.2.1.3 of the Tender Data and shall insert in the spaces provided below details of the key personnel required to be in the employment of the tenderer or a specialist consultant/firm, in order for the Tenderer to be eligible to submit a tender for this project. The Curriculum Vitae of the individual must be appended to this schedule.

Notwithstanding having appended the Curriculum Vitae of the key personnel to this schedule, the Tenderer must **also** append to this schedule in terms of clause F.2.1.3, a statement for the individual identified, which indicates any field(s) of specialization and any recent experience that is relevant to this particular project (which may or may not have formed part of the individual's CV). Tenderers should indicate what particular aspect of the project the specialization or experience is relevant to.

Name	Qualifications	No. of Years Specified Experience

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

T2.2f: BANK RATING

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Tenderers must submit a bank rating from a recognized financial institution as required in clause F.2.1.4 of the Tender Data. The bank rating must be attached to this schedule. Failure to comply with the requirements of F.2.1.4 shall result in the tender not being evaluated further.

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

T2.2n: RECORD OF ADDENDA TO TENDER DOCUMENTS

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed _____

Date _____

Name _____

Position _____

Tenderer _____

*This document must form part of the returnable schedules as it is referenced in the offer portion of the Form of Offer and Acceptance.

T2.2p: SCHEDULE OF PLANT AND EQUIPMENT

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU30-19/20-0215-HO

The following are lists of major items of relevant equipment that I/we presently own or lease and will have available for this contract or will acquire or hire for this contract if my/our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my/our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed Date

Name Position

Tenderer

T2.2r: COMPULSORY ENTERPRISE QUESTIONNAIRE

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number:

Section 3: CIDB/CRS registration number:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record of service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|--|---|
| <input type="checkbox"/> a member of any municipal council
<input type="checkbox"/> a member of any provincial legislature
<input type="checkbox"/> a member of the National Assembly or the National Council of Province
<input type="checkbox"/> a member of the board of directors of any municipal entity
<input type="checkbox"/> an official of any municipality or municipal entity | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
<input type="checkbox"/> a member of an accounting authority of any national or provincial public entity
<input type="checkbox"/> an employee of Parliament or a provincial legislature |
|--|---|

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- | | |
|--|---|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | |
| <input type="checkbox"/> an official of any municipality or municipal entity | |

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

*insert separate page if necessary

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____ Date _____

Name _____ Position _____

Enterprise
name _____

* The schedule should be used where tenders are subject to the Local Government: Municipal Finance Management Act

T2.2u: CIDB GRADING CERTIFICATE – PROOF OF REGISTRATION

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Tenderers must attach a CIDB registration certificate as per F.2.1.1 of the Tender Data (T1.2)

T2.2v: Letter of Good Standing

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Tenderers must attach a Letter of Good Standing as per F.2.23.4 of the Tender Data (T1.2)

T2.2w: PARTICULARS OF ELECTRICAL CONTRACTOR

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Name of Electrical Contractor:	
Address:	
Electrical Contractor registration number at the Electrical Contracting Board of S.A.:	

Signed Date

Name Position

Tenderer.....

T2.2x: PARTICULARS OF MECHANICAL SUBCONTRACTOR

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

Name of Mechanical Contractor:	
Address:	
Electrical Contractor registration number at the Electrical Contracting Board of S.A.:	

Signed Date

Name Position

Tenderer.....



Province of the
EASTERN CAPE
HEALTH

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SCMU3-19/20-0215-HO	CLOSING DATE:	17 JANUARY 2019	CLOSING TIME:	11H00
BID BRIEFING:	John Tremble Hall , Frere Hospital , Amalinda Road , Amalinda	BID BRIEFING DATE	02 DECEMBER 2019	BRIEFING TIME:	11H00
DESCRIPTION	Scheduled Maintenance to Medium Voltage Facilities (Andries Vosloo , Humansdorp, Fort England and Settlers Hospitals)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Health					
Global Life Centre , c/o Phalo Avenue and R63 (Opposite Engine Garage)					
SCM Unit					
Bhisho					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Thabisa Notshe		CONTACT PERSON	Ms Thabisa Notshe	
TELEPHONE NUMBER	040 608 9641		TELEPHONE NUMBER	040 608 9641	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Thabisa.notshe@echealth.gov.za		E-MAIL ADDRESS	Thabisa.notshe@echealth.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR SMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p>			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

SBD 4: DECLARATION OF INTEREST

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:.....
 - 2.5 Tax Reference Number:.....
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

(a) 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);

- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**

trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Number / Employee Persal Number

4 DECLARATION

I, THE UNDERSIGNED

(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at

any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: = (maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?
(*Tick applicable box*)

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

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) 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;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS.....

.....

.....



1 Subject

Details

.....

.....

.....

2 Subject

Details

.....

.....

.....

3 Subject

Details

.....

.....

4 Subject

Details

.....

.....

.....

5 Subject

Details

.....

.....

.....

By the duly authorised representatives signing this agreement, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

C1.2 CONTRACT DATA

C1.2 : CONTRACT DATA : NEC3 TERM SERVICE CONTRACT (April 2013)

Project Name:	SCHEDULED MAINTENANCE TO MEDIUM VOLTAGE FACILITIES (Volsoo Hospital, Humansdorp Hospital, Fort England Hospital and Settlers Hospital.)
Tender No:	SCMU3-19/20-0215-HO
	<p>The Conditions of Contract are NEC3 TERM SERVICES CONTRACT (APRIL 2013)</p> <p>Copies of these conditions of contract may be obtained from the Association of South African Quantity Surveyors, Master Builders Association, South African Association of Consulting Engineers, South African Institute of Architects, Association of Construction Project Managers, Building Industries Federation South Africa, South African Property Owners Association or Specialist Engineering Contractors Committee.</p>

	<p>CONTRACT VARIABLES: THE SCHEDULE</p> <p>The schedule contains all the variables referred to in this document and is divided into part 1: contract data completed by the employer and part 2: contract data completed by the contractor.</p>
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1 Part One – Data provided by the Employer

Clause	Statement	Data
1. General		
	<p>The conditions of contract are the core clauses and the clauses for main Option:</p> <p>dispute resolution Option and secondary Options</p>	<p>A Priced contract with price list</p> <p>W1 Dispute resolution procedure</p> <p>X1 Price adjustment for inflation</p> <p>X13 Performance Bond</p> <p>X17 Low service damages</p> <p>X18 Limitation of liability</p> <p>X19 Task Order</p> <p>X20 Key Performance Indicators</p> <p>of the NEC3 Term Service Contract (April 2013)</p>

10.1 The Employer is (name):	Eastern Cape Department of Health
Address	Dukumbana Building

Represented By:	13th Floor
Tel No.	Independence Avenue
Fax No.	Bisho
	040 608 1170

10.1	The Service Manager is (name):	Sakhiwo FM Consortium (PTY) LTD
	Address	1 Rochester Street
		Vincent
		East London
		5201
	Tel	+27 (0)43 727 0791
	e-mail	mail@sakhiwo.co,
	The Service Manager is (name):	Sakhiwo FM Consortium
11.2(2)	The Affected Property is	Various Health Facilities in the Eastern Cape Province as per Service Information
11.2(13)	The service is	Scheduled and Re-active Maintenance works
11.2(14)	The following matters will be included in Risk register	N/A
11.2(15)	The Service Information is in	The Contract Part 1: Service Information - Scope of Works. Works Information and all documents and drawings to which it makes reference.
12.2	The law of the contract is the law of	the Republic of South Africa
13.1	The language of this contract is	English
13.2	The period for reply is	7 days

2. The Contractor's responsibility (If the optional statement for this section is not used, no data will be required for this section)		
21.1	The Contractor submits a first Plan for acceptance within	14 days of the Contract Date

3. Time		
30.1	The starting date is	at the Site Handover Meeting Date
30.2	The service period is	24 Months, Extendable for an additional 12 months based upon approval by the Employer

4. Testing and defects	Special testing may be requested by the Service Manager.
-------------------------------	---

5. Payment		
50.1	The assessment interval is	Monthly
51.1	The currency of this contract is the	South African Rand
51.2	The period with which payments are made is	30 Days after submission of a valid TAX Invoice to the Employer
51.4	The interest rate is	(i) zero percent above the publicly quoted prime rate of interest (calculated on a 365-day year)

charged by from time to time by the South African Reserve Bank (as certified, in the event of any dispute, by any manager of such bank, whose appointment it shall not be necessary to prove) for amounts due in Rands

6. Compensation Events

(if the optional statement for this section is not used, no data will be required for this section)

These are additional compensation events

N/A

7. Use of Equipment Plant and Materials

No data is required for this section of the conditions of contract.

8. Risks and Insurance

80.1	These are additional Employer's risks	N/A
83.1	The Employer provides these insurances from the Insurance Table	N/A
83.1	The Employer provides these additional insurances	N/A
83.1	The minimum amount of cover for insurance against loss and damage caused by the Contractor to the Employer's property is	R 1 500 000.00
83.1	The insurance against loss of or damage to the works, Plant and Materials is to include cover for Plant and Materials provided by the Employer to an amount of	R 1 500 000.00
83.1	The minimum amount of cover for insurance in respect of loss of or damage to property (except the Employer's property, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) arising from or in connection with the Contractor's Providing the Service for any one event is:	R 1 500 000.00
83.1	The Minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the Contractor arising out of and in course of their employment in connection with this contract for any one event is:	As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the Contractor's common law liability for people falling outside the scope of the Act with a limit of Indemnity of not less than R 5 000 000.00

9. Termination

No data is required for this section of the conditions of contract.

10. Data for main Option Clauses

A	Priced Contract with Price List	Option A
20.5	The Contractor prepares forecasts of the final total of the Prices for the whole of the service at intervals of no longer than	4 Weeks

11. Data for Option W1

W1.1	The Adjudicator is (Name)	The person selected from the ICE-SA Division (or its successor body) of the South African Institution of Civil Engineering Panel of Adjudicators by the party intending to refer a dispute to him. (See www.ice-sa.org.za)
	Address	
	Tel. No.	
	Fax No.	
	Email	
W1.2(3)	The Adjudicator nominating body is:	The Chairman of ICE-SA a joint Division of the South African Institution of Civil Engineering Arbitration
W1.4(2)	The Tribunal is:	The latest edition of Rules for the Conduct of Arbitrations published by the Association of Arbitrators (South Africa) or its successor body.
W1.4(5)	The Arbitration Procedure is	South Africa
	The place where arbitration is to be held is	The Chairman for the time being or his nominee of the Association of Arbitrators (South Africa) or its successor body.
	The person or organization who will choose an arbitrator	
	- If the Parties cannot agree a choice or	
	- If the procedure does not state who selects an arbitrator, is	

12. Data for Secondary Option Clauses

X1	Price Adjustment for Inflation																			
X1.1	The base date for indices is	Signing of the Contract Date																		
	The proportions used to calculate the Price Adjustment Factor are:																			
	Note: Requirements for CPA/Price inflation is that Prices must be Fixed and Firm for the First 12 months of the contract and only subject to escalation thereafter. A minimum of 10% of the contract price / prices is not adjustable throughout the life of the contract																			
		<table border="1"> <thead> <tr> <th>Proportion</th><th>Linked to Index for</th><th>Index prepared by (Source)</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td>10%</td><td>Non-Adjustable**</td><td></td></tr> <tr> <td>100%</td><td></td><td></td></tr> </tbody> </table>	Proportion	Linked to Index for	Index prepared by (Source)										10%	Non-Adjustable**		100%		
Proportion	Linked to Index for	Index prepared by (Source)																		
10%	Non-Adjustable**																			
100%																				
X13	Performance Bond																			
X13.1	The Contractor gives the Employer a performance bond	The Tenderer must provide a Performance Bond in the form of a Fixed Performance Guarantee by means of a Bank Guarantee, or from an Insurer approved by the Service Manager, in the amount of 2.5% of the Awarded Contract Value, once the Contract has been																		

		awarded to him. This Bond must be given to the Employer within four (4) weeks of the Contract Date.
X17	Low Service Damages	
X17.1	The service level table is in	As per Demerit Table in Contact Data – Annexure CD1
X18	Limitation of Liability	
X18.1	The Contractor's liability to the Employer for indirect or consequential loss is limited to	R0.00 (Zero Rand)
X18.2	For any one event, the Contractor's liability to the Employer for loss of or damage to the Employer's property is limited to	R2 500 000.00
X18.3	The Contractor's liability for Defects due to his design of an item of Equipment is limited to	The greater of <ul style="list-style-type: none"> the total of the Prices at the Contract Date And R2 500 000.00
X18.4	The Contractor's liability to the Employer for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	N/A
X18.5	The end of liability date is	3 Months after the end of the Service Period.
X19	Task Order	
	The Contractor submits a Task Order programme to the Service Manager within	Authorization to commence with any Task will be done by Task Order. This Task Order will be issued to the Contractor by the Service Manager. Maintenance Turn- around times are stated in the Works Instructions under specification clause GM7.
X20	Key Performance Indicators	
		Key Performance Indicators will be used to monitor Contractor performance on a monthly basis

2 Part Two – Data provided by the Contractor

Clause	Statement	Data
10.1	The Contractor is (Name): Address: Tel No. Fax No.	
11.2(8)	The Direct Fee Percentage is _____ % The Subcontracted Fee Percentage Is _____ %	
11.2(14)	The following matters will be included in the Risk Register	
11.2(15)	The Service Information for the Contractor's plan is in:	
21.1	The plan identified in the Contract Data is contained in:	
24.1	The Key Persons are: Name : Job : Responsibilities : Qualifications : Experience	
	Name : Job : Responsibilities : Qualifications : Experience	
		CV's and further key person's data are in _____
A	Priced Contract with Price List	
11.2(12)	The price list is in	
11.2(19)	The tendered total of the Prices is	
X1	Price adjustment for inflation	
X1.1		

Proportion	Linked to Index for	Index prepared by (Source)
10%	Non-Adjustable**	
100%		

ANNEXURE CD1: DEMERIT TABLE AND PENALTY CALCULATION SYSTEM

If the Contractor fails to remedy any sub-standard work within the time frame stipulated by the Service Manager, the conditions as per GM 3.1 will apply.

The contractor will incur demerit points for specific measurable poor performance incidents which can lead to the early termination of the Contract as described below.

DESCRIPTION	DEMERIT POINT
Failure to submit the Functional Condition Assessment Report by the due date	1 point/ week that the report is late
Exceeding the maximum allowable response and resolve time for a P1 Breakdown	3 points/ incident
Exceeding the maximum allowable response and resolve time for a P2 Breakdown	2 points/ incident
Exceeding the maximum allowable response and resolve time for a P3 or P4 Breakdown	1 point/ incident
Not meeting the Planned Maintenance Performance KPI	1 point/ incident
Not meeting the Rework Rate KPI	1 point/ incident
Not meeting the Contractor Contactability KPI	1 point/ incident

The demerit points will accumulate and trigger the following actions:

ACCUMULATED DEMERIT POINTS	ACTION
6	Service Manager to discuss Contractor's performance deviation and agree on improvement measures. If improvement measures are successful and the Contractor has been consistently meeting the required KPI targets for the following two months, the demerit points can be cancelled by the Service Manager.
12	Service Manager to issue notice that Contractor is in Breach of Contract and that Contract Can be terminated if the Contractor does not improve his performance in line with the agreed improvement measures.
15	Service Manager to Terminate Contract as per Clause 9 of the NEC3 Term Service Contract.

Poor performance by the Contractor due to late payments by the Employer will not incur demerit points.

Financial penalties, as per the requirements of Secondary Options Clause X17, will be applied on the effected payments at 1% penalty per demerit point by the Service Manager, in the month that the demerit points are allocated to the Contractor.

ANNEXURE CD2: KEY PERFORMANCE INDICATOR LISTING

The following Key Performance Indicators (KPI's) will be applicable to this Contract and must be monthly updated and reported on by the Service Manager:

KPI Name	KPI Equation			Frequency	Target
Emergency Job Rate	=	$\frac{\text{Total Number of Emergency Jobs Done}}{\text{Total Number of Jobs Done}}$	X 100%	Monthly	<10%
Planned Maintenance Performance	=	$\frac{\text{Total Number of Scheduled Planned Maintenance Jobs Completed}}{\text{Total Number of Planned Maintenance Jobs Scheduled}}$	X 100%	Monthly	100%
Cost Estimation Accuracy	=	$\frac{\text{Total Actual Cost of Work}}{\text{Total Estimated Cost Of Work}}$	X 100%	Monthly	100%
Response Performance	=	$\frac{\text{Number of Service Calls Completed within Targeted Response Time}}{\text{Total Number of Service Calls}}$	X 100%	Monthly	100%
Rework Rate	=	$\frac{\text{Number of Jobs Requiring Rework}}{\text{Total Number of Jobs Done}}$	X 100%	Monthly	0%
SHEQ	=	Number of SHEQ Incidents Involving the Contractor		Monthly	0
Contractor Contactability	=	Number of Times that Contractor was not Contactable by the Call Centre		Monthly	0

C2.2 PRICE LIST & FINAL SUMMARY

ASSET TYPE: MEDIUM VOLTAGE EQUIPMENT

[illegible]

ASSET TYPE: MEDIUM VOLTAGE EQUIPMENT

SCHEDULE 1B : FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (Continued)

[illegible]

Cluster/District: Group 4

ASSET TYPE: MEDIUM VOLTAGE EQUIPMENT

SCHEDULE 1C : FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (Continued)

[illegible]

Cluster/District: Group 4

ASSET TYPE: MEDIUM VOLTAGE EQUIPMENT

SCHEDULE 1D : FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (Continued)

[illegible]

ASSET TYPE: MEDIUM VOLTAGE EQUIPMENT

SCHEDULE 1E : FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (Continued)

[illegible]

Cluster/District: Group 4

SCHEDULE 2A : FUNCTIONAL REPAIR SCHEDULE

[illegible]

ASSET TYPE: MEDIUM VOLTAGE EQUIPMENT

SCHEDULE 2B : FUNCTIONAL REPAIR SCHEDULE (Continued)

[illegible]

ASSET TYPE: MEDIUM VOLTAGE EQUIPMENT

[illegible]

ASSET TYPE: MEDIUM VOLTAGE EQUIPMENT

SCHEDULE 2D : FUNCTIONAL REPAIR SCHEDULE (Continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
4	GM 2.6	COMPILE FUNCTIONAL CONDITION ASSESSMENT REPORT: Compile Functional Condition Assessment Report for all asset types at all Health Facilities included in the Tender				
4.1		Andries Vosloo Hospital	Item	1		
4.2		Humansdorp Hospital	Item	1		
4.3		Fort England Hospital	Item	1		
4.5		Settlers Hospital	Item	1		
5	GM 6	PROVISION FOR SPECIAL TESTING BY SERVICE MANAGER : Lump sum provision for doing special tests at the Health Facilities as per the prerogative of the Service Manager	PSum	1	R 30,000.00	R 30,000.00
5.1	Clause 11.2(8)	Direct Fee Percentage (Mark-up) to be charged by Contractor on amount above	%			
6	GM 2.6	MAINTENANCE DOCUMENTATION SITE STORAGE CONSOLE: Provisional sum to supply and install O&M Manual, Log Books, and site Maintenance Records at each equipment type location as directed by the Service Manager	PSum	1	R 3,000.00	R 3,000.00
TOTAL CARRIED FORWARD TO SUMMARY						

ASSET TYPE: MEDIUM VOLTAGE EQUIPMENT

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	GM 3.2	MAINTENANCE WORKS : Standard servicing and planned Maintenance Costs including all parts, consumables and lubricants, labour, travelling, accommodation and subsistence allowances (Priced per Facility)				
1.1	GM 3.2	Andries Vosloo Hospital : Medium Voltage Installaton				
1.1.1	GM 3.2	Minor Service Cost : Price per Six Monthly Service / Inspection per facility, as per tasks from the Six Monthly Service Inspection Guideline in C6.	No	2		
1.1.2	GM 3.2	Major Service Cost : Price per Yearly Service / Inspection per facility, as per tasks from the Annual Service Inspection Guideline in C6.	No	3		
1.2	GM 3.2	Humansdorp Hospital : Medium Voltage Installaton				
1.2.1	GM 3.2	Minor Service Cost : Price per Six Monthly Service / Inspection per facility, as per tasks from the Six Monthly Service Inspection Guideline in C6.	No	2		
1.2.2	GM 3.2	Major Service Cost : Price per Yearly Service / Inspection per facility, as per tasks from the Annual Service Inspection Guideline in C6.	No	3		
1.3	GM 3.2	Fort England Hospital : Medium Voltage Installaton				
1.3.1	GM 3.2	Minor Service Cost : Price per Six Monthly Service / Inspection per facility, as per tasks from the Six Monthly Service Inspection Guideline in C6.	No	2		
1.3.2	GM 3.2	Major Service Cost : Price per Yearly Service / Inspection per facility, as per tasks from the Annual Service Inspection Guideline in C6.	No	3		
1.4	GM 3.2	Settlers Hospital : Medium Voltage Installaton				
1.4.1	GM 3.2	Minor Service Cost : Price per Six Monthly Service / Inspection per facility, as per tasks from the Six Monthly Service Inspection Guideline in C6.	No	2		
1.4.2	GM 3.2	Major Service Cost : Price per Yearly Service / Inspection per facility, as per tasks from the Annual Service Inspection Guideline in C6.	No	3		
TOTAL CARRIED FORWARD TO SUMMARY						