Evaluation FOR REQUEST FOR QUOTATION

DEPARTMENT: Ffennell Road

RFQ NUMBER: RFQJW066NS26-27

RFQ DESCRIPTION: **Repair of Ffennell Road Round Building (including Telemetry Wing) Roof**

Supplier must meet all the Stipulated Criteria

RFQ will be used as an Annexure for Evaluation

No	Supplier Name	Quoted according to specification	Mandatory Hold Points	Completed BOQ	Data sheet of material provided ?	Reference letter	Safety File	Compulsory Site briefing attended	CIDB 2SN	Workmanship warrantee - 5 yrs	Product warrantee - 10 years	Accepted Yes/No	Commments
1.													
2.													

Evaluated by: _____ _____

End User Official **Date & Signature**

Evaluated by: Nompumezo Sobhekwa _____

SCMU **Date & Signature**

Evaluated by: _____ **_____**

Reviewer SCMU Official **Date & Signature**

City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall
65 Ntemi Piliso Street
Newtown
Johannesburg

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www.johannesburgwater.co.za

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF JOHANNESBURG WATER	
DESCRIPTION: Repair of Ffennell Road Round Building (including Telemetry Wing) Roof	
RFQ NUMBER:RFQJW066NS26-27	
ADVERT DATE: 24 November 2026	
CLOSING DATE: 09 December 2026	
CLOSING TIME: 16H00	
RFQ VALIDITY PERIOD: 60 Days **TOTAL QUOTATION VALUE MUST BE INCLUSIVE OF ALL APPLICABLE TAXES. NB: FAILURE TO INCLUDE ALL APPLICABLE TAXES ON QUOTATION WILL LEAD TO DISQUALIFICATION.**	
SUBMISSION OF QUOTATIONS: SUBMISSIONS MUST BE MADE ON THE E-TENDER PORTAL (https://www.etenders.gov.za/)	
COMPULSORY BRIEFING SESSION – **VENUE: FFENNELL RD DEPOT, ROUND BUILDING** **DATE: 02 December 2026** **TIME: 09H00**	
CONTACT PERSON **SUPPLY CHAIN MANAGEMENT** Name: Nompumezo Sobhekwa Tel: 011 688 1656 Email: Nompumezo.mramba@jwater.co.za	**CONTACT PERSON** **END USER DEPARTMENT** Name: Manqoba Gumede Tel: 011 689 9178 Email: manqoba.gumede@jwater.co.za
Name of Bidder: …… **Total Amount excl. VAT:** …… **VAT Amount:** …… **Total Amount Incl. VAT:** ……	

Directors:

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

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

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

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

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

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

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

Submit on E tender portal, following the below:

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

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

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

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TECHNICAL SPECIFICATION

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

Roof Construction : Flat Concrete Roof and Parapet Wall Waterproofing Works

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OBJECTIVE

To appoint a suitably qualified Contractor to remove the existing waterproofing system, rehabilitate the roof substrate where required, and install a new waterproofing system to the Ffennell Road Round Building and Telemetry Wing.

The completed system shall provide a durable, watertight installation with a minimum ten (10) year manufacturer's warranty and a minimum five (5) year workmanship warranty. All works shall comply with SANS 10400-L and recognised South African waterproofing best practice.

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1. IMPORTANT CLARIFICATION

Off-site removal, disposal, transportation to landfill, or any associated waste management activities do **not** form part of this Contract.

The Contractor shall only:

- Remove the existing waterproofing materials.
- Safely handle removed materials.
- Neatly stockpile removed waterproofing materials and associated rubble at a designated demarcated area identified by the Employer's Representative.

The stockpiled material shall remain in the designated demarcated area within the depot. The stockpiled material will be removed at a later stage by a waste removal contractor appointed by Johannesburg Water and appropriately licensed and authorised to transport and dispose of building rubble and the removed waterproofing materials. The waterproofing Contractor's responsibilities under this Contract are strictly limited to the safe removal and handling within the depot, and neat stockpiling of the removed materials at the designated location.

2. ACCEPTABLE WATERPROOFING SYSTEMS

The following systems are acceptable:

Primary Systems

- APP (Atactic Polypropylene) modified bitumen torch-on membrane systems.
- SBS (Styrene-Butadiene-Styrene) modified bitumen torch-on membrane systems.

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- Polyisobutylene (PIB) viscoelastic waterproofing systems.

Approved Alternative Systems

- Other approved waterproofing systems meeting all performance, durability and warranty requirements.

Waterproofing system proposed by bidder shall be supported by:

- Product description / Product Brand name.
- Technical data sheets / Product brochures.
- Contactable Reference letter.
- Warranty documentation.

Johannesburg Water reserves the right to accept or reject the primary or alternative systems based on technical suitability and compliance with this specification.

3. SCOPE OF WORK

The Works include:

a) Removal of existing waterproofing membranes to sound substrate.
b) Collection and handling within the depot and neat stockpiling of removed materials.
c) Surface preparation and cleaning.
d) Concrete repairs and crack repairs.
e) Rehabilitation of defective areas.
f) Waterproof screeds where required
g) Installation of approved waterproofing systems.
h) Waterproofing of parapets and upstands.
i) Waterproof detailing to roof penetrations and water outlets.
k) UV protection systems.
l) Walk-on protection at access routes.
m) Flood testing.
n) Quality control inspections.
o) Close-out documentation.
p) Provision of warranties.

4. QUALITY ASSURANCE / QUALITY CONTROL

The Contractor shall implement a documented QA/QC programme.

The Contractor shall submit:

- Product / Material datasheets
- Photographic records
- Hold Point signoffs

- Flood testing reports
- Quality dossier

No work shall proceed beyond a Hold Point without written approval from the Employer's Representative.

Mandatory Hold Points

Note: All Hold Points require written release by the Employer's Representative.

Hold Point	Description
HP1	Existing Waterproofing Removal
HP2	Concrete Repairs and Surface Rehabilitation
HP3	Waterproof Screed Installation
HP4	Primer Application (if applicable)
HP5	Waterproofing System Installation
HP6	UV and Walk-On Protection
HP7	Flood Testing
HP8	Final Inspection and Handover

5. WARRANTY REQUIREMENTS

Manufacturer Warranty

- Minimum 10-year material (product) warranty.

Contractor Warranty

- Minimum 5-year workmanship warranty.

Warranty certificates shall be submitted at handover together with all supporting documentation.

6. EVALUATION CRITERIA

Mandatory submissions (Pass / Fail):

- Quotation on company letterhead.
- Completed BOQ
- CIDB 2SN or higher.
- Contactable reference letter for similar waterproofing projects, or OEM confirmation that the bidder is an approved applicator, approved installer, approved agent, or the Original Equipment Manufacturer (OEM) of the proposed waterproofing system.
- Product Brochures / Material datasheets.

- Warranty confirmation.
- Attendance at the compulsory site briefing, verified against the official attendance register retained by Johannesburg Water. No returnable document is required from the bidder for this item.
- JV agreement (where applicable).

Failure to provide mandatory documentation may result in disqualification.

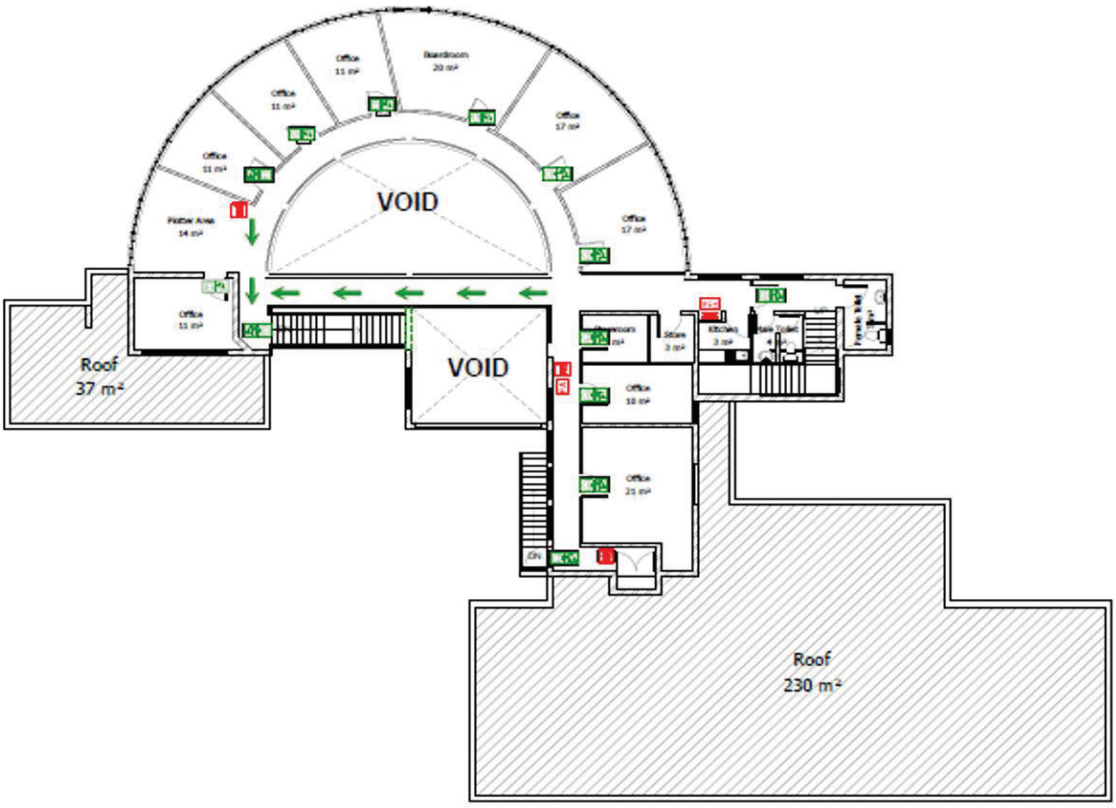
7. BILL OF QUANTITIES (PRICING SCHEDULE)

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

Tenderers shall complete the Bill of Quantities (Pricing Schedule) contained in MBD 3.1 using the confirmed quantities issued after the site briefing. Tendered prices shall be evaluated based on these quantities and the unit prices / rates entered in the Pricing Schedule.

A typical schematic of the roof layout is provided below to indicate the general shape and configuration of the building roof. Access to the roof will be permitted during the briefing session. Suitable Personal Protective Equipment (PPE) must be worn at all times. Tenderers are required to satisfy themselves as to the extent and nature of the works during the site inspection and complete the Pricing Schedule contained in MBD 3.1 accordingly.

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



8. SUBMISSION REQUIREMENTS

- Quotations shall be submitted in PDF format.
- Attendance at the compulsory site briefing is mandatory.
- All BOQ items shall be fully priced. Note: If Section C for Primer is not applicable for the waterproof solution being proposed then state N/A.
- Waterproofing system shall include all supporting documentation.
- Incomplete submissions may be disqualified.
- No quotation will be considered from persons in the service of the State.
- Bidders blacklisted by National Treasury or other competent authorities due to non-performance may be excluded from consideration

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POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

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

1. Privacy Notice applies to:

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

2. Definitions of personal information

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

3. About the Public Entity

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

3.1 The information we collect

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

3.2 How Johannesburg Water use your information

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

3.3 Disclosure of information

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

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
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We may also disclose your information:

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

3.4 Information Security

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

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

3.5 Your rights: Access to Information

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

3.6 Correction of your personal information

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

3.7 How to contact us

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

Directors:

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

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

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

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

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

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

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

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

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

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

…..
Signature of data subject/designated person

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

JOHANNESBURG WATER

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

CONSENT

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

……
……
……..
which was previously granted using the DATA SUBJECT CONSENT FORM.

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

Details of Data Subject

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

Signed at _____on this _____day of _____20 ___

_____
Signature of Data Subject

_____
Information Officer/Deputy
Johannesburg Water SOC Ltd.

JOHANNESBURG WATER

City of Johannesburg

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ADMINISTRATIVE REQUIREMENTS

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

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

Directors:

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MBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of Bidder…… Bid Number……

Closing Time ……. ….. Closing Date…….

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

Item	Description	Unit	Quantity (QTY)	Unit Price (P)	Total Price (QTY*P)
Section A – Preliminaries & General					
A1	Site establishment, supervision and protection of works	Sum	1		
A2	Health and Safety compliance and documentation	Sum	1		
Section B – Removal and Preparation					
B1	Removal of existing waterproofing membranes to concrete substrate	m²	TBD		
B2	Handling within the depot and neat stockpiling of all removed waterproofing materials and associated rubble at a designated demarcated area identified by the Employer Representative	Sum	1		
B3	Cleaning and surface preparation of concrete roof surfaces	m²	TBD		
B4	Concrete repairs, crack sealing and patching	Sum	1		
B5	Waterproof screed to restore falls	m²	TBD		

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Section C – Primer					
C1	Supply and application of compatible primer in accordance with manufacturer requirements (If applicable)	m²	TBD		
Section D – Waterproofing System					
D1	Supply and installation of approved waterproofing system including all accessories required to achieve the specified warranty	m²	TBD		
D2	Waterproofing to parapets and upstands	m²	TBD		
D3	Waterproof fillets to parapet bases	m	TBD		
D4	Reinforcement at outlets, corners and penetrations	Sum	1		
Section E – Drainage Details					
E1	Waterproofing to roof outlets including collars and clamping rings	No.	TBD		
Section F – UV and Walk-On Protection					
F1	UV-stable and walk-on protective finishes including walk pads where required	m²	TBD		
Section G – Testing and Close-Out					
G1	Flood testing and inspections (minimum 24 hour test)	Sum	1		
G2	QA/QC inspections, Hold Point management, photographic records and quality dossier submission	Sum	1		
G3	Provision of warranties and completion certificates	Sum	1		
SUB-TOTAL					**R**
VAT AT 15%					**R**
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)					**R**

I (full name) _____, in my capacity as _____, the duly authorized representative of (company name) _____, hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/ clauses contained in the said documents.

Signature of duly authorized representative:	**Date:**

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Special Note: *TBD (To Be Determined) - Final measured quantities will be confirmed during the compulsory site briefing and recorded in the official briefing minutes issued to all attendees. Alternate waterproofing systems shall be priced using the same BOQ (Pricing Schedule) structure for evaluation purposes.*

Required by: Johannesburg Water Operations: Electrical Support Management

At: Johannesburg Water SOC Ltd
Ffennell Road Depot
Corner Ffennell and Rosettenville Roads
Village Manin
Johannesburg

Brand ……

Country of Origin ……

Does the offer comply with the specification(s)? ***YES/NO**

If not to specification, indicate deviation(s) ……

Period required for delivery ……

***Delivery:** **Firm/Not firm**

Delivery basis ……

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

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

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MBD 4

DECLARATION OF INTEREST

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

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

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

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

3.2 Identity Number:.....

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

3.4 Company RegistrationNumber: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

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

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

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

Directors:
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Mr Molate Mashifane, Ms Pamela Mabece, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela, Mr Kefiloe Mokoena

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

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

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

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

(f) an employee of Parliament or provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.....

.....

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

3.11.1 If yes, furnish particulars.....

.....

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

3.12.1 If yes, furnish particulars.....

.....

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

3.13.1 If yes, furnish particulars.....

.....

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

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

.....

Directors:

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

Full Name	Identity Number	State Employee Number

…….. ……..

Signature **Date**

…… ……

Capacity **Name of Bidder**

Directors:

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MBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

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

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

(a) Price; and

(b) Specific Goals.

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1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

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

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

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

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

ECIFIC GOALS

4. POINTSAWARDEDFORSP

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

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

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

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

Directors

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

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

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

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

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

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

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

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

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

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

	…… **SIGNATURE(S) OF TENDERER(S)**
SURNAME AND NAME:	……
DATE:	……
ADDRESS:	……
	……
	……
	……

Directors:

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MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

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

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

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

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

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS

DECLARATION FORM TRUE AND CORRECT.

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

……... ……..

Signature **Date**

…… ……..

Position **Name of Bidder**

Directors:
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Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
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MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

a. take all reasonable steps to prevent such abuse;

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

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

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

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

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

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

Directors:

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MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:_____ that:

(Name of Bidder)

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

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

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

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

Directors:
Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
Mr Molate Mashifane, Ms Pamela Mabece, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela, Mr Kefiloe Mokoena

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

City of Johannesburg

Johannesburg Water SOC Ltd

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

.....	.....
Signature	Date
.....	.....
Position	Name of Bidder

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
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Registration Number: 2000/029271/30

	HEALTH, SAFETY & ENVIRONMENTAL (SHE) SPECIFICATION: BASELINE RISK ASSESSMENT	
Johannesburg Water	**PROJECT NUMBER:**	**RFQ**
	PROJECT LOCATION:	**Install a new waterproofing system to the Ffennell Road Round Building and Telemetry Wing.**
	PROJECT DESCR:	**Roof repairs**

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
Transportation of material/ slate tiles to site	✓ Unsafe road conditions ✓ Un-road worthy vehicles ✓ Equipment and material not safely secured ✓ Incompetent drivers ✓ Driving under the influence of alcohol ✓ Inclement weather ✓ Speeding	✓ Accident ✓ Manual handling injuries ✓ Obstructed walkways and emergency exits. ✓ Overloading of lifting equipment, trolleys, or vehicles	✓ Personal injuries ✓ Property damage ✓ strains, sprains, and back injuries.	**M**	✓ Adherence to the speed limit ✓ Only competent/ authorised drivers should operate the vehicle ✓ Inspection of vehicles ✓ Equipment and material to be properly secured ✓ Alcohol testing to be done
Submission of Safety file	✓ Unapproved safety file/ working without safety file	✓ Unsafe work conducted in the clients premises ✓ Non adherence to the clients safety requirements	✓ Damage to property ✓ injuries,	**M**	✓ Compile safety file and submit it to the OHS department for approval. ✓ Employees need to be inducted ✓ Employees work and safety file will be audited and monitored while they are on site
Offloading of material and loading	✓ Faulty machinery ✓ Poor ergonomics ✓ Equipments (suspended load)	✓ Hands can be caught in between materials	✓ Injuries ✓ Back sprain	**L**	✓ The correct PPE must be worn ✓ Designate the stacking areas and put signs

	falling on employees ✓ Unsafe slings and guide ropes ✓ uneven surface	✓ Obstructed walkways by materials ✓ Unsafe stacking of materials			✓ Stacking and storage inspector must be appointed and in charge
Safety Inspection	✓ Unstable Load	✓ Falling on employees	✓ Injuries	**H**	✓ Conduct load tests and verify stability. ✓ Ensure all safety features are functional and compliant. ✓ Certify for use before allowing personnel access.
Manual handling	✓ Loosening and fastening of items ✓ Handling of too heavy loads	✓ Pinching ✓ Fall ✓ Handling of heavy objects	✓ Finger cuts ✓ Back pain ✓ Muscle injuries if the load is too heavy	**M**	✓ Use of correct tool for the job at hand ✓ When using spanners work away from your body ✓ Where possible use ring spanners when tightening bolts ✓ Do not work in an uncomfortable/ awkward positions. ✓ Personnel should be aware of safe manual handling techniques ✓ Wear PPE, safety boots, gloves ✓ Awareness training for correct lifting methods, use of legs and not your back ✓ Ensure good housekeeping to eliminate tripping and falling hazards ✓ Employees to get assistance if the load is too heavy- team lift if possible ✓ Use mechanical lifting and carry aids where possible

					✓ Personnel to ensure item being carried is properly bonded or is not liable to break apart whilst being manually handled
Grinding/ Drilling	✓ Grinder/ Drill	✓ Vibration	✓ Carpal Tunnel syndrome	**L**	✓ Rotate drilling/ grinding tasks to minimize worker exposure to equipment vibration
Electrical portable tools	✓ Electrical equipment portable appliances	✓ Use of faulty electrical equipment	✓ Workers could suffer potentially fatal shocks or burns.	**M**	✓ All tools to be checked and tagged before bringing onto site; ✓ Portable electrical appliances examined and where necessary, tested by a competent person within the recommended time limit; ✓ Defective appliances and leads are removed from use and kept secured until they can be repaired or removed from the site
Working under roof high temperature	✓ Exposure to sun/heat ✓ Heat stress and heat exhaustion ✓ Inappropriate or excessive PPE contributing to heat build-up. ✓ Inadequate access to drinking water.	✓ Not wearing correct PPE ✓ Increased likelihood of errors and accidents. ✓ Heat-related illnesses. ✓ Reduced productivity and work performance.	✓ Heat exhaustion ✓ Heat stroke ✓ Dehydration ✓ Personal injuries ✓ Sun strokes and tiredness	**H**	✓ Arrange adequate drinking water and a rest shelter ✓ Drink plenty of water with electrolyte ✓ If feel something unusual inform your supervisor and report to the clinic ✓ Frequent break, do not allow alone worker ✓ Provide heat stress training ✓ Use of correct PPE

	✓ Dehydration due to excessive sweating. ✓ Dehydration due to excessive sweating. ✓				
Access control / entry and exit	✓ Unsafe camping site	✓ Inadequate security / no security	✓ Injuries, theft / criminal activities	**M**	✓ Appoint PSIRA accredited security guard ✓ Report to security so that they will contact
Hazardous Chemical substances (HCS)	✓ Hazardous Chemical substances (HCS) ✓ Fire and explosion hazards from flammable products ✓ Not using HCS in accordance with MSDS ✓ Fire and explosion hazards associated with flammable substances	✓ Respiratory illnesses ✓ Inhalation of vapours and fumes ✓ Occupational asthma and other chronic lung diseases.	✓ Acute poisoning through inhalation, ingestion, or skin absorption. ✓ Headaches, dizziness, nausea, and fatigue. ✓ Chemical burns ✓ Skin and eye irritation	**M**	✓ Ensure adequate ventilation in work areas. ✓ Implement emergency response procedures for spills, leaks, and exposures. ✓ Use appropriate PPE - Chemical-resistant gloves. ✓ Conduct medical surveillance where employees are exposed to hazardous chemical substances.
Personal Protective Equipment (PPE)	✓ Not wearing proper PPE	✓ Improper use or fit of PPE reducing its effectiveness. ✓ Electrical shock where suitable	✓ Injuries ✓ Health conditions ✓ Eye injuries and vision impairment.	**M**	✓ All employees must be issued with the required PPE as identified in risk assessment

		✓ PPE is not utilized. ✓ Exposure to excessive noise leading to hearing loss.	✓ Hearing loss. ✓ Respiratory conditions. ✓ Fractures, lacerations, and crush injuries. ✓ Permanent disability		✓ All employees to be trained in the use, maintenance and limitations of PPE ✓ Regular PPE inspections conducted by supervision ✓ Damaged PPE must be replaced immediately ✓ Provide appropriate PPE suitable for identified risks. ✓ Ensure PPE is properly fitted to users.
Working at heights	✓ Working without proper PPE ✓ Unprotected edges and open sides. ✓ Fragile roofs, skylights, and surfaces ✓ Unsecured ladders or improper ladder use	✓ Person falling ✓ Falling debris and tools ✓ Those beneath being injured ✓ Unsafe access to elevated work areas. ✓ Structural failure of working surfaces or anchor points	✓ Fractures ✓ Body injuries ✓ Fatalities resulting from falls from elevated positions. ✓ Permanent disability or loss of mobility. ✓ Production delays and disruption of operations. ✓ Injuries to persons below caused by falling tools, equipment, or materials.	**E**	✓ All person working at heights must have attended working at heights training and medically fit to work on heights and have the required competence certificate ✓ All person working at heights must receive training on the Fall protection plan ✓ All safety harnesses must be inspected by the user before each use and monthly by a competent person, all findings noted on an inspection register ✓ All defective equipment must be removed from service and work area ✓ All persons working at heights must always wear full body safety harness and ensure 100% hook up ✓ A fall arrest equipment to be correctly stored and maintained

Stacking and storage	✓ Heavy material ✓ Sharp protruding edges ✓ Unstable load ✓ Exposed hands ✓ Hot work	✓ Wrong lifting technique ✓ Skin contact ✓ Falling on employees ✓ Getting pinched ✓ Burns	✓ Back injuries ✓ Falling objects ✓ Injuries ✓ Burns	**M**	✓ Training in proper lifting techniques ✓ Provide employees with gloves ✓ Ensure that the load is well supported ✓ ✓ Provide employees with hand gloves ✓ ✓ Only competent persons may do hot work ✓ ✓ Provide screens where hot work is performed ✓
Flood testing	✓ Structural overload ✓ Uncontrolled leak/ flooding below ✓ Electrocution ✓ Damage to waterproofing	✓ Slips, trips and falls ✓ Collapse risk ✓ Water leaks causes short circuit	✓ Injuries ✓ Fatalities ✓ Falling objects	**E**	✓ Get Engineer approval in writing, check drawings, check oullets, downpipes are working ✓ Prepare the area by isolating electrics below the test area. Lock off and tag ✓ Minimum 2 people to test. Never test alone ✓ Conduct toolbox talks ✓ Emergency procedure to be in place.
Housekeeping	✓ Poor housekeeping	✓ Trip and fall	✓ Trip and fall injuries	**L**	✓ Remove all equipment/ tools that will not be needed for the tasks ✓ Clean all the areas after each task

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RISK ASSESSMENT MATRIX

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

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

1. SCOPE OF WORK

Install a new waterproofing system to the Ffennell Road Round Building and Telemetry Wing.

2. PURPOSE

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

3. APPLICABILITY

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

4. APPOINTMENTS

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

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

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

5. INSURANCE

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

6. COSTING FOR SHE REQUIREMENTS

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

7. INDUCTION

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

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

8. SUBMISSION OF SAFETY FILE

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

9. RISK ASSESSMENT

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

10. SAFE WORKING PROCEDURES / METHOD STATEMENTS

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

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

11. WORKING IN ELEVATED POSITIONS

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

12.WORKING ON A LADDER

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

13.WORKING AT HEIGHTS (FALL PROTECTION)

- A competent person must compile a fall protection plan for all tasks which will be done at elevated position.
- The requirements as per the Construction regulations for working at heights shall be always complied with by the contractor.
- The fall protection plan shall be specific to the work that will be conducted at elevated position and proper provision must be made for rescue of employees at heights.

- Fall protection plan must include fall risk assessment detailing proper controls to be implemented.
- All employees who their duties entail working at heights must be declared medically fit by an Occupational Health Practitioner for working at heights.
- Employees who will be working at heights must be trained by a competent service provider for working at heights and must be trained on use of fall prevention/arrest devices to be used at heights.
- Employees working at height must be trained on the latest approved fall protection plan before work commences at height.
- the ladder under all conditions and at all times.

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

- JW shall not require or permit welding or flame cutting operations to be undertaken, unless the contractor operating the equipment has been fully instructed in the safe operation and use of such equipment and in the hazards which may arise from its use and effective protection is provided and used for the eyes and respiratory system and, where necessary, for the face, hands, feet, legs, body and clothing of persons performing such operations, as well as against heat, incandescent or flying particles or dangerous radiation;
- The Contractor must ensure that the workplace is effectively partitioned off where practicable and where not practicable all other persons exposed to the hazards are warned and provided with suitable protective equipment

15. HOUSEKEEPING AND GENERAL SAFEGUARDING ON SITE

- The contractor must ensure that suitable housekeeping is continuously implemented on each construction site, including
- The proper storage of materials and equipment
- The removal of scrap, waste and debris at appropriate intervals; ensuring that materials required for use, are not placed on the site so as to obstruct.
- Means of access to and egress from workplaces and passageways.
- Ensuring that materials which are no longer required for use, do not accumulate on and are removed from the site at appropriate intervals.
- Ensuring that waste and debris are not disposed of from a high place with a chute, unless the chute complies with the requirements ensuring that a catch platform or net is erected above an entrance or passageway or above a place where persons work or pass under, or fencing off the danger area if work is being performed above such entrance, passageway, or place so as to

ensure that all persons are kept safe in the case of danger or possibility of persons being struck by falling objects

16. ELECTRICAL CONTRACTOR & RESPONSIBLITIES

- The principal contractor may not do electrical installation work as an electrical contractor unless that contractor has been registered as an electrical contractor in terms of the Regulation.
- The principal contractor who does electrical installation work as an electrical contractor shall register annually in the form of Annexure 3 with the chief inspector or a person appointed by the chief inspector. An application for registration shall be accompanied by a prescribed fee
- An electrical contractor shall be responsible for the safety, safe use and maintenance of the electrical installation he or she uses or leases.

17. CONTROL OF EXPOSURE TO HBA

- An employer and self-employed person shall ensure that–
  (a) As a result of their activities, exposure of people to HBA in the working environment is either prevented or, where this is not reasonably practicable, controlled such that exposure is highly improbable; and
  (b) The following standard precautions are implemented to reduce the risk of transmission of HBA from recognized and unrecognized sources of infection in the workplace:
- a. Hand washing
- b. Gloves
- c. Face or eye protection
- d. Protective clothing
- e. Safety equipment f. Environmental controls

18. WORKING IN A CONFINED SPACE

- An employer/contractor shall take steps to ensure that a confined space is entered by an employee or other person only after the air therein has been tested and evaluated by a person who is competent to pronounce on the safety thereof, and who has certified in writing that the confined space is safe and will remain safe while any person is in the confined space, taking into account the nature and duration of the work to be performed therein.

19. DUTIES OF PERSONS WHO MAY BE EXPOSED TO NOISE (USE OF DRILL & GRINDER)

- Any person who is or may be exposed to noise at or above the noise- rating limit shall obey any lawful order given to him or her by the employer or self-employed person or by anyone authorized thereto by the employer or self-employed person, regarding-
- The use of measures adopted for noise control;
- The immediate reporting of defective, damaged or lost noise control equipment to the health and safety representative or the employer;
- The use of personal hearing protectors where provided;
- A prohibition to enter or remain in an area where personal hearing protectors are required unless the person is authorized to do so and is wearing the required hearing protectors;
- Co-operation with the employer in his or her task of determining the employee's noise exposure, which may include the wearing of personal sound exposure meters;
- The reporting for medical surveillance
- Information and training received

20. MEDICAL SCREENING REQUIREMENTS

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

21.TOOLBOX TALKS

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

22. PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

23. WORKPLACE SIGNAGE

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

24. INCIDENT REPORTING AND INVESTIGATION

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

25. NOTIFICATION OF CONSTRUCTION WORK

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

26. COMPLIANCE MONITORING

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

27. PROJECT COMPLETION

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

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

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

RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES

CONTRACTOR:	

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

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

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

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