



TRANSNET FREIGHT RAIL
a Division of
TRANSNET LIMITED
(Registration No. 1990/000900/06)

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER CRAC-JHB-7367

RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K

ISSUE DATE : 14 APRIL 2011
CLOSING DATE : 03 MAY 2011
OPTION DATE : 30 AUGUST 2011
CLOSING TIME : 10H00
BRIEFING DATE : 20 APRIL 2011
BRIEFING TIME : 11H00
**VENUE : SCHWEIZER - RENEKE
STATION**

**FOR DIRECTION PLEASE CONTACT : EUGENE DE JAGER
(083 704 1794)**

**TENDER BOX ALLOCATED AT THE CHAIRPERSON TRANSNET FREIGHT RAIL ACQUISITION
COUNCIL, GROUND FLOOR, INYANDA HOUSE 1, 21 WELLINGTON ROAD,
PARKTOWN, AND JOHANNESBURG.**

TENDER ENVELOPE TO BE MARKED AS FOLLOWS:

RFQ NUMBER:CRAC-7367

RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K

**Please note that late responses and those Delivered or posted to the wrong address will be
disqualified**



REQUEST FOR QUOTATION ("RFQ")

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RENOVATE MESS AND ABLUTION SCHWEIZER – RENEKE STATION 02AE014K

SCHEDULE OF DOCUMENTS

- 1. Notice to Bidders**
- 2. Requisition for quotation**
- 3. Certificate of Attendance of RFQ Information meeting**
- 4. Scope of Work and General specification**
- 5. Returnable Schedules / Documents**
- 6. Supplier Declaration Form**
- 7. General Tender Conditions (CSS5 – goods)**
- 8. Standard Terms and Conditions of Contract (US7 - Services)**
- 9. Non-Disclosure Agreement**
- 10. Supplier Code of Conduct**

“PREVIEW COPY ONLY”



SECTION 1

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : CRAC-JHB-7367

RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K

NOTICE TO BIDDERS

Quotations are requested from interested Respondents to supply the above-mentioned requirement to TRANSNET FREIGHT RAIL.

On or after 14/04/2011 the RFQ documents may be inspected at, and are obtainable from the office of TRANSNET Freight Rail Tender Advice Centre, Ground Floor, Inyanda 1, 21 Wellington Road, Park town.

A non-refundable tender fee of R100.00 (inclusive of Vat) is applicable per tender (listed below). Payment is to be made to Transnet Freight Rail, Standard Bank Account number 203158598, Branch code 004805. The deposit slip must reflect the tender number and the Company Name.

NOTE: This amount is not refundable.

Receipts to be presented prior to collection of the RFQ

A **COMPULSORY** information meeting will be held at the following venue:

VENUE : **SCHWEIZER - RENEKE STATION**
Time : **11h00**
Date : **20 APRIL 2011**

The site meeting is compulsory and companies not attending **will be overlooked** during the tender awarding process.

Please bring the valid document on the day of briefing and also make sure that you bring your safety shoes and reflective vest on site

NAME : **Esther Tyam/**
Tel : **(011) 773 8557**
Email : **Esther.Tyam@transnet.net**

Tenders in duplicate must reach the Chairperson, TRANSNET Freight Rail Acquisition Council, Po box 4244, Johannesburg 2000 before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

Tender No	: CRAC-JHB-7367
Description	: RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K
Closing date and time:	03 MAY 2011 at 10h00
Closing address (refer options below)	

DELIVERY INSTRUCTIONS FOR THIS RFQ:

- 1** If posted, the envelope must be addressed to the Chairperson, TRANSNET Freight Rail Acquisition Council, P .O. Box 4244, Johannesburg 2000 and must be dispatched in time for sorting by the Post Office to reach the Chairperson before the closing time of the RFQ. In the event of the late receipt of a Proposal, the Respondent's franking machine impression will not be accepted as proof that the response was posted in time.
- 2** If delivered by hand, the envelope is to be deposited in the TRANSNET tender box which is located at the main entrance, Inyanda House, 21 Wellington road, Park town, Johannesburg and should be addressed as follows:

**THE CHAIRPERSON
TRANSNET FREIGHT RAIL ACQUISITION COUNCIL
INYANDA HOUSE
21 WELLINGTON ROAD
PARKTOWN
JOHANNESBURG
2001**

The measurements of the "tender slot" are 500mm wide x 100mm high, and Respondents must please Ensure that response documents or files are not larger than the above dimensions. Responses which are Too bulky (i.e. more than 100mm thick) must be split into two or more files, and placed in separate Envelopes.

It should also be noted that the above tender box is located at the main entrance and is accessible to the public 24 hours per day, 7 days a week.

- 3** If dispatched by courier, the envelope must be addressed as follows and delivered to the Office of The Chairperson, TRANSNET Freight Rail Acquisition Council and a signature obtained from that Office.
1. Please note that this RFQ closes punctually at 10:00 on Tuesday 03 MAY 2011
 2. If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE".
 3. NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED
 4. The responses to this RFQ will be opened as soon as practicable after the expiry of the time advertised for receiving them.
 5. TRANSNET shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Quotations received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.
 6. Envelopes must not contain documents relating to any RFQ other than that shown on the envelope.
 7. No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Alterations, additions or deletions must not be made by the Respondent to the actual RFQ documents.



8. **BROAD-BASED BLACK ECONOMIC EMPOWERMENT (“BBBEE”)**

TRANSNET fully endorses and supports the South African Government’s Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all business enterprises have an equal obligation to redress the imbalances of the past. TRANSNET would therefore prefer to do business with business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including and not limited to enterprise development, subcontracting and Joint Ventures) as part of their tender response.

Transnet would accordingly allow a “preference” in accordance with the 10% preference system, as per the Preferential Procurement Policy Framework Act 5 of 2000 (as amended) to companies who provide a BBBEE accreditation Certificate. All procurement and disposal transactions in excess of R30000 will be evaluated accordingly. All transactions below R 30,000 will as far as possible be earmarked for EME’s.

TRANSNET consequently urges Respondents (Large enterprises and QSE’s – see below) to have themselves duly accredited by any one of the Accreditation Agencies **approved** by SANAS (South African National Accreditation System, under the auspices of the DTI).

In terms of Government Gazette No. 32467, Notice No. 810 dated 31 July 2009, as from 1 February 2010 only BBBEE certificates issued by Accredited Verification Agencies of Verification Agencies that are in possession of a valid pre-assessment letter from South African National Accreditation System will be valid.

However accreditation certificates issued by non-accredited verification agencies before 01 February 2010 and which are still within their one (1) year validity period will still be acceptable, until their expiry date provided that the accreditation was done in accordance with the latest codes (i.e. those promulgated on 9 February 2007).

BBBEE Accreditation Certificates issued after the published date i.e. 01 February 2010, by a Verification Agency not approved by SANAS, will NOT be acceptable as from 01 February 2010.

Enterprises will be rated by such Accreditation Agencies based on the following:

- (a) **Large Enterprises (i.e. annual turnover >R35 million):**
 - Rating level based on all 7 (seven) elements of the BBBEE scorecard
 - Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)
- (b) **Qualifying Small Enterprises – QSE (i.e. annual turnover >R5 million but <R35 million):**
 - Rating based on any 4 (four) of the elements of the BBBEE scorecard
 - Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)
- (c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5m are exempted from being rated or verified):**
 - Automatic BBBEE Level 4 rating, irrespective of race ownership, i.e. 100% BBBEE recognition

- Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE rating, i.e. 110% BBBEE recognition
- EME's should provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% (to be renewed annually) from their Auditors / Accounting Officers

In addition to the above, Respondents who wish to enter into a Joint Venture (JV) or subcontract portions of the contract to BBBEE companies must state in their Tenders / Proposals the percentage of the total contract value which would be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and/or sub-contractors, as well as a breakdown of the distribution of the aforementioned percentage allocation must also be furnished with the tender response to enable Transnet to evaluate / adjudicate on all tenders received on a fair basis.

Each Respondent is required to furnish proof of its BBBEE status (Certificate and Detailed Scorecard) and ensure that the documentation is valid at the date of Tender Submission as stipulated above to TRANSNET.

Failure to submit your BBBEE Certificate and Detailed Scorecard will result in a score of zero being allocated for BBBEE evaluation.

<p>Turnover: Indicate your company's most recent annual turnover:</p> <p>R.....</p>
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- If annual turnover <R5m, please attach auditors / accounting officers letter confirming annual turnover and percentage black ownership as well as Black Women ownership
- If annual turnover >R5m please attach BBBEE certificate and detailed scorecard from an accredited rating agency.

The DTI has created an online **B-BBEE Registry** (<http://www.dti.gov.za>) in order to provide a central and standardized source of the B-BBEE status of all entities, and to facilitate the flow of this information amongst entities by providing a Unique Profile Number (UPN) per each listing. Existing and prospective suppliers are therefore urged to list their B-BBEE status on the DTI Registry. Hence, entities verified by DTI, will receive the following benefits:

- Their BBBEE status will be verified and confirmed by the DTI, before listing on the Registry
- Listing on the Registry will provide suppliers the option to market themselves on the DTI B-BBEE Opportunities Network. This is a search engine that is designed to help businesses find B-BBEE compliant entities who match specific requirements in terms of the nature of services/goods provided, region, B-BBEE status or other search criteria.

Transnet supports this DTI initiative and will use the DTI Registry to verify prospective and existing suppliers' BBBEE credentials.

Kindly provide Transnet with your DTI B-BBEE UNIQUE PROFILE NUMBER with all tender submissions.

<p>DTI BBBEE UNIQUE PROFILE NUMBER:</p> <p>.....</p>

Failure to submit your BBBEE information in terms of the above-mentioned clauses will result in a score of zero being allocated for BBBEE evaluation.

9 COMMUNICATION

Respondents are warned that a response will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of TRANSNET in respect of an RFQ between the closing date and the date of the award of the business.

A respondent may, however, BEFORE THE CLOSING DATE AND TIME, direct any enquiries relating to the RFQ to the TRANSNET employee as indicated in (2) above.

10. RFQ SCHEDULE

Respondents will be contacted as soon as practicable with a status update. At this time short-listed Respondents may be asked to meet with TRANSNET representatives. Respondents are to provide a list of persons who are mandated to negotiate on behalf of their company, together with their contact details.

10.1 INSTRUCTIONS FOR COMPLETING THE RFQ

- (i) Sign one set of documents (sign and date the bottom of each page). This set will serve as the legal and binding copy. A duplicate set of documents is required. This second set can be a copy of the original signed Proposal.
- (ii) Both sets of documents to be submitted to the address specified above.
- (iii) The following returnable documents must accompany all Proposals:
 - The Respondent's latest audited financial statements;
 - The Respondent's valid Tax Clearance Certificate.
 - A CD copy where applicable

11. COMPLIANCE

The Respondent shall be in full and complete compliance with any and all applicable State and Local Laws and Regulations.

12. ADDITIONAL NOTES:

- All returnable documents as indicated in the Proposal Form (Section 3) must be returned with the response
- Changes by the Respondent to its submission will not be considered after the closing date
- The person or persons signing the Proposal must be legally authorized by the Respondent to do so (Refer Section 4). A list of those person(s) authorized to negotiate on your behalf must be submitted along with the Proposal
- All prices must be quoted in South African Rand
- TRANSNET reserves the right to undertake post-tender negotiations with the preferred Respondent or any number of short-listed Respondents

NB: Unless otherwise expressly stated, all Proposals furnished pursuant to this Request shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated. TRANSNET reserves the right to reject any or all offers.

FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS MAY RESULT IN THE PROPOSAL BEING REJECTED.
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13. DISCLAIMERS

Respondents are hereby advised that TRANSNET is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Proposal in response to it. In particular, please note that TRANSNET reserves the right to:

- modify the RFQ's Goods or Services and request Respondents to re-bid on any changes
- reject any Proposal which does not conform to instructions and specifications which are detailed herein
- disqualify Proposals submitted after the stated submission deadline
- not necessarily accept the lowest priced Proposal
- reject all Proposals, if it so decides
- award a contract in connection with this Proposal at any time after the RFQ's closing date
- award only a portion of the proposed Goods or Services which are reflected in the scope of this RFQ
- split the award of the contract between more than one Supplier
- make no award of a contract

Kindly note that TRANSNET will not reimburse any Respondent for any preparation costs or other work Performed in connection with the Proposal, whether or not the Respondent is awarded a contract.

14. Any PROPOSAL submitted by a Respondent is subject to negotiation and review of the proposed contract by Trans net's Legal Counsel.

NAME OF RESPONDENT:

PHYSICAL ADDRESS:

Indent's contact person:

Name:

Designation:

Telephone:

Cell phone:

Facsimile:

Email:

**TRANSNET urges its clients and suppliers to report
Any fraud or corruption
On the part of Transnet' employees to
TIP-OFFS ANONYMOUS: 0800 003 056**



SECTION 2

REQUEST FOR QUOTATION (“RFQ”)

RFQ NUMBER :CRAC-JHB-7367

RENOVATE MESS AND ABLUTION SCHWEIZER RENEKE STATION 02AE014K

REQUISITION FOR QUOTATION

COMPANY NAME:

.....

.....

.....

Tel (011)
Fax (011)

ISSUE DATE **14 -04- 2011**

CLOSING DATE **03- 05- 2011 (10h00)**

SUPPLY CHAIN SERVICES	
Contact: Esther Tyam	
Tel: 011 773 8557	
Fax:011 773-2020	

Prices in South African currency, including all costs.			
Direct to consignees			
ITEM NO:	DESCRIPTION		
1.	RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K		
Total price for the service			
2.Prices must be V.A.T. exclusive			
3. Direct delivered to:	SCHWEIZER - RENEKE STATION		
4.Contact person:	Esther Tyam 011 773-8557/083 7041794 EUGENE		

5.COMPULSARY DOCUMENTS

NOTE

- 5.1.Return of tender documents
The tender documents must be submitted on the closing date in **duplicate** and failure To do so will automatically disqualify your offer.
- 5.2.The following documents are compulsory, and they must be attached to the tender document
If it's a copy must be certified.

If **Not** your tender will not be considered.

- a) Tax Clearance Certificate
- b) Supplier Declaration Form
- c) Current Vat Registration No.
- d) BBBEE level certification and Score Card

SIGNATURE OF TENDERER: _____ **Date:** _____

6. FRAUD HOTLINE

Transnet strives to be fair, equitable and just in all its dealings with tenderers. As such we encourage all tenderers to report any practice, activity or information that they are aware of or become aware of which may result in any perception of or actual fraud being committed against or in the name of Transnet. The hotline details are:-

Hotline telephone: 0800 003 056

Email: transnet@tip-offs.com

Fax: 0800 007 788

All information received will be treated with the utmost confidentiality

7. BUSINESS ADJUDICATION CRITERIA:

7.1. "Order winning criteria"

7.1.1. competitive pricing

7.2. "Technical"

7.3. Compliance to specification

7.4. Delivery/ schedule

7.2.1 Previous reference

7.3. "BBBEE"

7.3.1. Provide BBBEE level Certification

SIGNATURE OF TENDERER: _____

Date: _____



SECTION 3

REQUEST FOR QUOTATION (“RFQ”)

RFQ NUMBER : CRAC-JHB-7367

RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE 02AE014K)

CERTIFICATE OF ATTENDANCE

8. RFQ SITE MEETING:

A COMPULSORY information meeting will be held at the following venue:

PPE SAFETY CLOTHING MUST BE WORN ON SITE

VENUE : SCHWEIZER - RENEKE STATION
Time : 11H00
Date : 20 APRIL 2011

The site meeting is compulsory and companies not attending will be overlooked during the tender awarding process.

Contact people on sites: (Esther Tyam)

8.1. **ATTENDANCE CERTIFICATE**

This is to certify that.....

Representative/s of

Has/have today attended the Tender briefing in respect of the proposed:

.....

.....

TRANSNET'S REPRESENTATIVE

TENDERER'S REPRESENTATIVE

DATE :

VERY IMPORTANT

ANY TENDERER NOT ATTENDING THE INFORMATION MEETING WILL AUTOMATICALLY BE EXCLUDED FROM THE BUSINESS AWARDING PROCESS

SIGNATURE OF TENDERER: _____ **Date:** _____



REFERENCES: _____

COMPANY INFORMATION

9. STATEMENT OF WORK (S) SUCCESSFULLY CARRIED OUT BY THE TENDERER:

Tenderes are to advise which other companies have they successfully provided or are currently providing similar services.

Service Description	For whom done	Period	Contact person and Telephone or Cell number

“PREVIEW COPY ONLY”

SIGNATURE OF TENDERER: _____

Date: _____



REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : CRAC-JHB-7367

RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K

SCOPE OF WORK

"PREVIEW COPY ONLY"

SIGNATURE OF TENDERER:

Date: _____

SCHEDULE OF WORK AND PRICES

	Description	Quantity	Unit	Unit price	Amount
1	CEILING Install gypsum board 6.4mm ceiling. exclude brandering, include H profile strips	24	M ²		
2	Install brandering complete, include skew nailing (specify size according table in specifications)	24	M ²		
3	Install 76mm rhino cove cornice complete. all inside corners shall be scribed joints, all exterior corners shall be mitre joints and all joints in straight sections shall be mitre joints.	29	M		
4	Spot prime all nail heads with universal undercoat and paint new ceiling complete with one coat plaster primer. (see attached paint specification)	24	M ²		
5	Paint ceiling complete 1 coat universal undercoat and 1 coat egg shell enamel after preparations as specified was done. (see attached paint specification)	24	M ²		
6	WALLS INTERIOR Paint new plaster walls, 1 coat plaster primer (test wall for moisture before painting new plaster, cover section with plastic sheet to test). allow paint to dry overnight. primer must be over coated within 14 days. (see attached specification)	26	M ²		
7	Paint smooth plaster walls with 1 coat universal undercoat and 1 coat gloss enamel. apply paint only after preparation as per attached specification. colour: barely beige code 3h1-1	26	M ²		
8	Lay 1st grade 200 x 250mm white ceramic glazed wall tiles. use 3mm spacers. item include walls, reveals, soffits, sills and the top of shower walls. use white grout. use only Tylon wb11 adhesive or adhesive approved by project manager	40	M ²		
9	Fit white round plastic tile edge strip for ceramic wall tiles, all corners shall be neat mitre joints, no section shall be shorter than 450mm in a long straight section	6	M		
10	Create new opening in existing 110 mm brick wall. for new door or window frame and lintel. item includes the forming of a 225mm long lintel-seating in wall on both sides, the fitting a new lintel and the removal of all rubble from site.	2	M ²		
11	Make new opening in existing wall 220 to 280mm brick wall to size for new door frame or window frame and fit of lintels. form seating in wall for lintels 225mm on both sides, build in of lintels is included in item and the remove of all rubble from site.	2	M ²		
12	Drill holes in wall and insert 8mm x 250mm steel dowels to join new wall to existing walls, insert steel dowels every 4 layers of bricks	6	EA		
13	Place in position 100mm precast concrete lintel above doorframe, window frame or opening when building new wall (for 220mm wall x 2 distance)	5	M		
14	Build up openings in 220mm stock brick wall, where doors and windows were removed as per attached specifications (item does not include tothing, see item for tothing per meter)	4	M ²		
15	Build 110mm stock brick wall with approved clay bricks, item includes brick force every 4 layers. (mix for building 1 part cement and 4 parts approved building sand) (read attached detailed specification)	3	M ²		
16	Do two coat plaster work steel trowel finish to interior brick wall	25	M ²		
17	Item extra over to plaster, plaster reveals and soffits up to 300mm wide (reveal of wall is the side of openings which is at right angle to the general face of the wall. soffits area is the top horizontal area of openings (lintel section)	23	M		
18	WINDOWS INT AND EXT Replace cracked or broken window panes clear, size 350mm x 450mm x 3mm. clean frame apply 1 coat anti rust paint. see attached detail specification. place sheet on floor or garden to catch all broken pieces of glass	6	EA		
19	Replace cracked or broken window panes obscure. size 350mm x 450mm x 3mm thick as per attached specification. area up to 0.75m ² use 3mm, up to 1.50m ² use 4mm, up to 2.10m ² use 5mm. place sheet on floor and garden in to catch all broken glass	8	EA		
20	Fit window panes obscure. size 350 mm x 450mm x 3mm thick as per attached specification. area up to 0.75m ² use 3mm, up to	2	EA		

	1.50m ² use 4mm, up to 2.10m ² use 5mm.				
21	Paint residential small pane type window frame complete, with 1 coat universal undercoat and 2 coats Dulux water-base pearlglolockness code-311-5. item includes removing all old paint from glass area and cleaning of glass. see detailed specifications.	5	M ²		
22	Break out window frame complete include interior and exterior window sills. 220mm wall. Window frame to be reused as per plan	2	M ²		
23	DOORS/SECURITY GATES 236 Fit indicator locking bolt to new door complete. (specify type)	1	EA		
24	Fit 2 lever sabs approved mortice lock with new handles and 3 keys to new door. if more than 1 lock to be installed keys shall not be interchangeable. sabs mark shall be stamped on lock. see attached detail specifications	2	EA		
25	Fit 4 lever sabs approved mortice lock with new handles and 3 keys to new door. if more than 1 lock to be install keys shall not be interchangeable. sabs mark shall be on lock.	1	EA		
26	Fit / replace masonite/hardboard faced flush panel door and paint door complete 1 coat wood primer, include bottom, sides and top edges. clearance to frame and floor as specified in attached specifications	3	EA		
27	Fit meranti flash back door. clearance to frame and floor as specified in attached specifications	1	EA		
28	Paint door complete both sides, side edges, top edge undercoat and 2 coats Dulux pearlglolockness code 6j1-7. apply paint only after preparation as per attached specification. door 810mm x 2.03m door=3.66 m ² . 750mm x 2.03m door=3.42 m ² .	11	M ²		
29	Varnish door complete both sides, side edges and top edge, 2 coats varnish. use exterior varnish on exterior side. door 810mm x 2.03m door = 3.66m ² . door 750mm x 2.03m door = 3.42m ² . after preparations as per attached detailed specifications	4	M ²		
30	Manufacture and install security gate 2.10 m x 900 mm. paint gate 1 coat steel anti rust primer, 1 coat universal undercoat and 1 coat gloss enamel, read attached detailed specifications.	1	EA		
31	DOORFRAMES Install single 110mm wide steel door frame in new opening. door frame metal shall be at least 1.2mm thick. read all the attached specifications. (breaking of opening in wall and build in of lintels not included in item see separate item at walls)	2	EA		
32	Build in single 220mm wide steel door frame in new wall. door frame metal shall be at lease 1.2mm thick. read all the attached specifications	1	EA		
33	Paint door frame 1 coat undercoat and 2 coats Dulux pearlglolockness code-311-5. single steel frame. 115mm=1.150m ² . single 230mm=1.750m ² . double 1511mm x 115mm=1.29 m ² . double 1511mm x 230mm=1.96 m ² . after preparation as per specification has been done.	4	M ²		
34	FLOORS Replace / form new grano threshold 300mm wide (floor section in doorway)	1	M		
35	Lay 1st grade ceramic tiles on floor (use 10 x 6mm notched trowel) joints 5mm wide) use only Tylon wb11 tile adhesive or adhesive approved by project manager. tender on tiles as per sample tile shown at site meeting (read attached detailed specifications)	24	M ³		
36	Fit aluminium heavy duty I floor tile edge strip at door entrance or as specified in work list at explanation	1	M		
37	Lay ceramic tile skirting 100mm wide, without tile edge strip on top edge of tiles, item include the chip of 80% of wall area for the tile skirting and to apply key coat to chipped wall area 100mm wide. use tiles as specified for floor tiles	14	M		
38	Build shower floor wall, 2 bricks high. form concrete shower floor 1.0m x 1.0m. in side shower cubicles, floor shall have fall towards outlet. make sure to leave space for ceramic floor tiles and adhesive to be level with top of outlet grid.	2	EA		
39	Tile shower floor with 50mm x 50mm dark grey mosaic tiles. tile shall have fall towards outlet. top of tiles shall be level with the top of outlet trap grid. fit 2 rows of mosaic tiles as skirting. mix grout with Tylon Tal bond it, not water	2	M ³		
40	CUPBOARDS Fit 600mm wide natural oak Formica post form top one side bull nose, length as specified (specify length) or specify different type work top	4	M		

41	PLUMBING INTERIOR Remove hand wash basin complete with brackets and waste pipe. item include the repair of all holes in wall. item does not include the water pipes. see item to remove water pipes per job as necessary.	2	EA		
42	Fix wash hand basin to wall at new position in ladies toilet and one in mens toilet	2	EA		
43	Install approved type porcelain wash hand basin, 2 cobra heavy pattern pillar taps with star handle, 2 braided flex connectors, chrome plated brass outlet, chain, plug and rubber trap (install basin 800mm high from floor to front top edge of basin)	1	JOB		
44	Fit close couple wc pan and cistern complete	2	EA		
45	Install shower outlet. fit brass p trap/plastic with chrome plated outlet and PVC waste pipe complete to outside of building include all necessary fittings	2	EA		
46	Install heavy pattern cobra under tile shower tap with star handle (item does not include pipe work and water point. see item for pipes and to provide water point)	4	EA		
	Fit shower rose with swivel type complete with cobra brass chrome plated extension pipe with cover plate	2	EA		
47	Install shower glass return panel with obscure glass	2	EA		
48	Install kal/wespeco or approved pivot glass and aluminium shower door with obscure/frosted glass. silicone sealer shall be applied between tiles and aluminium frame before fitting frame and not after frame has been fixed.	2	EA		
49	Fit sink tap mixer 15 mm with cobra heavy duty mixer with star handle	1	EA		
50	Replace stopcock/ballo stop 15 mm with cobra brand chrome plated brass stopcock	2	EA		
51	Drill 15 to 25 mm dia holes through wall up to 300 mm thick for water pipe and make good	3	EA		
52	Drill 40mm to 60mm holes through wall up to 300 mm thick for PVC waste pipe and make good	1	EA		
53	Drill/make hole in up to 300mm thick wall for 110 mm PVC sewer pipe and make good after fitting pipe	2	EA		
54	Vertical or horizontal chasing for pipes up to 25mm wide x 50mm deep. make good after pipes , installation has been completed. repair to match wall finish.	13	M		
55	Install water pipes 15mm class 2 copper pipes against wall and or in wall and or in roof, item exclude fittings, item to supply water point cover the fittings. (pipes in wall, all the pipe work shall be inspected before closing of pipes with plaster).	11	M		
56	Fit a water point class 2 copper pipe. item include as necessary 15mm and or 22mm capillary or compression fittings. this is to supply all materials and labour to bring the necessary water to the basin, shower, cistern or sink, but excludes the pipe work	5	EA		
57	Install/replace PVC waste pipe, item include all necessary fittings from basin to gully, all bends and junctions shall be of access type	7	M		
58	FIT/REPLACE ITEMS/ FURNITURE Fit mirror 350mm x 450mm fix with two sided tape and mirror adhesive	3	EA		
59	Fit soap dish build in porcelain fit on to tiles. (for shower fit 1250mm height from shower floor)	2	EA		
60	Fit / replace towel rail	2	EA		
61	Fit standard type plastic 200mm x 200m sign to door to indicate men and or woman toilet or ablution facilities.	2	EA		
62	ROOF Provide all material for corr roof covering, include wall plates, trusses, purline, bracings, teco products, ridging and roof sheets and any other material to fit roof complete as per attached plan	2	JOB		
63	WALLS EXTERIOR Tooth out brick work to join new 220mm wall to existing wall, . tooth out every second row or tooth out in blocks of 3 rows	12	M		
64	Build foundation wall with face bricks outside and common clay bricks on inside include brick force every second layer. (sample brick to be supplied for approval before bricks are order)	10	M ²		
65	Lay damp-proof course to foundation wall 220 mm wide	22	M		
66	Build walls, 220mm, as specified, using face brick outside, approved stock bricks inside, include brick force every 4 layers. (specified if wall must have cavity)	56	M ²		
67	Place in position precast concrete lintels over opening, above window frame or doorframe while building new wall	9	M		

68	Do beam filling under corr iron, IBR or tile roof covering with stock bricks	24	M		
69	WINDOWS EXTERIOR Build in SECOND HAND steel window frame IN NEW WALL	2	EA		
70	Build in frame type NE5F	1	EA		
71	PLUMBING EXTERIOR Install/ replace 110 mm under ground sewer pipes (see attached diagram sketch) item include all fittings necessary to complete work to national building regulations sabs 0400	1	JOB		
72	EXCAVATIONS/BACKFILL Dig foundations or trench in medium soil (use pick and space)	8	M ³		
73	Back fill trenches and manhole and compact in layers not exceeding 150mm	3	M ³		
74	Supply filling to fill area under concrete slab / paving / floors with approved filling as per attached specification	2	M ³		
75	MASS CONCRETE/REINFORCING Mix concrete on site, with mixer, where a small or medium quantity is require. concrete shall be at least 25mpa and have slump of 75mm. cast in foundations and compact concrete. all work and material to comply with attached specification	3	M ³		
76	CONCRETE SLABS/PAVING Cast concrete apron slab 80 mm thick, item include preparation to area. hand mix concrete on site if small quantity is require, concrete shall be mixed on hard surface. concrete shall be 25mpa, all work and material to comply with attached specification	24	M ²		
84	Hire of S.A.S. Proved scaffolding and boards.	1	JOB		
85	Clear sites.	1	JOB		

Received _____:	
Opened on _____	
Witness: _____	
Witness: _____	
	GROSS TOTAL R _____
	14% V.A.T. R _____
	AMOUNT DUE R R _____

“PREVIEW COPY ONLY”

Specifications

CEILING

6 Work description: Replace rhino board ceiling complete, exclude brandering.

The ceiling boards must always be fixed with the length of the board at right angles to the brandering. Rhino board is fixed with the ivory side facing down. Board shall be in long lengths, symmetrically arranged. Ceiling boards shall be secure at 150mm centres with 38mm galvanized clout-headed nails. The nails shall be driven into the board with the nail heads flush with the board. Board shall be joint with H – profile steel jointing strips. Boards can also be fixed with chip board screws spaced as with clout nails.

12 Work description: Install brandering complete for rhino board or Nutec fibre cement ceiling boards

Brandering for ceilings shall be 38 x 38mm, for truss spacing up to 1000mm.

Brandering for ceilings shall be 38 x 50mm, for truss spacing up to 1001mm to 1200mm

Brandering for ceilings shall be 50 x 50mm, for truss spacing up to 1201mm to 1400mm

Main branders shall be at right angles to tie beams and spaced at 400mm centres.

Branders shall be fixed with galvanized nails, accordance with SABS Specification 563. All brandering shall bear the standardisation mark of the South African Bureau of Standards.

The brandering shall be securely spiked up to the supporting timbers with 90 mm wire nails.

Cross brandering shall be cut in between the longitudinal brandering, all securely skew

nailed to same with 90 mm wire nails. The sizes and spacing of brandering for the various

types of ceilings shall be as follows: (a) Gypsum plaster board: fixed parallel to the ceiling

boards at centres not exceeding 450 mm for 900 mm wide boards and 600 mm for 1200

mm wide boards. Brandering shall also be fixed around edges of ceilings where required

for fixing cornices. Size 38 x 38 mm, at not exceeding 450 mm centres in one direction at

right angles to the supporting timbers where metal H-section jointing strips are to be used.

23 Work description: Install rhino cove cornice complete.

Gypsum plaster board cove cornices to ceilings shall comply with the requirements of SABS Specification 622 and shall be of 76 or 125 mm girth as specified, all nailed through the ceiling boards to the brandering and to walls at distances not exceeding 300 mm

centres with 2 mm diameter galvanized or cadmium plated clout headed nails, 40 mm long,

or fixed to walls with hardened steel nails driven into the brickwork with heads flush with

surface. Cornices shall be scribed at internal angles, mitred at external angles and shall be

in long lengths with splayed heading joints where necessary. Fixing of cornices by means

of an appropriate adhesive is acceptable, but this method of fixing shall be carried out in

strict accordance with the Manufacturer's instructions. All inside corners shall be scribe

joints and all exterior corners shall be mitre joints. All joints in straight sections shall be

mitre joints and no butt jointing shall be allowed. All joint shall be neat. Cornices shall be

straight and nailed to wall brandering. No sections shall be shorter than 500mm.

38 Work description: Paint new ceiling complete with 1 COAT PLASTER PRIMER.

Plaster Primer Paint work to ceilings INCLUDE cover strips and cornices. New ceiling:

apply primer to all nail heads and apply one coat plaster primer to whole ceiling area. All

surfaces not being painted, such as brickwork, sills, floors, joinery work and the like must

be covered up and protected against spotting, before any painting is commenced with. No

sweeping or dusting shall be done while painting is in progress or while paint is still wet.

Work description: Paint ceiling complete undercoat and egg shell enamel

Paintwork to ceilings Include the cover strips, cornices stopping, sanding, dusting and

priming of nail heads and screws. Ceilings previously painted with enamel paint: Apply one

coat of universal undercoat (SABS 681) and one coat white EGG SHELL ENAMEL paint

(SABS 515). All surfaces not being painted such as brickwork, sills, floors, joinery work

and the like must be covered up and protected against spotting before any painting

commenced. No sweeping or dusting shall be done while painting is in progress or while

paint is still wet.

WALLS INTERIOR

59 Work description: Paint new plaster walls with one coat plaster primer.

Ensure that all surfaces are clean and dry before painting. Allow new plaster to dry for at

least 14 days under dry weather conditions. The areas under repair must be rubbed down

to a smooth even finish. Brush down the surface, removing all loose particles of dust and

ensure that the surface is sound. Apply one coat plaster primer. Allow plaster primer to dry

for 16 hours before over coating with specified paint. Thin 5 parts Plaster Primer with 1 part Plascon Mineral Turpentine (AZH 1). Apply a full coat evenly by brush or roller. Allow to dry overnight. Must be over coated within 14 days. No sweeping or dusting shall be done while painting is in progress or while paint is still wet.

64 Work description: Paint smooth plaster walls with universal undercoat and gloss enamel. All paint work shall be done to the specification of the manufacturer. Over coating shall be done as specified by the manufacturer. All surfaces not being painted, such as brickwork, sills, floors, joinery work and the like must be covered up and protected against spotting before any painting is commenced with. No sweeping or dusting shall be done while painting is in progress or while paint is still wet. All items that are more cost effective to remove from wall and to re-fix must be removed to avoid cutting in against items such as notice boards, towel rails and other such items

Work description: Lay glazed wall tiles.

*BEFORE TILING COMMENCES, THE REPRESENTATIVE MUST FIRST APPROVE THE SURFACE, IN SITE BOOK. *ALL HOLLOW SOUNDING TILES SHALL BE REMOVED AND RE-FIXED. *USE ONLY TYLON CM11 OR TAL PROFESSIONAL ADHESIVE OR TYPE APPROVED BY PROJECT MANAGER. *NEVER USE SPOT OR BLOB METHODS. *NEVER BUTT JOINT TILES.

Glazed ceramic wall tile and fittings shall comply with (SABS 22). Tiles should be even in shape and size, free from cracks, twists or blemish and uniform in colour. Tiles shall be fixed in accordance with (SABS 0107). Tiles should be fixed with a cement based adhesive. The adhesive shall be as recommended by the manufacturer of the tiles. Joints shall be level, straight, continuous and with 2mm spacers for tiles up to 250 x 200mm and 3mm for bigger sizes as recommended by the tile manufacturer. Symmetrical arrangements of tiling, with cutting along both sides of panels, to avoid cutting of tiles smaller than 50mm wide, shall be done. Cutting and fitting of tiles against walls and around doorframes, etc must be neat, with a gap between 2 and 5 mm. Tiling is to be returned into reveals of openings, onto window sills, and onto top of screen walls, etc. Do not stack tiles outside, exposed to dust, dirt and rain. Store under cover and not in direct contact with soil. Use only approved cement based tile adhesive. Follow adhesive manufacturer's instructions. Use notched trowel to apply adhesive 6mm X 6mm notches at 6mm intervals. The BLOB and SPOT method must not be used. Joint widths shall be 3mm. Tiles must be dry before being bedded. Tap tiles level with a rubber mallet. All tiles must make 100% contact with adhesive, make sure there are no voids. Allow the adhesive to cure for 2 to 3 days before grouting. Use only approved grout. Mix grout with Tylon or Tal Bond-it in shower areas. Fill joints to lower edge of bevel and not level with the top of the tile. The work must be kept very clean during grouting as dried grout is almost impossible to remove from textured tiles. DO NOT USE ACIDS, SPIRITS OF SALTS, AMMONIA, OTHER STRONG CHEMICALS OR STEEL WOOL TO CLEAN TILES.

80 Work description: Fit Plastic edge strip to ceramic tile edge.

Provide tile edge trim to conceal raw tile edges. Use right size trim for tile. Cut strips into correct lengths allowing neat mitres joint corners. Bed tile edge trim firmly into adhesive, allowing adhesive to penetrate the cut out sections. Place tiles on top making sure they are flush with the leading edge of the tile edge trim. Proceed with grouting as recommended by the manufacturer. No piece shall be shorter than 450mm in a long straight section.

84 Work description: Create new opening in existing 110mm BRICK wall.

Cut or break opening in the existing wall to allow for the fitting of a door frame, where shown or mentioned. Measure, mark opening and cut with angle grinder from both sides. Create opening in existing wall. Remove all rubble from site. Form opening in this position according to size shown on drawings or as specified. Form seating in walls to suit the lintels as specified.

85 Work description: Make new opening in existing wall 220mm BRICK WALL

Cut or break openings in the existing wall, for the building in of door frames, where shown or mentioned. Measure, mark opening and cut with angle grinder from both sides. Make opening in existing wall. Remove all rubble from site. Form openings in the positions and of the sizes shown on drawings or as specified. Form seating in walls to suit the lintels as specified.

Work description: Drill holes in wall and insert 10mm steel dowels.

Drill 10mm diameter and 70mm deep, holes in brick wall. Insert 250mm long, 10mm

diameter round bar in holes to anchor new wall to existing wall. Provide anchor at every fourth layer. To anchor new doorframes build into new opening in existing wall. Insert first anchor 150mm from floor and then at +/- every FOURTH LAYER both sides of opening.

99 Work description: Place in position pre-cast concrete lintel

Supply and place pre-cast lintel in position on mortar bed. The lintels may be in a single width to the thickness of wall or may be in two widths, placed side by side, and shall have a depth of not less than 60 mm. Top surface of lintels shall be suitably roughened, indented or shaped to give a good bond between the lintels and the mortar for the first course of brickwork above, Lintels shall have bearings of not less than 225 mm on walls at each end. The number of reinforcing wires in lintels for the various wall thickness and spans shall be not less than specified by the SABS Lintels shall be built in 3:1 cement mortar with all joints filled solid with mortar.

101 Work description: Build up openings where windows and doors were removed.

See item for cutting of toothings for the full height of openings. Prepare for and build up openings in new brick work with cement mortar to match existing. Cavity walls are to be built with two half brick thicknesses in stretcher bond, with 50mm cavities between, all tied together with metal wall ties .

102 Work description: Build 110mm Common Brick wall.

Supply approved cement or clay bricks. Clay brick shall comply with SABS 227 and cement bricks shall comply with SABS 1215. The mortar for wall shall be 1 part PPC cement and 4 parts clean approved building sand. All masonry shall be plumb, level, straight and true, correctly bonded and shall rise uniformly with no portion exceeding 1.2m above any other part of the work. Brick force shall be installed on every 4 layers of brick. Bricks of different composition are not to be mixed and build into the same wall.

109 Work description: Plaster wall two coats plaster

110 Work description: Plaster reveals up to 265mm wide.

Plaster must be returned into reveals and soffits of openings and all angles shall be true and straight with salient angle slightly rounded.

WINDOWS INT AND EXT

178 Work description: Replace cracked/broken window panes (clear).

Remove broken windowpane and clean frame from all rust and dirt. Paint frame with anti rust metal primer. Fixing of glass shall comply with part N of section 3 of SABS 0400. The glass for glazing shall comply with (cks 55). The thickness of panes related to its area shall be in accordance with (SABS 0137). Glazing putty shall comply with (SABS 680). Back putty shall not exceed 3mm. Glazing shall be executed in accordance with (SABS 0137). Front putty must be straight and in line with the top of the frame profile. Glass panes shall have adequate clearance between the edges of glass and the rebates as no glass to metal/wood contact at any point will be permitted.

189 Work description: Replace cracked/broken windowpanes (obscure)

See first item for replacing glass for specification on item

Work description: Fit windowpanes to new frame (OBSCURE)

Remove broken windowpane, clean frame from all rust and dirt. Clean frame from all rust and dirt. Paint frame with anti rust metal primer. Fixing of glass shall comply with part N of section 3 of SABS 0400 The glass for glazing shall comply with (cks 55). The thickness of panes related to its area shall be in accordance with (SABS 0137). Glazing putty shall comply with (SABS 680). Back putty shall not exceed 3mm. Glazing shall be executed in accordance with (SABS 0137). Front putty must be straight and in line with the top of the frame profile. Glass panes shall have adequate clearance between the edges of glass and the rebates as no glass to metal/wood contact at any point will be permitted.

198 Work description: Paint window frame complete.

Clean window frame from rust and dirt by scraping or by means of steel wire brush. Sand frame complete and wipe off all sanding dust to obtain a perfectly clean surface. Prime all exposed metal surfaces with an approved metal primer. Apply one coat universal undercoat and two coats water-base Dulux Pearl glo. After painting, window-opening sections shall open and close easily. All Window handles, peg stays and sliding stays shall be removed to paint window The Window handles, peg stays and sliding stays shall be removed cleaned and re-fitted. Contractor shall be responsible for any lost window fittings

208 Work description: Breakout window frame

Take out the existing window frames where shown or specified and remove from the site.

DOORS/SECURITY GATES

236 Work description: Fit indicator locking bolt to new door

Fit indicator locking bolt, type as specify on work list. Screws for fixing of barrel bolts shall be of matching metal and finish

248 Work description: Fit 2 lever mortise lock with handles to new door.

Mortise locks and mortise lock furniture shall comply with (SABS 4) and shall have SABS mark on each lock. Each lock shall have two keys and lock shall not have interchangeable keys. Lock and handles must fit precise and shall be straight and parallel to door. Locks and handles shall be fixed with the right type of screw for the type of lock.

250 Work description: Fit 4 lever mortise lock with handles to new door

Mortise locks and mortise lock furniture shall comply with (SABS 4) and shall have SABS mark on each lock. Each lock shall have two keys and lock shall not have interchangeable keys. Lock and handles must fit precise and shall be straight and parallel to door. Locks and handles shall be fixed with the right type of screw for the type of lock.

262 Work description: Replace flush panel door and paint 1 coat wood primer

Cutting, chiselling, drilling and fitting the door to the hinges. Masonite hollow core door shall have solid timber sides with out joints. The clearance on top and on sides shall be 3mm. The clearance at the bottom shall be 6mm. Any door that is too wide or tall to fit the door frame shall be reduced in size by removing material equally from each edge — removing material from one edge only to obtain a fit is unacceptable. The door shall be fixed with no 8 x 40mm wood screws. The hinges shall be recess and the recess shall be square to the edge, The door shall open and close easy without any hinge bound.

Work description: Fit windowpanes to new frame (OBSCURE)

Remove broken windowpane, clean frame from all rust and dirt. Clean frame from all rust and dirt. Paint frame with anti rust metal primer. Fixing of glass shall comply with part N of section 3 of SABS 0400 The glass for glazing shall comply with (cks 55). The thickness of panes related to its area shall be in accordance with (SABS 0137). Glazing putty shall comply with (SABS 680). Back putty shall not exceed 3mm. Glazing shall be executed in accordance with (SABS 0137). Front putty must be straight and in line with the top of the frame profile. Glass panes shall have adequate clearance between the edges of glass and the rebates as no glass to metal/wood contact at any point will be permitted.

198 Work description: Paint window frame complete.

Clean window frame from rust and dirt by scraping or by means of steel wire brush. Sand frame complete and wipe off all sanding dust to obtain a perfectly clean surface. Prime all exposed metal surfaces with an approved metal primer. Apply one coat universal undercoat and two coats water-base Dulux Pearl glo. After painting, window-opening sections shall open and close easily. All Window handles, peg stays and sliding stays shall be remove to paint window The Window handles, peg stays and sliding stays shall be removed cleaned and re-fitted. Contractor shall be responsible for any lost window fittings

208 Work description: Breakout window frame

Take out the existing window frames where shown or specified and remove from the site.

DOORS/SECURITY GATES

236 Work description: Fit indicator locking bolt to new door

Fit indicator locking bolt, type as specify on work list. Screws for fixing of barrel bolts shall be of matching metal and finish

248 Work description: Fit 2 lever mortise lock with handles to new door.

Mortise locks and mortise lock furniture shall comply with (SABS 4) and shall have SABS mark on each lock. Each lock shall have two keys and lock shall not have interchangeable keys. Lock and handles must fit precise and shall be straight and parallel to door. Locks and handles shall be fixed with the right type of screw for the type of lock.

250 Work description: Fit 4 lever mortise lock with handles to new door

Mortise locks and mortise lock furniture shall comply with (SABS 4) and shall have SABS mark on each lock. Each lock shall have two keys and lock shall not have interchangeable keys. Lock and handles must fit precise and shall be straight and parallel to door. Locks and handles shall be fixed with the right type of screw for the type of lock.

262 Work description: Replace flush panel door and paint 1 coat wood primer

Cutting, chiselling, drilling and fitting the door to the hinges. Masonite hollow core door shall have solid timber sides with out joints. The clearance on top and on sides shall be 3mm. The clearance at the bottom shall be 6mm. Any door that is too wide or tall to fit the door frame shall be reduced in size by removing material equally from each edge —

removing material from one edge only to obtain a fit is unacceptable. The door shall be fixed with no 8 x 40mm wood screws. The hinges shall be recess and the recess shall be square to the edge, The door shall open and close easy without any hinge bound.

Work description: Fit / Replace meranti FL & B door

SA Meranti flash back frame and ledged door. The clearance on top and on sides shall be 3mm and 6mm at bottom. Any door that is too wide or tall to fit the door frame shall be reduced in size by removing material equally from each edge — removing material from one edge only to obtain a fit is unacceptable. Hinges shall be fixed with no 8 x 40mm woodscrews to door. The hinges shall be recess and the recess shall be square to the edge.

271 Work description: Paint door complete, 2 coats.

Previously painted doors: Wash thoroughly with a suitable detergent to remove all dirt and rinse with clean water. Remove defective paint/varnish and repair all holes and defective places with a suitable wood filler. Sand complete door and wipe off all sanding dust with a damp cloth. Allow to dry and apply one coat universal undercoat and one coat gloss enamel paint. New doors to be painted: Sand smooth and wipe sanding dust off with damp cloth. Allow to dry and apply one coat wood primer, one coat universal undercoat and one coat gloss enamel. Allow paint to dry between coats as per specification.

272 Work description: Varnish door complete, 2 coats.

Previously varnished doors: Wash thoroughly with a suitable detergent to remove all dirt and rinse with clean water. Remove defective paint/varnish and repair all holes and defective places with a suitable wood filler. Sand complete door and wipe off all sanding dust with a damp cloth. Allow to dry and apply two coats of varnish on varnished doors. New doors to be varnished: Sand smooth and wipe sanding dust off with damp cloth. Allow to dry and apply one coat wood primer, one coat universal undercoat and one coat gloss enamel. Apply three coats varnish on doors to be varnished. Allow paint to dry between coats as per specification.

288 Work description: Manufacture and install security gate.

Manufacture security gates with grade A steel. Use 32 X 32 X 1.6 mm (minimum thickness) square tubing for main frame. Use 25 X 25 X 1.6 mm (minimum thickness) square tubing for gate frame and for horizontal bars. All horizontal bars shall be drilled to accommodate 12 mm round bars. Use 12 mm diameter solid round bar for vertical bars. Vertical bars shall be straight and be evenly spaced at not more than 120 mm centres. Provide each gate with 3 butterfly hinges, hinges size 50 mm long and 10 mm diameter. Fit three hinges to each gate, fit one hinge 150 mm from top one in centre and one 150 mm from bottom of gate. Fit Ultra double gate security gate lock to double gate and Ultra single gate security lock to single gates. Drill 4 holes of 12 mm diameter each side of main frame, space holes evenly and drill holes at least 100 mm deep in brick wall. Insert 132 mm long X 12 mm diameter round bar in holes and weld to main frame. Cut and grind flush with main frame. All corners shall be mitred 45 degrees and welding shall be neat with all welding flux and spots removed and clean with steel brush. Clean steel with metal cleaner or thinners to remove all oil and dirt. Apply one coat Plascon or Dulux metal primer, one coat Plascon or Dulux universal undercoat and one coat Plascon or Dulux white gloss enamel to gates. As per specification, allow paint to dry between coats.

DOORFRAMES

Work description: Replace wood frame with steel doorframe.

As required, cut toothings for the full height of openings. Set new frames in position, and build in. Make good in all trades. INCLUDE PLASTER to match the existing WALL FINISH. Pressed steel doorframes shall be mild steel, complying with SABS 1129. Joints shall be properly mitred, welded and reinforced at angels, and with welding neatly cleaned off on all faces. Frames shall be treated with one coat primer, complying with SABS 909, before leaving the factory. Frames shall be of 1,2mm metal with single rebates with widths required to suit the thickness of wall into which they are to be build in and fitted with tie bars and braces at the bottom, and lugs for building in, three to each jamb. Frames for single doors shall be provided with two 100mm steel butt hinges and an adjustable chromium plated striking plate as a mortise lock. Frames shall project not less than 20mm into floor finish and the space between jamb and wall shall be filled with mortar.

306 Work description: Build in 220mm steel doorframe.

Pressed steel doorframes shall be mild steel, comply with SABS 1129. Joint shall be properly mitre, welded and reinforced at angels, and with welding neatly cleaned off on all

faces. Frames shall be treated with one coat of primer complying with SABS 909 before leaving the factory. Frames shall be of 1,2mm metal with single rebate, of widths required to suit the thickness of wall into which they are to be built in and fitted with tie bars and braces at the bottom, and lugs for building in, three to each jamb. Frames for single doors shall be provided with two 100mm steel butt hinges and an adjustable chromium plated striking plate for a mortise lock. Frames shall project not less than 20mm into floor finish and the space between jamb and wall shall be filled with mortar.

311 Work description: Paint frame complete 2 coats.

Previously painted wooden door frame: Wash thoroughly with a suitable detergent to remove all dirt, rinse with clean water. Remove defective paint/varnish and repair all holes and defective places with a suitable wood filler. Sand complete frame and wipe off all sanding dust with a damp cloth. Allow to dry and apply one coat universal and one coat gloss enamel on painted frames. Previously painted steel doorframes: Clean door frame from all rust and dirt by means of scraping, steel wire brush or sanding. Sand frame complete and wipe off all sanding dust with damp cloth. Allow to dry. Spot prime all exposed metal surfaces with an approved metal primer. Apply one coat universal undercoat and 2 coats Dulux pearlo. New wooden door frames to be painted/varnished: Sand smooth, wipe sanding dust off with damp cloth, allow to dry and apply one coat wood primer, one coat universal undercoat and one coat gloss enamel. As per specification, allow paint to dry between coats.

FLOORS

323 Work description: Replace / form new threshold

Hack off existing finish to thresholds. Cut and chisel concrete down to 38mm below floor level. Prepare for and provide a 32 x 6mm thick galvanized iron water bar set flush with floor level bedded in 3:1 cement mortar. Clean, wet and slush concrete and finish off in granolithic. Granolithic to finish flush with floor on inside and 6mm below water bar with a slight fall out and needed for a width of 100mm near front edge.

Work description: Lay first grade ceramic tiles on floor.

*BEFORE TILING COMMENCES, THE REPRESENTATIVE MUST FIRST APPROVE THE SURFACE, IN SITE BOOK.*ALL TILES THAT SOUND HOLLOW SHALL BE REMOVED AND RE-FIXED. ***USE ONLY TYLON WB11, TAL PROFESSIONAL ADHESIVE OR TYPE APPROVED BY PROJECT MANAGER. ***NEVER USE SPOT OR BLOB METHODS.***NEVER BUT JOINT TILES. Thoroughly clean surfaces before any tiling commences. Smooth or painted surfaces must be chipped to 80% of area. KEY IT from TAL or TYLON must be applied over whole area. Glazed floor tiles shall comply with (SABS 1449). Tiles shall be even in shape and size, free from cracks, twists or blemishes and uniform in colour. The adhesive shall be Tylon CM11 tile adhesive or Tal professional. The use of any other type shall not be allowed if not approved by the Project manager. Joints shall be straight, continuous with 5mm widths and pointed with waterproofing grout compound from TAL, Tylon or Alcolin. Symmetrical arrangement of tiling with cutting along both sides of panels to avoid cutting of tiles smaller than 75mm wide shall be done. Cutting and fitting of tiles against walls and around doorframes, sanitary fittings, etc must be neat, with a gap between 4 and 6mm. Replace one broken or cracked floor tile between existing tiles. Use notched trowel to apply adhesive 10mm X 10mm notches at 6mm intervals. The BLOB and SPOT method must not be used. All excess adhesive shall be removed from joints before drying has occurred. Tiles must be dry before being bedded. Tap tiles level with a rubber mallet. All tiles must make 100% contact with adhesive, make sure there are no voids. Any tile that sound hollow, if tapped, shall be removed. Allow the adhesive to cure for 2 to 3 days before grouting. Use only approved grout, mix grout with Tylon or Tal Bond-it in areas specified. Fill joints to lower edge of bevel and not level with the top of the tile. The work must be kept very clean during grouting as dried grout is almost impossible to remove from textured tiles. DO NOT USE ACIDS, SPIRITS OF SALTS, AMMONIA, OTHER STRONG CHEMICALS OR STEEL WOOL TO CLEAN TILES.

348 Work description: Supply and fit heavy duty aluminium L strip at door entrance

378 Work description: Supply and fit aluminium skirting to Space wall partition

384 Work description: Form floor in shower cubicle.

Lay the surface bed in shower cubicles with Class C-concrete, 100mm thick, at the required levels and with falls towards outlet in floor. Form a raised kerb across opening to each cubicle, 75mm wide and 75mm above finished surface of floor.

385 Work description: Lay ceramic floor tiles on shower floor.

Grout for shower floor tiles shall be mixed with Tylon or Tal bond it, not with water.

Ceramic mosaic is to be of approved manufacturer and colour as specified. Tile size approximately 50 x 50 x 4 mm thick, fixed to paper in squares about 316 x 316 mm or 330 x 330 mm. Bed to 3:1 cement screed. Finish to a lightly scratched surface in mortar, composed of 1 part white cement to 3 parts of marble dust. After setting, remove paper and flush-up joints with waterproof grout.

TILE SHALL HAVE FALL TOWARDS OUTLET. TOP OF TILE SHALL BE LEVEL WITH TOP OF TRAP GRID. TILES SHALL BE IN STRAIGHT LINES. NO PONDING OF WATER SHALL BE ALLOWED.

CUPBOARDS

430 Work description: Supply/replace Formica post form top

PLUMBING INTERIOR

439 Work description: Remove wash hand basin, complete.

Work description: Fix wash hand basin trap

Fix wash hand basin to wall with clear silicone for colour basins and with white silicone for white basins. Pull basin +/- 6mm from wall, apply silicone and press basin against wall, set basin level and clean excess silicone from wall and basin.

442 Work description: Install/replace wash hand basin, 2 taps, connector, outlet and rubber trap.

Wash hand basins white porcelain/glazed ceramic and shall comply with (SABS 497). Pillar taps shall be chromium plated brass and of heavy pattern Cobra brand and shall comply with (SABS 226). Taps for hot water shall be marked with red coloured plastic inserts and fixed on the left hand side of all basins, sinks, showers, etc. Taps for cold water with green/blue plastic inserts on the right hand side. Waste outlet shall be chromium plated brass with plug, chain and of Cobra brand and shall comply with (SABS 226). Rubber trap shall comply with (SABS 1321). Installation of basin, taps, waste outlet and trap shall be done in accordance with the relevant manufacturer's instructions. Basin shall be fixed with silicone layer between basin and wall. Basin shall be level and shall be 800mm from finished floor level to top front section of basin if no pedestal basin is specified.

468 Work description: Replace or fit close couple toilet complete include Pan, cistern 9l, angle valve, flex connector and toilet seat

Pedestal water closet pans shall be of the wash down type, approximately 400 mm high, of white glazed fireclay or vitreous china, complying with the requirements of SABS Specification 497. The pans shall have "P" traps with straight outlets or right or left hand side outlets, as required. Pans shall be bedded onto the floors in 3:1 cement mortar. Pan shall be level and in parallel with wall next to Pan, Installation of the cistern shall be done in accordance with the relevant manufacturer's instructions. Use approved porcelain low level cistern that complying with the requirements of SABS Specification 821, and complying with the requirements of SABS Specification 497. Low level cisterns shall be of the valve less siphon type or of the flushing valve type, each with body and removable cover – NB: Flush pipes to flushing cisterns shall have an internal diameter of not less than 34 mm. Install Cobra brand angle valve with chrome plated or braided flex connector, any other brand make shall first be approved by project manager. The pan shall be fitted with approved solid plastic double flap seats having closed fronts of size and shape required to fit the pan each attached to pan with non-ferrous metal fixing bolts or plastic bolts.

473 Work description: Replace shower outlet, trap and waste pipe complete

Provide and set in the concrete filling 50mm diameter brass shower trap with brass chromium-plated grating. Grating shall be level with tile finish. From trap take 50mm diameter PVC waste pipe through wall to outside, fit inspection bend and continue down and along walls as required and connect to inlet on gully head or direct to sewer.

475 Work description: Install under tile shower taps.

Taps shall be level and installed at right depth. Taps for hot water shall be marked with red coloured plastic inserts and fixed on the left hand side of all basins, sinks, showers, etc. Fit taps for cold water with green/blue plastic insets on the right hand side.

477 Work description: Fit / Replace shower rose

Provide and fix in each shower cubicle an approved 50mm diameter brass chromiumplated shower rose connected with short length of 15mm diameter chromium-plated pipe taken down on wall to height required and connect to 15mm brass chromium-plated stop cock to cold water supply.

Work description: Install shower return panel

Supply and install aluminium and glass return panel. Use only return panel manufacture by Wispeco Aluminium, Kal Aluminium or Clearway. Install according to the manufacture specifications.

480 Work description: Install shower door (pivot)

Supply and install pivot shower door from Kal Aluminium or Wespeco or type approved by project manager. Install according to the manufacture's specifications.

487 Work description: Fit/ replace sink mixer

Remove existing worn out sink mixer from kitchen sink and or wash trough, complete with swivel nozzle. Provide and fit a new chromium-plated sink mixer with swivel nozzle.

Replace sink mixer with Cobra heavy duty chrome plated star mixer

492 Work description: Replace stopcock

Provide and fix in "HOT" and "COLD" water supply pipes inside the building where shown or directed approved brass chromium-plated screwed down stop cocks

506 Work description: Drill hole 15 to 25mm through 300mm wide wall for water pipe.

All necessary holes shall be cut in walls, floors, roofs, ceilings, etc. for pipes, brackets, etc. and any damage shall be made good in all trades, after pipes, etc. have been built in, all to the satisfaction of the Representative/Agent.

507 Work description: Drill hole through 300mm wide wall for 40-50mm PVC waste pipe.

All necessary holes shall be cut in walls, floors, roofs, ceilings, etc. for pipes, brackets, etc. and any damage shall be made good in all trades, after pipes, etc. have been built in, all to the satisfaction of the Representative/Agent.

508 Work description: Holes for pipes

All necessary holes shall be cut in walls, floors, roofs, ceilings, etc. for pipes, brackets, etc. and any damage shall be made good in all trades, after pipes, etc. have been built in, all to the satisfaction of the Representative/Agent.

509 Work description: Vertical or Horizontal chasing for pipes.

All necessary holes shall be cut in walls, floors, roofs, ceilings, etc. for pipes, brackets, etc. and any damage shall be made good in all trades, after pipes, etc. have been built in, all to the satisfaction of the Representative/Agent.

511 Work description: Install / replace water pipes 15mm copper pipes

Copper pipes for domestic water services in all cases shall comply with the requirements of SABS Specification 460 Class 2 and 3. For applications below ground only Class 2 or 3 shall be used. Pipe work shall be of Class 2 or 3. Provision must be made for union couplings in strategic places. No exposed surface mounted piping will be permitted on wall surfaces except where it is avoidable and provided it is not unsightly, all to the approval of the Manager. A proper inclination shall be maintained in fixing pipes so that no air can be lodged in them. All pipe work to be installed in compliance with manufacturers specification and SABS 0252 code of practice. Provision must be made for thermal expansion and the proper anchoring there of. All pipe runs should be flushed, fastened and pressure tested, prior to the application of any terminal fittings.

Work description: Install shower return panel

Supply and install aluminium and glass return panel. Use only return panel manufacture by Wispeco Aluminium, Kal Aluminium or Clearway. Install according to the manufacture specifications.

480 Work description: Install shower door (pivot)

Supply and install pivot shower door from Kal Aluminium or Wespeco or type approved by project manager. Install according to the manufacture's specifications.

487 Work description: Fit/ replace sink mixer

Remove existing worn out sink mixer from kitchen sink and or wash trough, complete with swivel nozzle. Provide and fit a new chromium-plated sink mixer with swivel nozzle.

Replace sink mixer with Cobra heavy duty chrome plated star mixer

492 Work description: Replace stopcock

Provide and fix in "HOT" and "COLD" water supply pipes inside the building where shown or directed approved brass chromium-plated screwed down stop cocks

506 Work description: Drill hole 15 to 25mm through 300mm wide wall for water pipe.

All necessary holes shall be cut in walls, floors, roofs, ceilings, etc. for pipes, brackets, etc. and any damage shall be made good in all trades, after pipes, etc. have been built in, all to the satisfaction of the Representative/Agent.

507 Work description: Drill hole through 300mm wide wall for 40-50mm PVC waste pipe.

All necessary holes shall be cut in walls, floors, roofs, ceilings, etc. for pipes, brackets, etc. and any damage shall be made good in all trades, after pipes, etc. have been built in, all to the satisfaction of the Representative/Agent.

508 Work description: Holes for pipes

All necessary holes shall be cut in walls, floors, roofs, ceilings, etc. for pipes, brackets, etc. and any damage shall be made good in all trades, after pipes, etc. have been built in, all to the satisfaction of the Representative/Agent.

509 Work description: Vertical or Horizontal chasing for pipes.

All necessary holes shall be cut in walls, floors, roofs, ceilings, etc. for pipes, brackets, etc. and any damage shall be made good in all trades, after pipes, etc. have been built in, all to the satisfaction of the Representative/Agent.

511 Work description: Install / replace water pipes 15mm copper pipes

Copper pipes for domestic water services in all cases shall comply with the requirements of SABS Specification 460 Class 2 and 3. For applications below ground only Class 2 or 3 shall be used. Pipe work shall be of Class 2 or 3. Provision must be made for union couplings in strategic places. No exposed surface mounted piping will be permitted on wall surfaces except where it is avoidable and provided it is not unsightly, all to the approval of the Manager. A proper inclination shall be maintained in fixing pipes so that no air can be lodged in them. All pipe work to be installed in compliance with manufacturers specification and SABS 0252 code of practice. Provision must be made for thermal expansion and the proper anchoring thereof. All pipe runs should be flushed, fastened and pressure tested, prior to the application of any terminal fittings.

ROOF

Work description: Replace roof covering complete

Provide new gang nail roof structure and cover roof for new corrugated or IBR sheeting. All work to comply with national building regulations for roof structure, SABS 0243 and SABS 0160 & 0163 for roof trusses. Pre-fabricated timber roof trusses shall comply with the requirements of SABS Specification 0163 and be constructed of South African pine as described in Clause 8.5 to the designs shown on the Manufacturer's detail drawings. The timber shall be of cross-sectional dimensions shown, cut to correct lengths with ends square or at the required angle. Trusses shall be assembled in truss fabricating jigs with the truss having the proper camber, all tightly clamped together with joints secured using approved connector plates of galvanized steel sheet. Connector plates shall be pressed into the timber simultaneously from both sides of the truss with a hydraulic press capable of exerting such pressure as will ensure complete penetration of the teeth into the timber. The connector plates shall be of such size as will ensure that the joints so made will adequately withstand the forces exerted on the joints. In coastal areas connector plates in buildings without ceilings shall be painted with two coats of epoxy tar complying with SABS Specification 801 Type 2, or rust neutralizing paint. Approval of pre-fabricated roofing systems, whether measured as an alternative or not, shall be subject to the following requirements: (a) The Manufacturer of the pre-fabricated trusses shall hold a certificate of competence issued by the Institute for Timber Construction. Fix corrugated sheets with 75mm long for corrugated sheets or 90mm coach roof screws for IBR roof sheets with bonded washers. Profiled metal sheet roof coverings shall comply with the following minimum requirements: (a) Galvanized metal roof sheets shall have a minimum thickness of 0,8 mm for roofs of 4°— 14° pitch inclusive and 0,6 mm for roof pitches of 15° and upwards. Where any profile requires the use of steel manufactured in accordance with ASTM 446, Grade E, such steel shall be 0,5 mm thick for all pitches. PW 371/OCT '93 44 NB: All steel which is claimed to comply with ASTM 446, Grade E, shall be supplied complete with a certificate of such compliance issued by the Manufacturer. (b) Roof trusses shall be spaced at not exceeding 1,2 m centres, except where the pitch is 12° or less, when the spacing may not exceed 1 m centres. (c) Purline shall be spaced at not exceeding 1,0m centres for roof pitches of 4° to 30° inclusive and at 1,2 m maximum for roofs having pitches of 31° and greater. Purling spacing for flat metal roofs are to be as specified in Clause 7.8. (d) Unless otherwise specified in this section, profiled metal roofing sheets shall be used and fixed all in accordance with SABS Code of Practice 0237. (e) Roofing sheets for use inland shall have galvanized coating of Z275 quality. (f) Galvanized roofing sheets for use in coastal areas shall be finished with an approved factory applied paint coating. (g) All necessary cutting of sheets shall be properly performed. Cut edges at sides of valleys and where otherwise exposed shall be perfectly

straight. The sheeting shall be drilled and not punched for fixing screws. Only special wood screws with proper thread will be permitted in conjunction with neoprene and metal washers. (l) Hook bolt type fasteners shall each be provided with neoprene and metal washers under nut. (j) Metal covered roofs having a pitch of 4° or less shall be as later specified for flat metal roofs in Clause 7.8. The provision and use of protective roof boards is compulsory. (k) The Contractor is to submit a certificate, signed by the Merchant, stating that the galvanized roof covering supplied complies with the required thickness specified. (l) Roof sheets shall be in single lengths to each slope of roof or to both roof slopes where a ridge is to be formed by bending the sheets over the ridge. (m) The use of any approved factory applied paint finish shall in all cases be in addition to the galvanized coating as specified. 7.6.2 PROFILES: a) Corrugated roofing sheets: Corrugated galvanized iron roofing sheets shall comply with SABS Specification 934 with corrugations 17,5 mm deep at 76 mm centres giving an effective width of approximately 610 or 762 mm between the crests of the outermost corrugations respectively, all coated with zinc having a mass of not less than that indicated in the following table for the three classes of galvanizing specified: g/m² of surface area Average Individual (Minimum) 600 510 450 385 275 235 At exposed verges of roofs the iron shall be finished with neatly formed rolls. The sheets shall have side laps of not less than one and a half corrugations. The minimum end laps for the different roof slopes shall be in accordance with the following table: Slope of roof End lap ; , (mm) greater 150 30° 175 25° 200 20° 225 300 (b) Rib-trough roof sheeting: Ribtrough roofing sheets shall be pressed to toughed profile with ribs not less than 50 mm deep at not exceeding 275 mm centres or with ribs not less than 28 mm deep at not exceeding 190 mm centres. The sheets shall be lapped one rib at sides and fitted with approved sealing strips as supplied by the Manufacturer of the sheeting and fixed at each alternate rib to every purlin. Bottom ends of troughs are to be bent down to form drips at gutter and bent upwards at ridges to prevent backflow of water using an approved tool. Any timber delivered to site not bearing the grade and SABS marks as specified above, must immediately be removed from site and no portion of any such delivery may be used for any purpose. No marking of timber on site will be permitted.

WALLS EXTERIOR

644 Work description: Tooth out bricks to join new wall to existing wall

Cut and hack off plaster to the extent required and cut toothings, 4 courses high by 114mm deep, to form block bonding between new and existing walls. New brickwork built into toothings is to be well bedded and filled in on top and at ends, with cement mortar. New plaster is to finish flush with and match the existing. JOINING NEW FACE BRICK WALLS TO EXISTING FACE BRICK STRUCTURES: Saw and cut out bricks of which headers are shown on face of angle in stretcher bond and header and closer in English bond, by full thickness of wall. Clean out toothings and build new walls in face brick to match the existing externally and finish plaster to new walls flush with and to match existing plaster internally.

648 Work description: Build foundation wall stock brick inside and face bricks outside 220mm to 280mm

Supply approved as specified face bricks. Clay brick shall comply with SABS 227. A foundation wall is that wall built on top of the concrete foundation strip, to the height of the floor slab. All foundation walls must be 220mm (two bricks) wide. If a foundation wall is going to be higher than 1,5m, the building should be stepped to accommodate the slope of the land. If such a foundation wall is also used as a retaining wall, it is advisable to build it 330mm (3 bricks) wide. Foundation walls of higher than 1 m should be reinforced with brick force every second layer, as well as when clay condition occur. The mortar for wall shall be 1 part PPC cement and 6 parts clean approved building sand. All masonry shall be plumb, level, straight and true, correctly bonded and shall rise uniformly with no portion exceeding 1,2m above any other part of the work. Bricks of different composition are not to be mixed and build into the same wall. Clay bricks shall be well saturated with water, in the stack or dump, approximately 2 hours before being used. The tops of walls left unfinished shall be well wetted before work recommences. NB; Cement or concrete bricks shall not be wetted. All rough and fair cutting, cutting of splays, skewbacks, chamfers, etc. shall be properly performed. Form or leave all necessary openings for pipes etc. and make good after pipes etc. are fixed in position. Mortar joints to brickwork generally shall be 10 mm in thickness with level bedding joints.

Work description: Lay damp-proof course for wall

Supply and place in position Brick grip SABS 952-1985 type B Damp proof course to resist rising damp. In solid wall construction the brick grip DPC must be at least 3 courses above finished ground level on the inner leaf In cavity construction the brick grip DPC must be at least 2 courses above ground level on the inner skin. The cavity below the damp-course must be filled and splayed to the underside of the stepped DPC. The omission of this detail can lead to chronic inward capillary movement of moisture at the interface of the slab and the brickwork.

654 Work description: Build walls (220mm face OUTSIDE AND COMMON INSIDE).

Supply approved, as specified face bricks. Clay brick shall comply with SABS 227 . The mortar for wall shall be 1 part PPC cement and 6 parts clean, approved, building sand. All masonry shall be plumb, level, straight and true, correctly bonded and shall rise uniformly with no portion exceeding 1,2m above any other part of the work. Brick force shall be installed on every 4 layers of brick. Clay bricks shall be well saturated with water, in the stack or dump, approximately 2 hours before being used. The tops of walls left unfinished shall be well wetted before work recommences. NB; Cement or concrete bricks shall not be wetted. All rough and fair cutting, cutting of splays, skewbacks, chamfers, etc. shall be properly performed. Form or leave all Cavity walls are to be built with two half brick thicknesses in stretcher bond, with 50mm cavity between, all tied together with metal wall ties . Face brick work is to be built with facing bricks as described and pointed as directed with recessed or keyed joints. Walls, unless otherwise specified, are to be built with cement mortar. Necessary openings for pipes etc. are to be made good after pipes etc. are fixed in position. Mortar joints to brick work, generally, shall be 10 mm in thickness with level bedding joints and vertical perpend. The joints in brickwork receiving plaster, tiling or similar finishes, shall be raked out whilst the mortar is soft to form key for the plaster or mortar backing.

656 Work description: Supply and place pre-cast lintel in position on mortar bed.

Supply and place pre-cast lintel in position on mortar bed. The lintels may be in a single width to the thickness of wall or may be in two widths, placed side by side, and shall have a depth of not less than 60 mm. Top surface of lintels shall be suitably roughened, indented or shaped to give a good bond between the lintels and the mortar for the first course of brickwork above, Lintels shall have bearings of not less than 225 mm on walls at each end. The number of reinforcing wires in lintels for the various wall thickness and spans shall be not less than specified in the table hereunder, and brick courses over lintels of the number indicated in the table and for the full length of lintels shall be built in 3:1 cement mortar with all

658 Work description: Do beam filling under corr iron, IBR or tile roof

Beam filling shall be half brick wide, built with same mix mortar as used in the walls and shall be cut in between roof timbers and carried up to underside of roof covering If face bricks are specified, brick shall be straight and neatly cut.

WINDOWS EXTERIOR

Work description: Build in window frame

Stock residential and industrial type steel windows shall comply with the requirements of SABS Specification 727. All other types both stock and purpose made shall comply with the constructional and other requirements of the above specification wherever applicable.

All windows shall comply with the following additional and/or amended requirements,:(a) Suitable weather bars shall be provided to bottom of opening in and vertically pivot hung ventilators and also to the bottom of all opening out ventilators where they occur above other ventilators and elsewhere as may be required to render the opening sections watertight. (b) Frames of windows where fixed to concrete columns, beams, etc. shall be provided with suitable lugs for fixing to plugs in the concrete, or with holes for screwing to plugs in the concrete at same spacing as the standard fixing lugs.

703 Work description: Build in window frame

Spec as per previous item

PLUMBING EXTERIOR

727 Work description: Provide or replace under ground 110mm PVC sewer pipes

All drainage work to buildings shall be carried out by a registered plumber and drains shall be accurately laid to lines and gradients shown on the drainage drawings as approved by the local authority. All drains shall be tested and passed in accordance with the National Building Regulations and the deemed-to-satisfy rules of part of SABS 0400, before the property may be occupied and the drains put into use. Barrels of pipes shall rest on solid

ground. Testing of under ground drainage systems: All underground drains fittings and connections shall be air tested as described each section of drain between manholes being tested separately. The Contractor shall provide all necessary testing apparatus expanding plugs, stoppers, rods, water, ropes, etc. and any other materials and labour that may be required for the complete and proper testing of the drains. No drains or fittings shall be covered or encased in concrete until they have been tested and approved by the Manager. After drains have been laid, an interval of at least 48 hours shall elapse before testing so as to allow sufficient time for the joint to set. After the above test has been successfully carried out throughout all the drains, a smooth rubber ball of diameter 12mm less than the diameter of the pipe shall be passed through all the drains in order to ensure that no internal obstructions exists. After the filling of the trenches has been completed, the above tests shall be repeated. All defective materials or workmanship that may result in failure of the rains, fittings or connections to withstand the prescribed tests shall be made good and a new test subsequently carried out. The necessary tests shall be repeated until the whole of the work is found thoroughly sound and watertight. No patching up of joints, pipes or connections will be allowed and all defective pipes shall be carefully cut out and made good in a proper manner to the entire satisfaction of the Project Manager. Local authorities: The Contractor shall comply, in addition to the requirements set out above, with any by-laws of the Local Authority to whose drainage or water systems the drainage and water supplies are to be connected.

EXCAVATIONS/BACKFILL

Work description: Dig trench

Definitions: Earth shall mean ground that can be removed by hand tools pick and spade and shall include loose gravel, clay ground, loose or soft shale, loose oukclip and any loose boulders less than 75 mm in diameter. Soft rock shall mean rock that can be loosened by hand, pick or crowbar and includes hard shale, compact oukclip, stone of a similar hardness and boulders from 75 mm diameter up to 0,03 cubic metres in volume. Hard rock shall mean granite, quartzite sandstone, slate and rock of similar or greater hardness and boulders from over 0,03 cubic metres in volume. Excavations for drainage trenches shall be of depths and gradients shown on drawings or as directed. Trenches shall be excavated to straight lines and shall be of sufficient width to allow adequate working space. Sight rails, boning rods, etc. shall be employed in excavating the trenches to ensure even gradients. Any soft or loose areas in the trenches shall be filled in with well rammed earth, or other approved filling. Uneven bottoms in rock cutting shall be made good with Class A concrete, but with 19 mm stone. Any excavations taken out too deep shall be made up with well rammed/compacted earth, or other approved filling, at the Contractor's expense. Properly perform all planking and strutting to sides of trenches and excavations as may be required. The excavations and trenches shall be kept free from water and other liquids, by pumping, baling or otherwise. Every excavation which is accessible to the public or which is adjacent to public roads or thoroughfares, or whereby the safety of persons may be endangered, to be- STAATSKOERANT, 18 JULIE 2003 No. 25207 35 (j) adequately protected by a barrier or fence of at least one metre in height and as close to the excavation as is practicable; and (ii) . provided with warning sign or any other clearly visible boundary indicators at night or when visibility is poor; 0) ensure that all precautionary measures as stipulated for confined spaces as determined in the General Safety Regulations promulgated by Government Notice No.R.1031 of 30 May 1986, as amended, are complied with when entering any excavation; (k) ensure that, where the excavation work involves the use of explosives, a method statement is developed in accordance with the applicable explosives legislation, by an appointed person who is competent in the use of explosives for excavation work and that the procedures therein are followed; and (l) cause warning signs to be positioned next to an excavation within which persons are working or carrying out inspections or tests.

791 Work description: Back fill to drain trenches:

Approved backfilling for the first 300 mm shall be free of stone or other hard particles larger than will pass a mesh of 10 mm in the clear and shall be carefully placed around the pipes to a height of 300 mm above top of pipes, watered and lightly rammed on either side and filled in above this level with filling, watered and well rammed in layers not exceeding 300 mm in depth and thoroughly consolidated to finished ground level. If the material from the excavations is found to be unsuitable as backfilling for drainage trenches and inspection chambers, etc. Approved filling shall be imported and a VO shall be made out for

the cost.. Surplus excavated material: All surplus earth and other materials arising from the drainage work shall be deposited and levelled on the site or carted away as directed by the Representative/Agent. All surplus earth and other materials resulting from the excavations are to be deposited on site and levelled or carted away

Work description: Filling under concrete slabs, paving and floors

Once the foundation walls have been built to floor level (also called the "plinth"), the inside of the building must be filled up (backfilled) to floor level. It is usually possible to use the same material that was excavated for the foundation strips, so always try to leave this material close by. In order to prevent sagging under the floors, it is important to compact this backfilled material to closely resemble the natural density before excavation. This is easily accomplished by replacing the filling in layers of 150mm, compacting each layer properly with a mechanical or hand compactor. This process will be improved if the layers are sprayed with water to dampen it. Always take care however, not to totally soak the material, as this will wash out all the fine material that is supposed to fill the smaller openings. Continue with the backfilling until the final level is one brick below the final floor level, which will also be the thickness of the concrete floor bed. The top layer must be as level as possible. Poisoning

Poisoning of soil under concrete surface beds and foundations is always a recommendation, especially in areas with known termite infestation. Rates vary according to the type of poison used, type of pest involved, size of project, and varying soaking depths.

Treatment must be effected once the footings are built and the filling has been consolidated, prior to the laying of conduits. It is also recommended that a plastic sheet with no puncture holes be laid over the treatment (Gundle USB green black). This would also eliminate rising damp if correctly applied.

Poisoning:

There are also insecticides available for use on all timber which comes in contact with the building surfaces, i.e., window frames and doors. The product is painted on with a paint brush and usually three coats are ample to impregnate the wood.

Soil treatments are used to combat termite nests encountered in the surrounds to a building. The aim is to introduce approximately 40 litres of the mixture into the nest which would gas the queen, and the nest will die.

MASS CONCRETE/REINFORCING

Work description: Mass concrete for foundations, 20MPA.

CURING OF CONCRETE: After the concrete has been placed, all exposed surfaces shall be continuously kept damp for at least 10 days by methods as may be approved by the Representative/Agent. Such methods include covering with approved building paper, by means of wet canvas, wet sacks, wet sand, by continuous hosing or ponding with water. Where the term "plain concrete" appears in SABS Specification 1200G it shall be read as "mass concrete" **CEMENT:** Cement shall be Portland cement complying with the requirements of SABS Specification 471 or PC15 complying with SABS Specification 831. Samples of cement from any one, or from every consignment, may be required by the Representative/Agent for test purposes. Cement in any consignment from which a sample may have been taken for testing shall not be used until it has been approved. Allowance must be made for possible delays in that tests may take 10 days to carry out. Bags of cement shall be stacked in a waterproof, solidly constructed shed with a central door and a floor rendered damp-proof with a tarpaulin. The bags of cement shall be closely stacked (but not against walls) in order to reduce air circulation, in such a manner, that the cement is used in the order in which it was received, i.e. first in first out. **SAND (FINE AGGREGATE):** The fine aggregate shall comply with the requirements of SABS Specification 1083. Other aggregates may be approved if they have a satisfactory history and/or test results. No aggregate may be used until it has been approved. Samples having a mass of 25 kg (16,5 litre) may be required by the Representative/Agent for test purposes. Samples having a mass of 25 kg shall be forwarded every 3 months during concreting work and also if the source of supply is changed. Allowance must be made for possible delays in that the tests may take 14 days to carry out. **STONE (COARSE AGGREGATE):** The coarse aggregate shall comply with the requirements of SABS Specification 1083. No aggregate may be used until it has been approved. Samples having a mass of 25 kg (16,5 litre) may be required by the Representative/Agent for test purposes. Samples shall be forwarded every three months during concreting work and also

if the source of supply is changed. Allowance must be made for possible delays in that the tests may take 14 days to carry out. NB: Certain fine grained sand and stone originating from the Beaufort Series and Karol Systems which are known by reputation, local experience or tests, to exhibit excessive shrinkage when used in concrete, may be deemed unacceptable by the Representative/Agent. A certificate of proof is required from the Contractor that the aggregates are not alkali reactive. The cost of testing and certification are to be borne by the Contractor. CONCRETE: Concrete shall be of the classes given in the following table. The proportions of the ingredients and the nominal size of the coarse aggregate for each class shall be as laid down therein, unless otherwise specified. Class B concrete shall be used for mass concrete and Class E concrete for reinforced concrete. Maximum concrete slumps acceptable for different types of construction concrete are as follows: (a) Vibrated reinforced concrete = 50 mm (b) Un vibrated reinforced concrete = 75 mm (c) Mass concrete = 75 mm. When so required by the Representative/Agent, and whilst concreting is in progress, the consistency of the mixture shall be ascertained by means of the slump test as later described herein.

CONCRETE SLABS/PAVING

Work description: Provide concrete apron/slab 80mm thick, 25 MPA

Excavate or fill, level and grade the ground as required around the building. Form aprons with Class Concrete, 80mm thick, with outer edge thickened down to 150mm for a width of 150mm, laid in panels not exceeding 1,8m long and 1m wide and finished off with a wooden float to an even surface before the concrete has set. The panels are to be separated from each other and from adjoining walls by the insertion of 12mm thick soft board, to form expansion joints. Once the concrete has set the soft board dividing strips are to be completely removed and the joints thus formed are to be filled in with approved bitumen to within 12mm of the finished surface. The top corners of all panels are to be neatly rounded with a nosing tool while the concrete is still green.

CURING OF CONCRETE: After the concrete has been placed, all exposed surfaces shall be kept continuously damp for at least 10 days by methods as may be approved by the Representative/Agent, such as covering with approved building paper, or by means of wet canvas, wet sacks, wet sand, by continuous hosing or ponding with water.

Hire of S.A.S. Proved scaffolding and boards.

Clear sites.



TRANSNET LIMITED
(REGISTRATION NO. 90/000900/06)
TRADING AS TRANSNET FREIGHT RAIL

NOTICE TO TENDERERS

TENDERS ARE INVITED FOR THE: **RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K**

On or after **14 APRIL 2011** tender documents may be inspected at and are obtainable from the RECEPTION of the Tender Advise Centre , 21 Wellington Road , Inyanda 1 Ground Floor Parktown.

NOTE: No facsimile tenders/quotations will be accepted.

2. A site inspection can be arranged by contacting Mr. E. De Jager Tel: 083 704 1794
3. Tenders must reach the RECEPTION of the Tender Advise Centre, Ground Floor, 21 Wellington Road, Parktown before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:
 - (a) Tender No. **CRAC-JHB-7367**
 - (b) Description of work. **RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K**
 - (c) Closing date of tender.: **03 MAY 2011**
4. If posted, the envelope must be addressed to the Chairperson, TRANSNET Freight Rail Acquisition Council, P .O. Box 4244, Johannesburg 2000 and must be dispatched in time for sorting by the Post Office to reach this office before the closing time of the tender. In the event of the late receipt of a tender, the Tenderer's franking machine impression will not be accepted as proof that the tender was posted in time.
5. If delivered by hand, the envelope must be addressed to the Tender Advise Centre, Ground Floor, 21 Wellington Road, and handed in at this address before the closing time during the following office hours:

Mondays to Fridays:	07:30 to 12:45
	13:30 to 15:50
6. Please note that this tender closes punctually at **10:00 on 03 MAY 2011**
7. If tenders are not posted or delivered as stipulated herein, such tenders will not be considered and will be returned as "late" tenders.
8. Any telegraphic or telex tender stating clearly therein the tender number, name of Tenderer, the service and the amount of the tender, must be dispatched in time for delivery to the destination by the South African Post Office Limited before the closing hour of the tender, and be confirmed by the submission of the official tender documents posted or delivered by courier not later than the day before the closing date of the tender.

9. N/A
10. Telegraphic or telex tenders from sources outside the Republic of South Africa will be considered on the aforementioned conditions, provided that the confirmation is forwarded by the quickest means, viz., by airmail where possible.
11. Transnet does not bind itself to accept the lowest or any tender/quotation nor will it disclose the successful tenderer's tender price or any other tendered prices, as this is regarded as confidential information, moreover Transnet reserves the right to accept the whole or part of a tender. Transnet also reserve the right to negotiate terms and conditions with all, or a short listed group of contenders, should it be deemed necessary.

All unsuccessful Tenderers will, however, on award of business to the successful Tenderer, be informed of the reason for the rejection of their tender, for example, price, quality, delivery period, etc.

12. Envelopes must not contain documents relating to any tender other than that shown on the envelope.
13. No slips are to be attached to the tender documents. Any additional conditions must be embodied in an accompanying letter. Alterations, additions or deletions must not be made by the Tenderer to the actual tender documents.
14. The attention of Tenderers is directed to all the various documents comprising these tender documents and including, inter alia, General Conditions of Contract, Special Conditions of Contract and Specifications and Bills and/or Schedule of Quantities and/or Prices. Particular attention must be given to –

Clauses 6, 25 and 26 of the General Conditions of Contract (Minor Works) (Transnet 287) and other clauses dealing with sufficiency of tenders and terms of payment which will be applicable to the contract to be concluded as a consequence of this tender enquiry.

15. Unless otherwise stated in any of these tender documents, Tenderers are required to submit an offer, complete in every respect and fully in compliance with the specifications. If, in a Tenderer's opinion, justification exists for the submission of one or more alternative tender(s) such offer(s) must, as in the case of the main tender(s), be completed in every respect.
16. The attention of Tenderers is also directed to the General Conditions of Contract, in terms of which Transnet Limited will effect and pay for insurance of the WORKS and/or Public Liability (third party) Insurance.
17. N/A
18. Tenderers are required to give a list of major items of plant and/or equipment to be used in the execution of the WORKS and must complete the plant statement E.4D **where this is attached to the tender documents.**
19. No tender will be considered unless certificate E.4A is signed by the tenderer stating that he has acquainted himself with the contract documents.
20. Tenderers must furnish proof that they have had actual experience in the class of work for which

- 21 they are tendering and must submit with the tender, on form E4c, a statement of works recently and successfully carried out.
- 22 Tenders will be opened in public as soon as practicable after the expiry of the time advertised for receiving them and the name of each Tenderer will be read out.
- 23 Tenderers are warned that a tender will be liable to disqualification should any attempt be made by a Tenderer either directly or indirectly to canvass any officer(s) or employees of Transnet Limited in respect of a tender between the date the tender is submitted and the date of the award.
- 24 A Tenderer may, however, at any time communicate with the Tender Advise Centre, at telephone no. (011) 584-9231 on any matter relating to his tender.
- 25 When a Tenderer has been notified by telegraph or letter of the acceptance of his tender the South African Post Office Limited and/or Telkom SA Limited shall be regarded as the agent of the Tenderer, and delivery of such acceptance to the South African Post Office Limited and/or Telkom SA Limited shall be considered as delivery to the Tenderer unless the Tenderer should indicate to the contrary in any letter accompanying the tender.
- 26 Compliance of tender(s) with Transnet's Limited requirements is the sole responsibility of the Tenderer and any costs incurred in subsequent modifications to or replacement of equipment accepted by Transnet Limited in good faith on the grounds of certified compliance with specified standards by the contractor and in fact found to be inadequate in such respects, will be to the relevant Tenderer's account.
- 27 Tenderers shall give a clause-by-clause comment as to whether or not their tender complies. If not, how it differs from the specification(s). Failure to do so may preclude a tender from consideration.
- 28 The attention of Tenderers is particularly directed to the necessity to complete the "**Labour Payment Schedule**", "**The Tender form**" and "**Resolution of Board of Directors**", where these documents are included in the tender.
- 29 Tenders submitted by Tenderers must be neatly bound and the inclusion of loose documents must be avoided.
- 30 Tenderer's must state in their tenders the percentage, of the total contract value, that will be allocated to previously disadvantaged/underprivileged enterprises and /or communities in the vicinity where contract works are to be executed, should they be successful in winning this tender. A breakdown of the distribution of the aforementioned percentage must also be furnished.
- 31 It is specifically recorded that this contract is awarded to the contractor/supplier on the unequivocal understanding by the parties that



- 31.1 black and/or BEE contractors/suppliers shall for purpose of this contract mean South African companies (business entities) owned by, or in part owned by, South African citizens of African, Coloured or Indian origin;
- 31.2 the black ownership constitutes _____ percent (%) of the business concern of the contractor/supplier;
- 31.3 the contractor/supplier shall furnish proof of 30.2 above to Transnet;
- 31.4 the contractor/supplier has familiarized itself with Transnet's Black Economic Empowerment Policy and undertakes to abide by the requirements thereof during the currency of this contract;
- 31.5 should the aforesaid degree of black ownership, at any time after the awarding of the contract, change, and this change reflects a decrease from that specified in the sub-clause 30.2, above, then and in such event the contractor/supplier, shall be obliged to inform Transnet (Freight Rail) thereof in writing within two (2) weeks of such change. Failure on the part of the contractor/supplier to do so shall constitute a material breach of the contract which shall entitle Transnet (Freight Rail) to unilaterally cancel the contract and enforce such other rights as it may in law have arising out of such breach of contract; and
- 31.6 in the event of the black ownership of the contractor/supplier being changed and the contractor/supplier duly informing Transnet (Freight Rail) thereof in accordance with Sub-clause 30.5 above, then Transnet (Freight Rail) shall have the right to (1) continue with the contract on the same terms and conditions, or (2) propose such amendments as it may deem fit for the remaining period of the contract or (3) resile from the contract.
- 32 Transnet fully endorses and supports the Government's Black Economic Empowerment Programme. We are strongly of the pinion that all South African Business Enterprises have an obligation to redress the imbalances of the past and Transnet will therefore prefer to do business with local business enterprises, which share these same values. To this end Transnet will seriously reconsider continued business relationships with such local business enterprises who do not at least have a 26% Shareholding by previously disadvantaged individuals/groups, or who are not prepared to channel at least 26% of the contract value to such BEE Companies by means of legitimate sub-contracting or JV agreements. Transnet therefore reserves the right to request documentary proof of such BEE empowerment endeavors and to verify and monitor that such endeavors in fact materialize into real development and upliftment of the historically disadvantaged individuals and groups.



Tender No.: CRAC-JHB-7367
(To be completed by tenderers)

NAMES OF DIRECTORS OF COMPANIES/MEMBERS OF CLOSE CORPORATIONS OR PARTNERS OF PARTNERSHIPS

Tenderers must disclose hereunder the full name/s and address/es of the director/s of the company, member/s of the close corporation or partner/s of the partnership on whose behalf the tender is submitted.

Registration number of *company/close corporation/partnership: -

Date of incorporation: - _____

NB. *IT IS COMPULSORY IN THE CASE OF A FEMALE DIRECTOR/MEMBER OR PARTNER TO FURNISH HER MAIDEN NAME AND IF APPLICABLE, HER PREVIOUS MARRIED NAMES*

FULL NAME OF DIRECTOR/MEMBER OR PARTNER:- ADDRESS:

Is there any family or direct relationship between any of the above-mentioned directors, members or partners and any employee of Transnet Limited? :-

* YES/NO If so, full particulars of such relationship should be furnished separately.

Failure to furnish all or correct information may lead to the disqualification of a tender. If the space is insufficient for all the relevant information, tenderers must furnish the required information separately.

SIGNATURE OF TENDERER/S : _____

ADDRESS OF REGISTERED OFFICE : _____

DATE: _____

* (Delete whichever is not applicable)



TRANSNET LIMITED
(REGISTRATION NO. 90/000900/06)

TRADING AS TRANSNET FREIGHT RAIL

TENDER No: CRAC-JHB-7367

RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K

RESOLUTION OF BOARD OF DIRECTORS

Name of firm _____

It was resolved at a meeting of the Board of Directors held on _____ that

FULL NAME(S)

SIGNATURE

in his/her/their capacity of _____ is/are hereby authorised to enter into, sign and execute and complete any documents relating to Tenders and/or Contracts for the supply of goods and services.

Confirm: DATE _____

FULL NAME _____

CHAIRMAN

FULL NAME _____

SECRETARY

Certified true copy

SIGNED AT _____ ON THIS _____ DAY OF _____ 20__

COMMISSIONER OF OATHS



E4A (August 1996)

2. CERTIFICATE OF ACQUAINTANCE WITH CONTRACT DOCUMENTS

I/We _____ do

Hereby certify that I/we acquainted myself/ourselves with the E5, E5 (MW) or E160 Contract Conditions, Special Conditions of Contract and specifications, and bills of quantities/schedule of quantities/schedule of prices, together with the drawings enumerated therein, as laid down by Transnet for the carrying out of the proposed works for which I/we submitted my/our tender.

I/We furthermore agree that Transnet will recognize no claim from me/us for relief based on an allegation that I/we overlooked any tender condition or failed to take it into account for the purpose of calculating my/our tender prices or otherwise.

SIGNED at _____ on this _____ day of _____ 2011 .

WITNESS: _____

TENDERER(S)

“PREVIEW COPY ONLY”



E4E

**SAFETY ARRANGEMENTS AND PROCEDURAL COMPLIANCE
WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT
(ACT 85 OF 1993) AND APPLICABLE REGULATIONS**

1. General

- 1.1 The Contractor and Transnet Limited (hereinafter referred to as “Transnet”) are individual employers, each in its own right, with their respective duties and obligations set out in the Occupational Health and Safety Act, Act 85 of 1993 (the Act) and applicable Regulations.
- 1.2 The Contractor accepts, in terms of the General Conditions of Contract and in terms of the Act, his obligations as an employer in respect of all persons in his employ, other persons on the premises or the Site or place of work or on the work to be executed by him, and under his control. He shall, before commencement with the execution of the contract work, comply with the provisions set out in the Act, and shall implement and maintain a Health and Safety Plan as described in the Construction Regulations, 2003 and as approved by Transnet, on the Site and place of work for the duration of the Contract.
- 1.3 The Contractor accepts his obligation to complying fully with the Act and applicable Regulations notwithstanding the omission of some of the provisions of the Act and the Regulations from this document.
- 1.4 Transnet accepts, in terms of the Act, its obligations as an employer of its own employees working on or associated with the site or place of work, and the Contractor and Technical Officer or his deputy shall at all times, co-operate in respect of the health and safety management of the site, and shall agree on the practical arrangements and procedures to be implemented and maintained during execution of the Works.
- 1.5 In the event of any discrepancies between any legislation and this specification, the applicable legislation will take precedence.

2. Definitions

- 2.1 In this Specification any word or expression to which a meaning has been assigned in the Construction Regulations, shall have the meaning so assigned to it, unless the context otherwise indicates: -
- 2.2 The work included in this Contract shall for the purposes of compliance with the Act be deemed to be "**Construction Work**", which, in terms of the Construction Regulations, 2003 means any work in connection with: -
 - (a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;
 - (c) the installation, erection, dismantling or maintenance of fixed plant where such work includes the risk of a person falling;

- (d) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or
- (e) the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work;

- 2.3 **“competent person”** in relation to construction work, means any person having the knowledge, training and experience specific to the work or task being performed: Provided that where appropriate qualifications and training are registered as per the South African Qualifications Authority Act, 1995 these qualifications and training shall be deemed to be the required qualifications and training;
- 2.4 **“contractor”** means principal contractor and **“subcontractor”** means contractor as defined by the Construction Regulations, 2003.
- 2.5 **“fall protection plan”** means a documented plan, of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods applied to eliminate the risk;
- 2.6 **“health and safety file”** means a file, or other record in permanent form, containing the information required to be kept on site in accordance with the Act and applicable Regulations;
- 2.7 **“Health and Safety Plan ”** means a documented plan which addresses the hazards identified and include safe work procedures to mitigate, reduce or control the hazards identified;
- 2.8 **“Risk Assessment”** means a programme to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard;
- 2.9 **“the Act”** means the Occupational Health and Safety Act No. 85 of 1993.

3. Procedural Compliance

- 3.1 The Contractor who intends to carry out any construction work shall, before carrying out such work, notify the Provincial Director in writing if the construction work:-
 - (a) includes the demolition of a structure exceeding a height of 3 metres; or
 - (b) includes the use of explosives to perform construction work; or
 - (c) includes the dismantling of fixed plant at a height greater than 3m,

and shall also notify the Provincial Director in writing when the construction work exceeds 30 days or will involve more than 300 person days of construction work and if the construction work:-

- (a) includes excavation work deeper than 1m; or
- (b) includes working at a height greater than 3 metres above ground or a landing.

- 3.2 The notification to the Provincial Director shall be on a form similar to Annexure A of the

Construction Regulations, 2003, also shown in Annexure 1 of this Specification. The Contractor shall ensure that a copy of the completed notification form is kept on site for inspection by an inspector, Technical Officer or employee.

- 3.3 The Contractor shall, in accordance with the Act and applicable Regulations, make all the necessary appointments of competent persons in writing on a form similar to Annexure 2 of this Specification and deliver copies thereof to the Technical Officer. Copies should also be retained on the health and safety file.
- 3.4 Subcontractors shall also make the above written appointments and the Contractor shall deliver copies thereof to the Technical Officer.
- 3.5 In the case of a self-employed Contractor or any subcontractor who has the appropriate competencies and supervises the work himself, the appointment of a construction supervisor in terms of regulation 6.1 of the Construction Regulations, 2003 will not be necessary. The Contractor shall in such a case execute and sign a declaration, as in Annexure 3, by which he personally undertakes the duties and obligations of the "Chief Executive Officer" in terms of section 16(1) of the Act.
- 3.6 The Contractor shall, before commencing any work, obtain from the Technical Officer an access certificate as in Annexure 4 executed and signed by him, permitting and limiting access to the designated site or place of work by the Contractor and any subcontractors under his control.
- 3.7 Procedural compliance with Act and Regulations, as above, shall also apply to any subcontractors as employers in their own right. The Contractor shall furnish the Technical Officer with full particulars of such subcontractors and shall ensure that they comply with the Act and Regulations and Protekon's safety requirements and procedures.

4. Special Permits

Where special permits are required before work may be carried out such as for hotwork, isolation permits, work permits and occupations, the Contractor shall apply to the Technical Officer or the relevant authority for such permits to be issued. The Contractor shall strictly comply with the conditions and requirements pertaining to the issue of such permits.

5. Health and Safety Programme

- 5.1 The Tenderer shall, with his tender, submit a Health and Safety Programme setting out the practical arrangements and procedures to be implemented by him to ensure compliance by him with the Act and Regulations and particularly in respect of: -
- (i) The provision, as far as is reasonably practical, of a working environment that is safe and without risk to the health of his employees and subcontractors in terms of section 8 of the Act;
 - (ii) the execution of the contract work in such a manner as to ensure in terms of section 9 of the Act that persons other than those in the Contractor's employment, who may be directly affected by the contract work are not thereby exposed to hazards to their health and safety;
 - (iii) ensuring, as far as is reasonably practical, in terms of section 37 of the Act that no

employee or subcontractor of the Contractor does or omits to do any act which would be an offence for the Contractor to do or omit to do.

- 5.2 The Contractor's Health and Safety Programme shall be based on a risk assessment in respect of the hazards to health and safety of his employees and other persons under his control that are associated with or directly affected by the Contractor's activities in performing the contract work and shall establish precautionary measures as are reasonable and practical in protecting the safety and health of such employees and persons.
- 5.3 The Contractor shall cause a risk assessment contemplated in clause 5.2 above to be performed by a competent person, appointed in writing, before commencement of any Construction Work and reviewed during construction. The Risk Assessments shall form part of the Health and Safety programme to be applied on the site and shall include at least the following:
- (a) The identification of the risks and hazards that persons may be exposed to;
 - (b) the analysis and evaluation of the hazards identified;
 - (c) a documented Health and Safety Plan, including safe work procedures to mitigate, reduce or control the risks identified;
 - (d) *a monitoring and review plan.*
- 5.4 The Health and Safety Plan shall include full particulars in respect of: -
- (a) The safety management structure to be instituted on site or place of work and the names of the Contractor's health and safety representatives and members of safety committees where applicable;
 - (b) the safe working methods and procedures to be implemented to ensure the work is performed in compliance with the Act and Regulations;
 - (c) the safety equipment, devices and clothing to be made available by the Contractor to his employees;
 - (d) the site access control measures pertaining to health and safety to be implemented;
 - (e) the arrangements in respect of communication of health and safety related matters and incidents between the Contractor, his employees, subcontractors and the Technical Officer with particular reference to the reporting of incidents in compliance with Section 24 and General Administrative Regulation 8 of the Act and with the pertinent clause of the General Conditions of Contract forming part of the Contract and
 - (f) the introduction of control measures for ensuring that the Safety Plan is maintained and monitored for the duration of the Contract.
- 5.4 The Health and Safety programme shall be subject to the Technical Officer's approval and he may, in consultation with the Contractor, order that additional and/or supplementary practical arrangements and procedures be implemented and maintained by the Contractor or that different working methods or safety equipment be used or safety clothes be issued which, in the Technical Officer's opinion, are necessary to ensure full compliance by the Contractor with his obligations as an employer in terms of the Act and Regulations. The

Technical Officer or his deputy shall be allowed to attend meetings of the Contractor's safety committee as an observer.

- 5.5 The Contractor shall take reasonable steps to ensure that each subcontractor's Health and Safety Plan is implemented and maintained on the construction site: Provided that the steps taken shall include periodic audits at intervals mutually agreed to between them, but at least once every month.
- 5.6 The Contractor shall stop any subcontractor from executing any construction work, which is not in accordance with the Contractor's, and/or subcontractor's Health and Safety Plan for the site or which poses a threat to the health and safety of persons.
- 5.7 The Contractor shall ensure that a copy of the Health and Safety Plan is available on site for inspection by an inspector, Technical Officer, agent, subcontractor, employee, registered employee organisation, health and safety representative or any member of the health and safety committee.
- 5.8 The Contractor shall consult with the health and safety committee or, if no health and safety committee exists, with a representative group of employees, on the development, monitoring and review of the Risk Assessment.
- 5.9 The Contractor shall ensure that all employees under his control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the Risk Assessment.
- 5.10 The Contractor shall ensure that all subcontractors are informed regarding any hazard as stipulated in the Risk Assessment before any work commences, and thereafter at such times as may be determined in the Risk Assessment.
- 5.11 The Contractor shall ensure that all visitors to a construction site undergoes health and safety induction pertaining to the hazards prevalent on the site and shall be provided with the necessary personal protective equipment.

6. Fall Protection Plan

- 6.1 In the event of the risk and hazard identification, as required in terms of clause 5.3 of this Specification, revealing risks relating to working from an elevated position the contractor shall cause the designation of a competent person, responsible for the preparation of a fall protection plan;
- 6.2 The Contractor shall implement, maintain and monitor the fall protection plan for the duration of Contract. The Contractor shall also take such steps to ensure the continued adherence to the fall protection plan.
- 6.3 The fall protection plan shall include:-
 - (a) A Risk Assessment of all work carried out from an elevated position;
 - (b) the procedures and methods to address all the identified risks per location;
 - (c) the evaluation of the employees physical and psychological fitness necessary to work at elevated positions;

- (d) the training of employees working from elevated positions; and
- (e) the procedure addressing the inspection, testing and maintenance of all fall protection equipment.

7. Hazards and Potential Hazardous Situations

The Contractor and the Technical Officer shall immediately notify one another of any hazardous or potentially hazardous situations which may arise during performance of the Contract by the Contractor or any subcontractor and, in particular, of such hazards as may be caused by the design, execution and/or location and any other aspect pertaining to the contract work.

8. Health and Safety File

- 8.1 The Contractor shall ensure that a health and safety file is opened and kept on site and shall include all documentation required as per the Act and applicable regulations, and made available to an inspector, the Technical Officer, or subcontractor upon request.
- 8.2 The Contractor shall ensure that a copy of the both his Health and Safety Plan as well as any subcontractor's Health and Safety Plan is available on request to an employee, inspector, contractor or the Technical Officer.
- 8.3 The Contractor shall hand over a consolidated health and safety file to the Technical Officer upon completion of the Construction Work and shall in addition to documentation mentioned in the Act and applicable Regulations include a record of all drawings, designs, materials used and other similar information concerning the completed structure.

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ANNEXURE 1

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993

Regulation 3(1) of the Construction Regulations

NOTIFICATION OF CONSTRUCTION WORK

-
-
- 1(a) Name and postal address of principal contractor:

- (b) Name and tel. no of principal contractor's contact person:

2. Principal contractor's compensation registration number: _____
- 3(a) Name and postal address of client: **TFR PRODUCTION MANAGER, PROPERTY
TECHNICAL JOHANNESBURG**
- (b) Name and tel no of client's contact person or agent:
E. De Jager Tel: 011 773 7186 or Mobile: 083 704 1794
- 4(a) Name and postal address of designer(s) for the project:

- (b) Name and tel. no of designer(s) contact person:

5. Name and telephone number of principal contractor's construction supervisor on site appointed in terms of regulation 6(1).

6. Name/s of principal contractor's construction sub-ordinate supervisors on site appointed in terms of regulation 6(2) _____
7. Exact physical address of the construction site or site office:

8. Nature of the construction work:

9. Expected commencement date: _____
10. Expected completion date: _____
11. Estimated maximum number of persons on the construction site: _____
12. Planned number of contractors on the construction site accountable to the principle contractor:

13. Name(s) of contractors already chosen.

Principal Contractor

Date

Client

Date

- * THIS DOCUMENT IS TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR **PRIOR TO COMMENCEMENT** OF WORK ON SITE.
- * **ALL PRINCIPAL CONTRACTORS** THAT QUALIFY TO NOTIFY MUST DO SO EVEN IF ANOTHER PRINCIPAL CONTRACTOR ON THE SAME SITE HAD DONE SO PRIOR TO THE COMMENCEMENT OF WORK.

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ANNEXURE 2

(COMPANY LETTER HEAD)

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993) :

SECTION/REGULATION: _____

REQUIRED COMPETENCY: _____

In _____ terms _____ of _____ I, _____

representing the Employer) do hereby appoint _____

As the Competent Person on the _____ premises at _____

(physical address) to assist in compliance with the Act and the applicable Regulations.

Your designated area/s is/are as follows: -

RENOVATE MESS AND ABLUTION SCHWEIZER – RENEKE STATION 02AE014K

Date: _____

Signature: - _____

Designation: - _____

ACCEPTANCE OF DESIGNATION

I, _____ do hereby accept this Designation and acknowledge that I understand the requirements of this appointment.

Date: _____

Signature: - _____

Designation: - _____

ANNEXURE 3

(COMPANY LETTER HEAD)

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993):

DECLARATION

In terms of the above Act I, _____ am personally assuming the duties and obligations as Chief Executive Officer, defined in Section 1 of the Act and in terms of Section 16(1), I will, as far as is reasonably practicable, ensure that the duties and obligations of the Employer as contemplated in the above Act are properly discharged.

Signature: - _____

Date: _____

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GENERAL CONDITIONS OF CONTRACT (PETTY CONTRACT)

1. The Contractor shall carry out the work in accordance with the attached Contract Specifications and in a thorough and workmanlike manner. The final acceptance of the work rests with Transnet's designated manager.
2. The Contractor shall supply all necessary labour, tools, equipment and material.
3. Should Transnet provide or make available any material and/or equipment, the Contractor shall be responsible for the correct and economical transport, storage and usage thereof. The cost of any loss or damage to Transnet equipment other than through normal wear and tear, and any uneconomical usage or loss of material provided by Transnet, will be recovered from the Contractor.
4. Should the Contractor fail to complete the work by the date or within the period stipulated in this agreement or by such extended date as may be allowed by Transnet in terms of clause 8, he shall pay to Transnet as penalties in terms of the Conventional Penalties Act of 1962 (as amended) the amount stated in the Tender Enquiry/Contract Document for each day or part thereof during which the work remains uncompleted.

Application for relief from the obligation to pay a penalty will only be considered by Transnet if the Contractor can prove to the reasonable satisfaction of Transnet that the penalty is out of proportion to the prejudice suffered by Transnet by reason of the act or omission in respect of which the penalty was stipulated.

5. No transport concessions will be allowed.
6. The obligation to take care of and protect the contract work and everything connected therewith shall rest solely with the Contractor who shall take all necessary precautions to protect the public, the property of the public, and the property and personnel of Transnet and all other persons from damage or injury, and to protect adjoining properties from trespass or damage during the progress of the work.

The risk of physical loss of or damage to the contract work, temporary works, materials and equipment to be incorporated into the works shall be borne by the Contractor and he shall arrange such insurances as may be necessary for the protection thereof.

Transnet will, in the case where a risk of legal liability for accidental death of or injury to third party persons and/or accidental loss of or damage to third party property may arise out of the carrying out of the contract work, arrange for such public liability insurance in the joint names of Transnet and the Contractor as is deemed necessary by Transnet.

The Contractor shall be responsible for obtaining insurance against loss of or damage to his own machinery tools, equipment, materials and site establishment and any consequential financial losses arising from such damage. The Contractor shall likewise arrange his own insurances in respect of motor vehicle liability and common law liabilities of the Contractor as an employer.

- 7.a) The Contractor shall comply with the Occupational Injuries and Diseases Act. (Act 130 of 1993) and any amendment thereof.
- 7.b) *
 - (i) The Contractor shall observe and comply with the provisions of the Explosives Act. No. 26 of 1956 and any amendment thereof and with any regulations framed hereunder.
 - (ii) Blasting in the vicinity of open lines will be permitted only during intervals between trains. It will be controlled by a person appointed by Transnet, who will be in telephonic communication with the nearest station and whose instructions the Contractor shall carry out implicitly. The Contractor shall have labour available to clear any stones or debris deposited on the track by blasting and to repair any damage to the track immediately after occurrence thereof.

(* **Delete if not applicable.**)

- 7.c) The Contractor shall comply with the Occupational Health and Safety Act (Act No. 85 of 1993). The Contractor is, in terms of section 37(2) of Act 85 of 1993 deemed to be an employer in his own right with duties as prescribed in the said Act and agrees to ensure that all work will be performed or machinery and plant used in accordance with the provisions of the Act in respect of all persons in his employ, other persons on the premises or the site or place of the works or on the works to be executed by him and under his control in terms of the contract. The agreements in this contract and all documents attached or referred to, form an integral part of the arrangements and procedures mentioned in the aforementioned section.
- 7.d) The Contractor also undertakes to comply with any safety requirements of Transnet, as adopted from time to time, and instructed by the relevant project leader.
- 7.e) The Contractor shall at his own costs comply with the provisions of all such laws, Provincial Ordinances, Local Authority Bylaws and all relevant Regulations framed there under which are applicable to the work to be undertaken.

8. If the Contractor suffers delay or incurs extra expense as the result of delay on the part of Transnet in supplying such materials as are to be provided by it, or from any other cause, the Contractor shall inform Transnet within 48 hours of the commencement of the delay, and may, within 14 days after such delay has ended, apply in writing to Transnet for extra time and/or extra payment and Transnet shall after investigation grant such extension of time and/or authorise payment of such sum as is considered reasonably adequate to cover the delay or to compensate for the extra direct expense suffered by the Contractor. Transnet will grant such extension of time and/or authorise the payment of such sum, as it considers adequate to cover the delay suffered or to compensate the Contractor.
9. The Contractor shall not assign his obligations under the contract, nor sublet the contract work or any part thereof without the consent of the Manager. Breach of this condition will entitle Transnet to cancel the contract forthwith.
10. Any amount certified by the Manager as being recoverable from the Contractor in terms of any of the preceding clauses may, without prejudice to any other legal rights which Transnet may have, be deducted from any moneys due to the Contractor by Transnet whether under this contract or from any source whatsoever.
11. On completion of the work, the Contractor shall inform the Manager who will arrange a final inspection. If the work has been completed to his satisfaction, the Manager will issue a Certification of Completion and arrange payment of all moneys due to the Contractor by Transnet.

Except where expressly agreed to the contrary with Transnet, the Contractor requests and authorises Transnet to send any amount due to him by registered post to his known postal address or any other address requested in writing by the Contractor. The Contractor declares that the SA Post Office Limited acts as his representative and that the risk that such payment does not reach him after it has been sent by post lies totally with the Contractor.

12. Transnet may order alterations, extras, additions to or omissions from the works. The Contractor shall carry out or give effect to such orders from Transnet. The rates for such work shall be agreed between the Contractor and Transnet and where possible rates quoted in the schedule of work and prices shall form the basis, as far as may be reasonable, of such agreement.
13. If a dispute of any kind arises between the Contractor and any member of Transnet personnel in connection with the contract, the matter shall be referred to the designated Manager. The Manager shall decide the dispute and advise the Contractor accordingly.

The Manager's decision shall be final and binding upon the parties unless the Contractor has, within 14 days of the date thereof, notified Transnet in writing of his dispute of the decision, in which case the matter shall be referred to arbitration.

Such arbitration shall be by a single arbitrator who shall be selected by agreement between the parties or, failing such agreement, nominated on application of either party by the Chairperson for the time being of the Association of Arbitrators of South Africa.

The Arbitrator shall have unfettered discretion and jurisdiction to decide the procedure of the arbitration and the matter in dispute and his award shall be final and binding on the parties hereto.

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SECTION 5

REQUEST FOR QUOTATION (“RFQ”)

RFQ NUMBER : CRAC-JHB-7367

RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K

RETURNABLE DOCUMENTS

C.1.Returnable Schedules / Documents required for tender evaluation purposes (By e.g.

	Returnable Schedules / Documents	YES/NO/N/A	
1	Certificate Of Authority For Joint Ventures (Where Applicable)	X	
2	Schedule of the Tenderers Experience	X	
3	Certificate of Attendance at Clarification Meeting	X	
4	Labour Payment Schedule	X	
5	Supplier Declaration form (version2)	X	
6	Letter of Good Standing with the Compensation Commissioner	x	
7	Original / Certified BBBEE Rating Certificate With Detailed Scorecard	X	
8	Statement Of Compliance With Requirements Of The Scope Of Work	x	
9	Certified Copy of Financial Statements (for the past 3 years) including Balance SHEETs where BBBEE not provided.	x	
10	Certified Copy of Share Certificates CK1 & CK2	x	
11	Certified Copy Of Certificate Of Incorporation and CM29 and CM9	x	
12	Certified Copy of Identity Documents of Shareholders/Directors/Members (Where Applicable)	x	
13	Cancelled Cheque	X	
14	Original current Tax Clearance Certificate	X	
15	Original Vat Registration Certificate	X	
16	Copy of BEE Policy/BEE Plan/Employment Policy/Procurement Policy	X	

SIGNATURE OF TENDERER:

Date: _____

SECTION 6

REQUEST FOR QUOTATION ("RFQ")

RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K

SUPPLIER DECLARATION FORM

Transnet Supplier Declaration/Application

The Financial Director or Company Secretary

Transnet Vendor Management has received a request to load your company on to the Transnet vendor database. Please furnish us with the following to enable us to process this request:

1. Complete the "Supplier Declaration Form" (**SDF**) on page 2 of this letter
2. **Original** cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp**)
3. **Certified** copy of Identity document of Shareholders/Directors/Members (where applicable)
4. **Certified** copy of certificate of incorporation, CM29 / CM9 (name change)
5. **Certified** copy of share Certificates of Shareholders, CK1 / CK2 (if CC)
6. A letter with the company's letterhead confirming physical and postal addresses
7. **Original** or **certified** copy of SARS Tax Clearance certificate and Vat registration certificate
8. A signed letter from the Auditor / Accountant confirming most recent annual turnover and percentage black ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (SANAS member).

NB:

- **Failure to submit the above documentation will delay the vendor creation process.**
- *Where applicable, the respective Transnet business unit processing your application may request further information from you. E.g. proof of an existence of a Service/Business contract between your business and the respective Transnet business unit etc.*

IMPORTANT NOTES:

- a) **If your annual turnover is less than R5 million,** then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent SANAS Member), should you feel you will be able to attain a better BBBEE score.
- b) **If your annual turnover is between R5 million and R35million,** then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent SANAS Member).
- c) **If your annual turnover is in excess of R35million,** then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent SANAS Member).
- d) **To avoid PAYE tax being automatically deducted from any invoices received from you,** you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.

- e) Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no vendor can be registered until the vendor application form, together with its supporting documentation, has been received and processed.
- f) **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products in order that he/she should complete and Internal Transnet Departmental Questionnaire before referring the matter to the appropriate Transnet Vendor Master Office.**

Regards,
 Transnet Vendor/Supplier Management *[please substitute this with your relevant Transnet department before sending this document out]*

Supplier Declaration Form

Company Trading Name							
Company Registered Name							
Company Registration Number Or ID Number If A Sole Proprietor							
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
VAT number (if registered)							
Company Telephone Number							
Company Fax Number							
Company E-Mail Address							
Company Website Address							
Bank Name				Bank Account Number			
Postal Address						Code	
Physical Address						Code	
Contact Person							
Designation							
Telephone							
Email							
Annual Turnover Range (Last Financial Year)		< R5 Million		R5-35 million		> R35 million	
Does Your Company Provide		Products		Services		Both	
Area Of Delivery		National		Provincial		Local	
Is Your Company A Public Or Private Entity				Public		Private	
Does Your Company Have A Tax Directive Or IRP30 Certificate				Yes		No	
Main Product Or Service Supplied (E.G.: Stationery/Consulting)							
BEE Ownership Details							
% Black Ownership		% Black women ownership		% Disabled person/s ownership			
Does your company have a BEE certificate			Yes		No		
What is your broad based BEE status (Level 1 to 9 / Unknown)							
How many personnel does the firm employ			Permanent		Part time		
Transnet Contact Person							
Contact number							
Transnet operating division							
Duly Authorised To Sign For And On Behalf Of Firm / Organisation							
Name				Designation			
Signature				Date			

Stamp And Signature Of Commissioner Of Oath			
Name		Date	
Signature		Telephone No.	

NB: Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products.

2. VENDOR TYPE OF BUSINESS

(Please tick as applicable)

(* - Minimum requirements)

2.1 Indicate the business sector in which your company is involved/operating:

Agriculture		Mining and Quarrying	
Manufacturing		Construction	
Electricity, Gas and Water		Finance and Business Services	
Retail, Motor Trade and Repair Services		Wholesale Trade, Commercial Agents and Allied Services	
Catering, accommodation and Other Trade		Transport, Storage and Communications	
Community, Social and Personal Services		Other (Specify)	
Principal Business Activity *			
Types of Services Provided			
Since when has the firm been in business?			

2.2 What is your company's annual turnover (excluding VAT)? *

<R20k	>R20k <R0.3m	>R0.3m <R1m	>R1m <R5m	>R6m <R10m	>R11m <R15m	>R16m <R25m	>R26m <R30m	>R31m <R34m	>R35m

2.3 Where are your operating/distribution centres situated *

3. VENDOR OWNERSHIP DETAIL

(Please tick as applicable)

(* - Minimum requirements)

3.1 Did the firm previously operate under another name? *

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

3.2 If Yes state its previous name:*

Registered Name	
-----------------	--

Trading Name	
--------------	--

3.3	Who were its previous owners / partners / directors?*
------------	--

SURNAME & INITIALS	ID NUMBERS

3.4	List Details of current partners, proprietors and shareholders by name, identity number, citizenship, status and ownership as relevant: *
------------	--

SURNAME & INITIALS	IDENTITY NUMBER	CITI-ZENSHIP	HDI	DIS - ABLED	GENDER	DATE OF OWNERSHIP	% OWNED	% VOTING

3.5	List details of current directors, officers, chairman, secretary etc. of the firm: *
------------	---

SURNAME & INITIALS	IDENTITY NUMBER	TITLE	DIS - ABLED	GENDER	% OF TIME DEVOTED TO THE FIRM	CONTACT NUMBER

3.6	List details of firms personnel who have an ownership interest in another firm: *
------------	--

SURNAME & INITIALS	IDENTITY NUMBER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNED	TYPE OF BUSINESS OF OTHER FIRM

4. VENDOR DETAIL

(Please tick as applicable) (- Minimum requirements)*

4.1	How many personnel does the firm employ? *
------------	---

	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Permanent						
Part Time						

4.1.1	In terms of above kindly provide numbers on women and disabled personnel? *
--------------	--

	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Women						
Disabled						

4.2	Provide Details of Contact Person/s Responsible for Broad Based Black Economic Empowerment (BBBEE) in the Company *			
	SURNAME	INITIALS	DESIGNATION	TELEPHONE NO.

4.2.1	Is your company a value adding supplier (i.e. registered as a vendor under the VAT Act of 1991, where NPAT + total labour cost > 25% of total revenue)?		
YES		NO	

4.2.2	Is your company a recipient of Enterprise Development Contributions?*		
YES		NO	

4.2.3	May the above mentioned information be shared and included in Transnet Supplier Database for future reference? *		
YES		NO	

4.2.4	If you are successful in the tender/contract (where applicable) and this is awarded to your company / organisation, will this have a positive impact on your employment plans? *		
YES		NO	

4.2.5	If yes (above) kindly provide the following information:					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Permanent						
Part Time						

4.2.6	In terms of above kindly provide numbers on woman and disabled personnel:					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Women						
Disabled						

4.2.7	Are any of your members/shareholders/directors ex employees of Transnet?		
YES		NO	

4.2.8	Are any of your family members employees of Transnet?		
YES		NO	

4.2.9	If Yes to points 4.2.7 & 4.2.8, list details of employees/ex-employees				
SURNAME & INITIALS	IDENTITY NUMBER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNED	TYPE OF BUSINESS OF OTHER FIRM

Internal Transnet Departmental Questionnaire (for office use only)

Section 1: To be completed by the Transnet Requesting / Sourcing Department

TFR		TRE		TPT		TPL		TNPA		TRN	
Create		Amend		Block		Unblock		Once-Off / Emergency			
Extend		Delete		Undele							

Supplier's trading name			
Supplier's registered name			
Please indicate if the Supplier has a contract with sourcing Transnet OD	Yes		No
If yes please submit a copy of the letter of award			

a) What is being procured from the supplier?

i. Products only	Yes		No	
ii. Services only	Yes		No	
iii. Labour only	Yes		No	
iv. Mix of services and products	Yes		No	
v. Mix of services and labour	Yes		No	

b) If your answer is **YES** to questions II, III, IV or V in paragraph a) above, please indicate whether the relevant **PAYE questionnaires** have been forwarded to the appropriate **Transnet Operational Divisions'** decision making bodies / **Strategic Supply Management** team for a directive /decision on tax withholding from payments to this supplier.

Yes		No	
-----	--	----	--

c) If your reply to (b) is **"NO"**, please furnish reasons :

--	--

d) Certification and Approval of proposed Vendor Creation/Unblocking/Other Changes by Transnet Official with Appropriate Delegated Authority :

I HEREBY CERTIFY THAT THE TRANSNET DETAILED PROCUREMENT PROCESS (DPP) / PROCUREMENT MECHANISM HAS IN ALL RESPECTS BEEN ADHERED TO AND I THEREFORE APPROVE THE PROPOSED VENDOR CREATION/APPROVAL/OTHER CHANGES TO BE EFFECTED ON THE VENDOR MASTER

Name	Grade	Date								Signature
		Y	Y	Y	Y	M	M	D	D	

Tel No:		Fax	
---------	--	-----	--

Section 2: To be completed by the BEE Department (this section is for Confirmation/Determining of BEE Status)

NARROW BASED (NB)				BROADBASED (BBBEE)				
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	VALIDITY DATE

Name	Grade	Date								Signature
		Y	Y	Y	Y	M	M	D	D	
		Y	Y	Y	Y	M	M	D	D	



REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : CRAC-JHB-7367

RENOVATE MESS AND ABLUTION SCHWEIZER – RENEKE STATION 02AE014K

GENERAL TERMS AND CONDITIONS (CSS5 – GOODS)

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SECTION 8

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : CRAC-JHB-7367

RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K

STANDARD TERMS AND CONDITIONS OF CONTRACT (US7 – SERVICES)

“PREVIEW COPY ONLY”



SECTION 9

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : CRAC-JHB-7367

RENOVATE MESS AND ABLUTION SCHWEIZER - RENEKE STATION 02AE014K

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made the day of 2011

BETWEEN:

- (1) **Transnet Limited** ("Transnet") (Registration Number 1990/000900/06) whose registered office is at 49th Floor, Carlton Centre, 150 Commissioner Street, Johannesburg 2001, and
- (2) [.....] ("the Company") (Registration Number) whose registered office is at [.....]

WHEREAS

Transnet and the Company wish to exchange Information (as defined below) and it is envisaged that each party may from time to time receive Information relating to the other in respect thereof. In consideration of each party making available to the other such Information, the parties jointly agree that any dealings between them shall be subject to the terms and conditions of this Agreement which themselves will be subject to the parameters of the Proposal.

IT IS HEREBY AGREED

1. Interpretation

1.1 In this Agreement:-

"**Agents**" means directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member;

"**Confidential Information**" means Information relating to one party (the "Disclosing Party") and/or the business carried on or proposed or intended to be carried on by that party and which is made available for the purposes of the Proposal to the other party (the "Receiving Party") or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise, including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:-

- (i) is publicly available at the time of its disclosure or becomes publicly available (other than as result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this letter); or
- (ii) was lawfully in the possession of the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) free of any restriction as to its use or disclosure prior to its being so disclosed; or

- (iii) following such disclosure, becomes available to the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information;

“**Group**” means any subsidiary, any holding company and any subsidiary of any holding company of either party;

“**Information**” means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium;

“**Proposal**” means the aggregation of Transnet’s Request for Information (RFI) and Request for Proposal (RFP).

2. Confidential Information

2.1 The Receiving Party will treat and keep all Confidential Information as secret and confidential and will not, without the Disclosing Party’s written consent, directly or indirectly communicate or disclose (whether in writing or orally or in any other manner) Confidential Information to any other person other than in accordance with the terms of this Agreement.

2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Proposal or for the subsequent performance of any contract between the parties in relation to the Proposal.

2.3 Notwithstanding clause 2.1, the Receiving Party may disclose Confidential Information:

- (i) To those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement, or
- (ii) to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.

2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3 (ii) above, it shall promptly notify the Disclosing Party and co-operate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.

2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps (including the institution of legal proceedings) as shall be necessary to remedy (if capable of remedy) the default and/or to prevent further unauthorised copying, disclosure or use.

2.6 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights, over the Confidential Information whatsoever beyond those contained in this Agreement.

3. Records and return of Information

3.1 The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof to at least the same standard as the Receiving Party keeps its own Confidential Information. The Receiving Party shall not make any copies or reproduce in any form any

Confidential Information except for the purpose of disclosure as permitted in accordance with this Agreement.

- 3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.
- 3.3 The Receiving Party shall, within seven days of receipt of a written demand from the Disclosing Party or of its ceasing to be interested in the Proposal:
- (i) Return all written Confidential Information (including all copies); and
 - (ii) expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Receiving Party or on its behalf (including by any person to whom disclosure has been made as permitted under clause 2.3(i) above).

The obligations in this clause 3.3 shall not apply to the extent that (but only for so long as) it is necessary to retain copies for the purpose of providing information to any regulatory authority in accordance with clause 2.3 (ii) above.

- 3.4 The Receiving Party shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 3.3 (ii) above.

4. Announcements

- 4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Proposal without the prior written consent of the other party.
- 4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

5. Duration

The obligations of each party and its Agents under this Agreement shall [be continuing and shall survive the termination of any discussions or negotiations between the parties regarding the Proposal continue for a period of 3 (three) years.

6. Principal

Each party confirms that it is acting as principal and not as nominee, agent or broker for any other person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Proposal and in complying with the terms of this Agreement.

7. Representations

- 7.1 Each party agrees that any Information made available to the Receiving Party or its Agents for the purpose of negotiations or discussions in relation to the Proposal will not form the basis of, or any representation in relation to, any contract, nor constitute an offer or invitation by the Disclosing Party.
- 7.2 Except in the case of fraudulent misrepresentation, the Disclosing Party accepts no responsibility for nor makes any representation or warranty, express or implied, with respect to the accuracy, reliability or completeness of any Information made available to the Receiving Party or its Agents.

8. Adequacy of damages

- 8.1 Without prejudice to any other rights or remedies of the Disclosing Party, the Receiving Party acknowledges and agrees that damages would not be an adequate remedy for any breach by it of the provisions of this Agreement and that the Disclosing Party shall be entitled to seek the remedies of injunction, specific performance and other equitable relief for any threatened or actual breach of any such provision by the Receiving Party or its Agents, and no proof of special damages shall be necessary for the enforcement of the rights under this Agreement.
- 8.2 Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available by it, either at law or in equity, for any such threatened or actual breach of this Agreement including specific performance, recovery of damages or otherwise.

9. Data Protection

The Receiving Party warrants that it and its Agents have the appropriate technical and organizational measures in place against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data held or processed by them.

10. General

- 10.1 Neither party may assign the benefit of this Agreement or any interest hereunder except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.
- 10.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.
- 10.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.
- 10.4 This Agreement may only be modified by a written agreement duly signed by persons authorized on behalf of each party.
- 10.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.
- 10.6 his Agreement will be governed by, and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

T

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

TRANSNET LIMITED:

By:
(Signature)

Print name: _____

Title: _____

Date: _____

[Insert company name]:

By:
(Signature)

Print name: _____

Title: _____

Date: _____

“PREVIEW COPY ONLY”

delivering on our commitment to you



Suppliers Code of Conduct

“PREVIEW COPY ONLY”



Suppliers Code of Conduct

Transnet aims to achieve the best value for money when buying or selling goods and obtaining services. This, however, must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support.

These are:

- >> Transnet Procurement Policy- A guide for tenderers;
- >> Section 217 of the Constitution- the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective;
- >> The Public Finance Management Act (PFMA);
- >> The Broad Based Black Economic Empowerment Act (BBBEE); and
- >> The Anti-Corruption Act.

This code of conduct has been compiled to formally apprise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices

Transnet is in the process of transforming itself into a self-sustaining State Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

Transnet will not participate in corrupt practices. Therefore, it expects its suppliers to act in a similar manner.

- >> Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with, and payments to, our suppliers.



- » Employees must not accept or request money or anything of value, directly or indirectly, from suppliers.

Employees may not receive anything that is calculated to:

- Illegally influence their judgement or conduct or to influence the outcome of a sourcing activity;
- Win or retain business or to influence any act or decision of any person involved in sourcing decisions; gain an improper advantage.

- » There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our suppliers to use our "Tip-offs Anonymous" Hotline to report these acts - 0800 003 056.

Transnet is firmly committed to free and competitive enterprise.

- » Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and anti-trust practices
- » Transnet does not engage non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

Transnet's relationship with suppliers requires us to clearly define requirements, to exchange information and share mutual benefits.

- » Generally, suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities.



These include, but are not limited to:

- Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
- Collusion;
- Failure to disclose accurate information required during the sourcing activity (ownership financial situation, BBBEE status, etc.);
- Corrupt activities listed above; and harassment, intimidation or other aggressive actions towards Transnet employees.

- >> Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence must be conducted and the supplier is expected to participate in an honest and straight forward manner.
- >> Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

Conflict of Interest

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet. Examples are:

- >> Doing business with family members.
- >> Having a financial interest in another company in our industry.



Show that you support good business practice by logging onto www.transnet-suppliers.net and completing the form.

This will allow us to confirm that you have received, and agree to, the terms and conditions set out in our Suppliers Code of Conduct.

**TIP-OFFS ANONYMOUS HOTLINE
0800 003 056**